

J20-18 Motion to make the BAME Societies Coordinator an interviewed position.

Owners: Ananya Jain & Avery Kitchens

In Effect From: Immediately

Review Date: 13 October 2020

It is noted that:

1. The BAME Students Network elects a Societies Coordinator through an EGM process.
2. Some BAME Students Network committee members are also appointed through an interview process
3. The BAME Societies Coordinator will sit on the SSC Societies Committee.
4. The Charities/Society Liaison is currently a similar position that sits on both the Societies Committee and the Charities Campaign.
5. The role of Charities/Society Liaison is interviewed by a panel consisting of: incoming Charities Officer, incoming Societies Officer, outgoing Charitable Societies Coordinator, an outgoing Sabbatical Officer.
6. Charities/Society Liaison is currently the only position on the Societies Committee that sits on two Association subcommittees in the same role.

It is believed that:

1. It is important for committee members to be interviewed for a position by both subcommittees when the member will sit on both subcommittees in order to ensure fair representation.
2. Changing the BAME Societies Coordinator into an interviewed position ensures that candidates for the position will be qualified for the role on both subcommittees.

It is resolved to:

1. Update chapter 25 of the Laws (Appendix A) and replace it with Appendix B.
2. Update Chapter 30 of the Laws (Appendix C) and replace it with Appendix D.

Proposers

Ananya Jain – Association BAME Officer

Avery Kitchens – SSC Societies Officer

Seconders

Amy Feakes - SSC Charities Officer

Joe Horsnell - SRC Arts/Divinity Faculty President

Gavin Sandford - Director of Student Development and Activities

Appendix A: Chapter 25 of the Current Laws

1. Membership
 - 1.1.1.SSC Societies Officer (Convenor and Chair)
 - 1.1.2. Director of Student Development and Activities
 - 1.1.3. Grants Officer
 - 1.1.4. Grants Adviser
 - 1.1.5. Elections Officer
 - 1.1.6. Secretary
 - 1.1.7. Elections Adviser
 - 1.1.8. Affiliations Officer
 - 1.1.9. Affiliations Adviser
 - 1.1.10. Publicity Officer
 - 1.1.11. Charities Liaison
 - 1.1.11.1. The Charities Liaison position must be occupied by the same person who occupies the Societies Liaison position in the SSC Charities Campaign.
 - 1.1.12. Two SRC Nominees
 - 1.1.13. Two SSC Nominees
 - 1.1.14. Management Accountant (Non-Voting)
2. Remit
 - 1.2.1. The Societies Committee shall:
 - 1.2.2. Approve affiliation of individual societies.
 - 1.2.3. Formulate policy on societies.
 - 1.2.4. Ensure that affiliated societies fulfil their role as defined in their constitution.
 - 1.2.5. Organise Societies Fairs in consultation with the Director of Student Development and Activities.
 - 1.2.6. Liaise with societies about Association facilities and make recommendations to the SSC and SAB as to their provision, ensure that societies abide by their constitutions and Association policy, and approve Association publications concerned with societies.
 - 1.2.7. Be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.
 - 1.2.8. Encourage Societies to boost alumni engagement by starting semesterly newsletters and maintaining email lists of society alumni
3. Meetings
 - 1.3.1. The Societies Committee shall meet weekly in term time, excluding pre- sessional and revision weeks, at other times when necessary.
4. Annual General Meeting
 - 1.4.1. The Annual General Meeting shall take place during Semester Two, after the mid-semester vacation.

1.4.2. All committee positions excluding those who are members of the SSC or SRC or interviewed positions shall be elected at this meeting.

1.4.3. There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.

1.4.4. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall be eligible for nomination and each member shall have a vote.

1.4.5. No person may hold more than one voting position on the Committee at any one time.

1.4.6. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against RON.

5. Interviewed Positions

1.5.1. The positions of Grants Officer, Elections Officer, Affiliations Officer and Charities Liaison shall be filled by appointment after interview, which will take place before the Annual General Meeting.

1.5.2. The interview panel for Grants Officer, Elections Officer and Affiliations Officer will comprise of the outgoing Director of Student Development and Activities, the incoming and outgoing Societies Officers and the incumbent of the position being interviewed.

1.5.3. The interview panel for Charities Liaison will comprise of the outgoing Director of Student Development and Activities, the incoming Societies Officer, the incoming Charities Officer and the incumbent of the position being interviewed.

1.5.4. If a member of the panel is reapplying for the same position under interview then they must resign from the panel, in which case the remaining members may decide to invite one other person to join the panel.

Appendix B: Updated Chapter 25 of the Current Laws

1. Membership
 - 1.1.1.SSC Societies Officer (Convenor and Chair)
 - 1.1.2. Director of Student Development and Activities
 - 1.1.3. Grants Officer
 - 1.1.4. Grants Adviser
 - 1.1.5. Elections Officer
 - 1.1.6. Secretary
 - 1.1.7. Elections Adviser
 - 1.1.8. Affiliations Officer
 - 1.1.9. Affiliations Adviser
 - 1.1.10. Publicity Officer
 - 1.1.11. Charities Liaison
 - 1.1.11.1. The Charities Liaison position must be occupied by the same person who occupies the Societies Liaison position in the SSC Charities Campaign.
 - 1.1.12. **BAME Societies Coordinator**
 - 1.1.13. Two SRC Nominees
 - 1.1.14. Two SSC Nominees
 - 1.1.15. Management Accountant (Non-Voting)
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 - 1.2.1. The Societies Committee shall:
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 - 1.2.6. Liaise with societies about Association facilities and make recommendations to the SSC and SAB as to their provision, ensure that societies abide by their constitutions and Association policy, and approve Association publications concerned with societies.
 - 1.2.7. Be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.
 - 1.2.8. Encourage Societies to boost alumni engagement by starting semesterly newsletters and maintaining email lists of society alumni
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- 1.4.2. All committee positions excluding those who are members of the SSC or SRC or interviewed positions shall be elected at this meeting.
- 1.4.3. There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.
- 1.4.4. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall be eligible for nomination and each member shall have a vote.
- 1.4.5. No person may hold more than one voting position on the Committee at any one time.
- 1.4.6. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against RON.

5. Interviewed Positions

- 1.5.1. The positions of Grants Officer, Elections Officer, Affiliations Officer, **BAME Societies Coordinator** and Charities Liaison shall be filled by appointment after interview, which will take place before the Annual General Meeting.
- 1.5.2. The interview panel for Grants Officer, Elections Officer and Affiliations Officer will comprise of the outgoing Director of Student Development and Activities, the incoming and outgoing Societies Officers and the incumbent of the position being interviewed.
- 1.5.3. The interview panel for Charities Liaison will comprise of the outgoing Director of Student Development and Activities, the incoming Societies Officer, the incoming Charities Officer and the incumbent of the position being interviewed.
- 1.5.4. **The interview panel for BAME Societies Coordinator will comprise of the outgoing Director of Student Development and Activities, the incoming Societies Officer, the incoming BAME Officer and the incumbent of the position being interviewed.**
- 1.5.5. If a member of the panel is reapplying for the same position under interview then they must resign from the panel, in which case the remaining members may decide to invite one other person to join the panel.

Appendix C: Chapter 30 of the Current Laws

1. Mission Statement

1.1. The University of St Andrews Black Asian Minority Ethnic Students' Network exists to provide a strong community, adequate resources and effective support to the BAME students at the University. While we acknowledge that the term BAME may not be entirely representative, we want to ensure that we as a society are all-inclusive and open to all minority students, who may need support, help, or guidance.

2. Name

2.1 The official name of the subcommittee shall be 'The University of St Andrews Black Asian Minority Ethnic Students' Network' hereby known as the 'BAME Network' or 'BAME Students' Network'

3. Aims

3.1 Create a network that provides resources, support and a sense of community for BAME and Minority students.

3.2 Serve as a link between the University Administration and the Student Body, and work in collaboration with both to address and take action on issues and concerns linked to race/racism/ethnicity.

3.3 Liaise with other student societies and subcommittees when necessary, to promote BAME interests.

4. Remit

The Committee for the BAME Students' Network will outline a renewed and updated plan of action for every new academic year. In the first year, a 1 year, 3 year and 5 year plan will be outlined, and keep in mind the following areas concerning BAME Students:

4.1 Representation and Inclusivity

4.2 Support & Wellbeing

4.3 Outreach, Careers and Networking 4.4 Communication

5. Membership

5.1 All Matriculated students, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, will automatically be eligible and be a part of the BAME Students' Network, regardless of ethnicity.

5.2 Committee Meetings are open to and accessible to all members/students who wish to attend and/or get involved

6. The Committee

6.1 The Executive

The Executive Committee will meet at least once every week and will take all major decisions with reference to committee activities. It will comprise of the following members:

6.1.1 BAME Association Officer/President of the BAME Students Network

6.1.1.1 Be the convenor of the Association BAME Subcommittee and chair committee meetings

6.1.1.2 Coordinate their activities with the Director of Wellbeing and the Director of Student Development and Activities

6.1.1.3 Work in cooperation with relevant members of staff and administration

6.1.1.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.1.5** Represent BAME issues to the SRC, and if necessary, to the SSC

6.1.1.6 The position will replace the current post of the 'SRC Member for Racial Equality and Cultural Diversity', and the remit of that role will be altered, and subsumed into this BAME Network

6.1.1.7. This position will be elected through the Student Association elections, just as other Councilors.

6.1.2 Co-President (2020-21 ONLY)

6.1.2.1 Co-president of the BAME Students Subcommittee working alongside the BAME Association Officer

6.1.2.2 Coordinate their activities with the Director of Wellbeing and the Director of Student Development and Activities

6.1.2.3 Work in cooperation with relevant members of staff and administration

6.1.2.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.2.5** Temporary position, only for the first year of the subcommittee's establishing

6.1.2.6 Will be invalid from 2021 onwards

6.1.2.7 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.3 Vice President

6.1.3.1 Will stand to co-chair all Executive meetings, in absence of the BAME Association Officer

6.1.3.2 Will be in charge of room bookings and scheduling meetings and noting absences

6.1.3.3 Working alongside the University Administration to look into effective redressal of Racial Discrimination and managing the Reporting system

6.1.3.4 Will work with the Discipline Committee, to address matters linked race/ethnicity/cultural minorities

6.1.3.5 Will be appointed through an application and interview process by the BAME Selection Committee.

6.1.3.6 Will line manage the *Education Officer*

6.1.4 Treasurer

6.1.4.1 Will keep the accounts of the committee and be a signatory on bank accounts (along with the President/Convener)

6.1.4.2 Will work with the President to write a comprehensive budget for the upcoming year

6.1.4.3 Will provide a finance report at the weekly meeting

6.1.4.4 Will oversee all committee spending, and ensure the effective use of resources

6.1.4.5 Will coordinate fundraising and sponsorship and line manage the Sponsorship and Development Officer

6.1.4.6 Will line manage the *Sponsorship and Development Officer*

6.1.4.7 Will be elected at the AGM

6.1.5 Secretary

6.1.5.1 Will overlook all the correspondence made on behalf of the committee

6.1.5.2 Will have access to the committee email address and be responsible for sharing regular information and updates on the activities undertaken by the committee, to as many people as possible.

6.1.5.3 Will also keep track of members and update the mailing lists as required

6.1.5.4 Will be responsible for organisation committee socials, with assistance from other general members

6.1.5.5 Will take minutes for all committee meetings and create an accessible archive of these

6.1.5.6 Will line manager the *Careers and Alumni Officer* as well as the *Access and Outreach Officer*

6.1.5.7 Will be Elected at the AGM

6.1.6 Wellbeing Officer

6.1.6.1 Responsible for overseeing the Wellbeing of committee members as well as general members of the subcommittee

the subcommittee

6.1.6.2 Liaison with Student Services, and student-led organisations such as Sexpression, Got Consent,

Nightline (amongst others), to focus on issues faced by BAME students

6.1.6.3 Ensure that all committee members receive adequate training (i.e. Mental Health First Aid, Got

Consent, Queer Peer Support, Nightline, Condom Training)

6.1.6.4 Organise events/discussions that promote wellbeing

6.1.6.5 Resolve any conflicts between committee members

6.1.6.6 Line manager to the *Freshers Representative, Post Graduate Representative, and Member without Portfolio*

6.1.6.7 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.7 Events Officer

6.1.7.1 Will be in charge of organising committee events

6.1.7.2 Will liaise with societies for collaborations with the help of the Societies Officer

6.1.7.3 Will work with Wellbeing Officer to ensure that all events are welcoming and accessible

6.1.7.4 Line Manager for *Multicultural Week Coordinator* and *Societies Coordinator*

6.1.7.5 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.8 Marketing Officer

6.1.8.1 Will be responsible for publicity for all activities and events, via social media, through student publications, and other innovative avenues

6.1.8.2 Will overlook the creation of content (including posters, graphics, creative image), to maintain a cohesive, approachable and active public image

6.1.8.3 Will Line manage a *Design Officer*, and *Photography Coordinator* content creators and work in collaboration with them to create visually attractive and informative content and graphics through the course of the year

6.1.8.4 Will be appointed through an application and interview process by the BAME Selection Committee

6.2 General Members

6.2.1 Education Officer

6.2.1.1 Will work alongside University staff, and school presidents to discuss changes within the curriculum and efforts that can be made to alter educational practices to be less biased, more inclusive and representative of a variety of cultures

6.2.1.2 Will look into programs beyond the curriculum, such as study abroad programs, mentorship schemes

6.2.1.3 Will work alongside the Director of Education and the Heads of Arts, Divinity and Sciences

6.2.1.4 Line managed by the Vice President

6.2.1.5 Will be appointed through an application and interview process by the BAME Selection Committee

6.2.2 Sponsorship and Development

6.2.2.1 Liaison with external organisations, to procure adequate funding for events, as well as promote collaborative efforts between the BAME Network and BAME run along with local businesses

6.2.2.2 Focus on fundraising and networking activities to support prospective, incoming and alumni students

6.2.2.3 Work closely with Events Officer, and Access and Outreach Officer

6.2.2.4 Will be appointed through an application and interview process by the BAME Selection Committee

6.2.3 Access and Outreach Officer

6.2.3.1 Will be responsible for working alongside the University administration and making St.

Andrews more accessible and appealing to BAME students

6.2.3.2 Will be part of any focus groups through which look into BAME Applicants, Offers and Admissions

6.2.3.3 Along with Convener, Vice President will put into place events such as access conferences, and others as recommended in the Action Plan Report from summer 2020

6.2.3.4 Liaison with members of the administration working towards ongoing outreach initiatives and student ambassador programs, as well as open days

6.2.3.5 Will be elected at the AGM

6.2.4 Careers and Alumni

6.2.4.1 Will work with the Careers Centre, and the Association Alumni Officer, as well as current BAME Students and Alumni, to create a network that fosters specific advice for current BAME

Students **6.2.4.2** Will be responsible for organising networking and career events, catered specifically for BAME Students and their futures

6.2.4.3 Will be elected at the AGM

6.2.5 Freshers' Representative

6.2.5.1 Will represent the interests and concerns of BAME freshers

6.2.5.2 Will work towards promoting engagement and integration between first year students and the rest of the student body

6.2.5.3 Will liaise with other committees' freshers' rep and put on a minimum of one event for BAME Freshers at the university

6.2.5.4 Will support other committee members depending on skill set

6.2.5.5 Will be Elected at the AGM

6.2.6 Postgraduate Representative

6.2.6.1 Will represent the interests of BAME Postgraduate Students,

6.2.6.2 Will work to promote more engagement between the BAME postgraduate students and the rest of the BAME student body

6.2.6.3 Will sit on the Postgraduate Committee and liaise with other committees' postgraduate officers and put on a minimum of one event for BAME Postgraduates at the university

6.2.6.4 Will support other committee members depending on skill set

6.2.6.5 Will be Elected at the AGM

6.2.7 Member without Portfolio

6.2.7.1 Will support other committee members depending on skill set **6.2.7.2** Will aid the Secretary in planning committee socials

6.2.7.3 Will be Elected at the AGM

6.2.8 Multicultural Week Coordinator

6.2.8.1 Will be the lead organiser and execute the annual St. Andrews Multicultural Week

6.2.8.2 Will liaise with the Association BAME Officer, and the BAME Students Network committee

6.2.8.3 Will chair a committee, and meet with them regularly to organise, plan, and oversee the running of the events smoothly

6.2.8.4 Line Managed by the Events Officer, and will assist them

6.2.8.5 For 2020-21, this will be overlooked by the BAME Association Officer/Convener

6.2.8.6 From 2021 onwards will be appointed through an application and interview process by the BAME Selection Committee + Events Officer

6.2.9 Societies Coordinator

6.2.9.1 Will be responsible for maintaining regular communication with other societies and subcommittees at the University

6.2.9.2 Will work alongside the Events Officer, Wellbeing Officer to put up collaborative events

6.2.9.3 Will sit on the Societies Subcommittee

6.2.9.4 Will be Elected at the AGM

6.2.10 Design Officer

6.2.10.1 Will create posters, graphics, and required content for the publicity of the BAME Students Network, all its events and activities

6.2.10.2 Line Managed by the Marketing Officer

6.2.10.3 In collaboration with the Marketing Officer will run the social media pages, and advertising campaigns for the subcommittee

6.2.10.4 Will be appointed through an application and interview process by the BAME Selection Committee + The Marketing Head

6.2.11 Photography Coordinator

6.2.11.1 Will carry out photography and video content creation wherever required

6.2.11.2 Will work in collaboration with the Marketing Officer, Design Officer and the Events Officer

6.2.11.3 Will work towards hiring and sourcing other student photographers and content creators as and when necessary

6.2.11.4 Will be appointed through an application and interview process by the BAME Selection Committee + The Marketing Head

7. BAME Selection Committee

7.1 Will be responsible for appointing certain committee members, through a fair, and inclusive process of applications and interviews, that will be open to and advertised to all matriculated students

7.2 *Members (2020-21)*

7.2.1 BAME Association Officer (Currently known as the Member for Racial Equality and Cultural Diversity)

7.2.2 Director of Wellbeing

7.2.3 Director of Student Development and Activities

7.2.4 Co-Convener of the BAME Students Network (After they have been appointed by the above)

7.3 *Members 2021 - onwards*

7.3.1 Outgoing BAME Association Officer

7.3.2 Incoming BAME Association Officer

7.3.3 Outgoing Vice President

(At Least two of)

7.3.3 Outgoing Director of Wellbeing

7.3.4 Incoming Director of Wellbeing

7.3.5 Outgoing Director of Student Development and Activities **7.3.6** Incoming Director of Student Development and Activities

8. Meetings

8.1 The Executive will meet once every week on a fixed day and time that will be mutually pre-decided. All members are expected to attend or inform the other members of their absence beforehand if they cannot. Where possible the DoSDA and DoWell will attend.

8.2 Each member of the Executive will provide a report of their progress and future action plan at the meeting

8.3 The full committee will meet once a month, at a pre-decided time/date

8.4 Each line manager will provide a report of their progress and future action plan at the meeting

9. Annual General Meeting

9.1 General

9.1.1 The Annual General Meeting shall take place during Semester Two and the agenda is as following:

9.1.1.1 Reports of the Executive

9.1.1.2 Election of committee members for the following year.

9.2 Voting

9.2.1 All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall have the right to vote.

9.2.2 Election of Officers

9.2.2.1 *Executive Posts*

9.2.2.1.1 Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or by a deadline as the Convenor, Director of Wellbeing and Director of Student Development and Activities mutually determine.

9.2.2.2 *Non-Executive Posts*

9.2.2.2.1 Nominations for non-executive posts may be made at the meeting, unless stated otherwise by the Convenor, Director of Wellbeing and Director of Student Development and Activities

9.2.2.3 *Voting Procedure*

9.2.2.3.1 Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re-Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.

Appendix D: Updated Chapter 30 of the Current Laws

1. Mission Statement

1.1. The University of St Andrews Black Asian Minority Ethnic Students' Network exists to provide a strong community, adequate resources and effective support to the BAME students at the University. While we acknowledge that the term BAME may not be entirely representative, we want to ensure that we as a society are all-inclusive and open to all minority students, who may need support, help, or guidance.

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3.2 Serve as a link between the University Administration and the Student Body, and work in collaboration with both to address and take action on issues and concerns linked to race/racism/ethnicity.

3.3 Liaise with other student societies and subcommittees when necessary, to promote BAME interests.

4. Remit

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4.2 Support & Wellbeing

4.3 Outreach, Careers and Networking 4.4 Communication

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6.1.1.3 Work in cooperation with relevant members of staff and administration

6.1.1.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.1.5** Represent BAME issues to the SRC, and if necessary, to the SSC

6.1.1.6 The position will replace the current post of the 'SRC Member for Racial Equality and Cultural Diversity', and the remit of that role will be altered, and subsumed into this BAME Network

6.1.1.7. This position will be elected through the Student Association elections, just as other Councilors.

6.1.2 Co-President (2020-21 ONLY)

6.1.2.1 Co-president of the BAME Students Subcommittee working alongside the BAME Association Officer

6.1.2.2 Coordinate their activities with the Director of Wellbeing and the Director of Student Development and Activities

6.1.2.3 Work in cooperation with relevant members of staff and administration

6.1.2.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.2.5** Temporary position, only for the first year of the subcommittee's establishing

6.1.2.6 Will be invalid from 2021 onwards

6.1.2.7 Will be appointed through an application and interview process by the BAME Selection Committee

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6.1.3.2 Will be in charge of room bookings and scheduling meetings and noting absences

6.1.3.3 Working alongside the University Administration to look into effective redressal of Racial Discrimination and managing the Reporting system

6.1.3.4 Will work with the Discipline Committee, to address matters linked race/ethnicity/cultural minorities

6.1.3.5 Will be appointed through an application and interview process by the BAME Selection Committee.

6.1.3.6 Will line manage the *Education Officer*

6.1.4 Treasurer

6.1.4.1 Will keep the accounts of the committee and be a signatory on bank accounts (along with the President/Convener)

6.1.4.2 Will work with the President to write a comprehensive budget for the upcoming year

6.1.4.3 Will provide a finance report at the weekly meeting

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6.1.4.6 Will line manage the *Sponsorship and Development Officer*

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6.1.5.2 Will have access to the committee email address and be responsible for sharing regular information and updates on the activities undertaken by the committee, to as many people as possible.

6.1.5.3 Will also keep track of members and update the mailing lists as required

6.1.5.4 Will be responsible for organisation committee socials, with assistance from other general members

6.1.5.5 Will take minutes for all committee meetings and create an accessible archive of these

6.1.5.6 Will line manager the *Careers and Alumni Officer* as well as the *Access and Outreach Officer*

6.1.5.7 Will be Elected at the AGM

6.1.6 Wellbeing Officer

6.1.6.1 Responsible for overseeing the Wellbeing of committee members as well as general members of the subcommittee

6.1.6.2 Liaison with Student Services, and student-led organisations such as Sexpression, Got Consent, Nightline (amongst others), to focus on issues faced by BAME students

6.1.6.3 Ensure that all committee members receive adequate training (i.e. Mental Health First Aid, Got

Consent, Queer Peer Support, Nightline, Condom Training)

6.1.6.4 Organise events/discussions that promote wellbeing

6.1.6.5 Resolve any conflicts between committee members

6.1.6.6 Line manager to the *Freshers Representative, Post Graduate Representative, and Member without Portfolio*

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6.1.7.1 Will be in charge of organising committee events

6.1.7.2 Will liaise with societies for collaborations with the help of the Societies Officer

6.1.7.3 Will work with Wellbeing Officer to ensure that all events are welcoming and accessible

6.1.7.4 Line Manager for *Multicultural Week Coordinator* and *Societies Coordinator*

6.1.7.5 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.8 Marketing Officer

6.1.8.1 Will be responsible for publicity for all activities and events, via social media, through student publications, and other innovative avenues

6.1.8.2 Will overlook the creation of content (including posters, graphics, creative image), to maintain a cohesive, approachable and active public image

6.1.8.3 Will Line manage a *Design Officer*, and *Photography Coordinator* content creators and work in collaboration with them to create visually attractive and informative content and graphics through the course of the year

6.1.8.4 Will be appointed through an application and interview process by the BAME Selection Committee

6.2 General Members

6.2.1 Education Officer

6.2.1.1 Will work alongside University staff, and school presidents to discuss changes within the curriculum and efforts that can be made to alter educational practices to be less biased, more inclusive and representative of a variety of cultures

6.2.1.2 Will look into programs beyond the curriculum, such as study abroad programs, mentorship schemes

6.2.1.3 Will work alongside the Director of Education and the Heads of Arts, Divinity and Sciences

6.2.1.4 Line managed by the Vice President

6.2.1.5 Will be appointed through an application and interview process by the BAME Selection Committee

6.2.2 Sponsorship and Development

6.2.2.1 Liaison with external organisations, to procure adequate funding for events, as well as promote collaborative efforts between the BAME Network and BAME run along with local businesses

6.2.2.2 Focus on fundraising and networking activities to support prospective, incoming and alumni students

6.2.2.3 Work closely with Events Officer, and Access and Outreach Officer

6.2.2.4 Will be appointed through an application and interview process by the BAME Selection Committee

6.2.3 Access and Outreach Officer

6.2.3.1 Will be responsible for working alongside the University administration and making St. Andrews more accessible and appealing to BAME students

6.2.3.2 Will be part of any focus groups through which look into BAME Applicants, Offers and Admissions

6.2.3.3 Along with Convener, Vice President will put into place events such as access conferences, and others as recommended in the Action Plan Report from summer 2020

6.2.3.4 Liaison with members of the administration working towards ongoing outreach initiatives and student ambassador programs, as well as open days

6.2.3.5 Will be elected at the AGM

6.2.4 Careers and Alumni

6.2.4.1 Will work with the Careers Centre, and the Association Alumni Officer, as well as current BAME Students and Alumni, to create a network that fosters specific advice for current BAME

Students **6.2.4.2** Will be responsible for organising networking and career events, catered specifically for BAME Students and their futures

6.2.4.3 Will be elected at the AGM

6.2.5 Freshers' Representative

6.2.5.1 Will represent the interests and concerns of BAME freshers

6.2.5.2 Will work towards promoting engagement and integration between first year students and the rest of the student body

6.2.5.3 Will liaise with other committees' freshers' rep and put on a minimum of one event for BAME Freshers at the university

6.2.5.4 Will support other committee members depending on skill set

6.2.5.5 Will be Elected at the AGM

6.2.6 Postgraduate Representative

6.2.6.1 Will represent the interests of BAME Postgraduate Students,

6.2.6.2 Will work to promote more engagement between the BAME postgraduate students and the rest of the BAME student body

6.2.6.3 Will sit on the Postgraduate Committee and liaise with other committees' postgraduate officers and put on a minimum of one event for BAME Postgraduates at the university

6.2.6.4 Will support other committee members depending on skill set

6.2.6.5 Will be Elected at the AGM

6.2.7 Member without Portfolio

6.2.7.1 Will support other committee members depending on skill set **6.2.7.2** Will aid the Secretary in planning committee socials

6.2.7.3 Will be Elected at the AGM

6.2.8 Multicultural Week Coordinator

6.2.8.1 Will be the lead organiser and execute the annual St. Andrews Multicultural Week

6.2.8.2 Will liaise with the Association BAME Officer, and the BAME Students Network committee

6.2.8.3 Will chair a committee, and meet with them regularly to organise, plan, and oversee the running of the events smoothly

6.2.8.4 Line Managed by the Events Officer, and will assist them

6.2.8.5 For 2020-21, this will be overlooked by the BAME Association Officer/Convener

6.2.8.6 From 2021 onwards will be appointed through an application and interview process by the BAME Selection Committee + Events Officer

6.2.9 Societies Coordinator

6.2.9.1 Will be responsible for maintaining regular communication with other societies and subcommittees at the University

6.2.9.2 Will work alongside the Events Officer, Wellbeing Officer to put up collaborative events

6.2.9.3 Will sit on the Societies Subcommittee

6.2.9.4 Will be appointed through an application and interview process by the BAME Selection Committee and the incoming Societies Officer

6.2.9.4.1 If a member of the panel is reapplying for the same position under interview then they must resign from the panel, in which case the remaining members may decide to invite one other person to join the panel.

6.2.10 Design Officer

6.2.10.1 Will create posters, graphics, and required content for the publicity of the BAME Students Network, all its events and activities

6.2.10.2 Line Managed by the Marketing Officer

6.2.10.3 In collaboration with the Marketing Officer will run the social media pages, and advertising campaigns for the subcommittee

6.2.10.4 Will be appointed through an application and interview process by the BAME Selection Committee + The Marketing Head

6.2.11 Photography Coordinator

6.2.11.1 Will carry out photography and video content creation wherever required

6.2.11.2 Will work in collaboration with the Marketing Officer, Design Officer and the Events Officer

6.2.11.3 Will work towards hiring and sourcing other student photographers and content creators as and when necessary

6.2.11.4 Will be appointed through an application and interview process by the BAME Selection Committee + The Marketing Head

7. BAME Selection Committee

7.1 Will be responsible for appointing certain committee members, through a fair, and inclusive process of applications and interviews, that will be open to and advertised to all matriculated students

7.2 *Members (2020-21)*

7.2.1 BAME Association Officer (Currently known as the Member for Racial Equality and Cultural Diversity)

7.2.2 Director of Wellbeing

7.2.3 Director of Student Development and Activities

7.2.4 Co-Convener of the BAME Students Network (After they have been appointed by the above)

7.3 *Members 2021 - onwards*

7.3.1 Outgoing BAME Association Officer

7.3.2 Incoming BAME Association Officer

7.3.3 Outgoing Vice President

(At Least two of)

7.3.3 Outgoing Director of Wellbeing

7.3.4 Incoming Director of Wellbeing

7.3.5 Outgoing Director of Student Development and Activities **7.3.6** Incoming Director of Student Development and Activities

8. Meetings

8.1 The Executive will meet once every week on a fixed day and time that will be mutually pre-decided. All members are expected to attend or inform the other members of their absence beforehand if they cannot. Where possible the DoSDA and DoWell will attend.

8.2 Each member of the Executive will provide a report of their progress and future action plan at the meeting

8.3 The full committee will meet once a month, at a pre-decided time/date

8.4 Each line manager will provide a report of their progress and future action plan at the meeting

9. Annual General Meeting

9.1 General

9.1.1 The Annual General Meeting shall take place during Semester Two and the agenda is as following:

9.1.1.1 Reports of the Executive

9.1.1.2 Election of committee members for the following year.

9.2 Voting

9.2.1 All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall have the right to vote.

9.2.2 Election of Officers

9.2.2.1 *Executive Posts*

9.2.2.1.1 Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or by a deadline as the Convenor, Director of Wellbeing and Director of Student Development and Activities mutually determine.

9.2.2.2 *Non-Executive Posts*

9.2.2.2.1 Nominations for non-executive posts may be made at the meeting, unless stated otherwise by the Convenor, Director of Wellbeing and Director of Student Development and Activities

9.2.2.3 *Voting Procedure*

9.2.2.3.1 Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re-Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.