



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

AGENDA

Tuesday, 22nd November 2016 – Large Rehearsal Room—
6pm

1. Adoption of the Agenda

2. Apologies for Absence

3. Reports of the Sabbatical Officers

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

4. New General Joint Business

- 4.1. J.16-20 A Motion to update the Association Laws to Ensure They Accurately Reflect Current Practice
- 4.2. J.16-21 A Motion for the Creation of a 'Forum for Life Long Learners' to better facilitate representation of and social interaction between 'mature' students
- 4.3. J.16-22 A Motion to Accept the Revised Election Rules

5. New General SRC Business

- 5.1. Co-option of the SRC Member for Students with Disabilities

6. New General SSC Business

7. Any Other Competent Business

J.16-20 A Motion to update the Association Laws to Ensure They Accurately Reflect Current Practice:

This SRC and SSC Notes:

1. The Association Council Laws have been updated sporadically throughout the past semester.
2. Despite this, there are still numerous changes that are required to ensure they accurately reflect the daily practice of the Association.
3. In the Debates section of the Laws, Chapter 14 §2.1.12, there is a mention of an SSC Nominee sitting on the Board of Ten. This role has not been the case in working memory.
4. The President's Forum, mentioned in Chapter 19 §3.3, was intended to be an avenue for affiliated societies and Mermaids to discuss any problems they experience during the semester or an opportunity for collaboration.
5. Chapter 19 §4, Mermaids is the main funding body for plays; however this is not reflected in §4.
6. Chapter 19 §4.1.1 does not accurately reflect the complete list of Mermaids' affiliated societies.
7. Chapter 19 §7 states that the Marketing Officer is interviewed, despite it being an elected position.
8. Chapter 17 §1.1 includes positions that are no longer on committee and is missing some of the positions that are currently on committee.
9. Chapter 4 §5.4.4 and Chapter 23 §4.1.4 reference SRC Education Officer, a position that no longer exists.
10. Chapter 23 §3.3 grammar is incorrect.
11. The role descriptions in Chapter 23 §4 are outdated and do not reflect current practice.
 - 11.1. Chapter 23 §4.2.2-3 are the responsibility of the Employability Officer
 - 11.2. Chapter 23 §4.3 role description for the Outreach Officer is outdated.
 - 11.3. Chapter 23 §4.4, Secretary role description is outdated.
 - 11.4. Chapter 23 §4.5, role description for Treasurer is outdated.
 - 11.5. Chapter 23 §4.6, role description for publicity officer is outdated.
12. Chapter 23 §5.1 states that the employability fund is managed by the Employability committee but in reality it is managed in collaboration with the Careers Center
13. Chapter 13, §2.1.1.7 states that the Events coordinator is elected; however current practice is to interview that position. Events Coordinator needs to be added into the interviewed slots as they lead the Events subcommittee of the Campaign.
14. Chapter 13 §2.1.1.13, the Ball Coordinator title does not accurately reflect the current practice.
15. Chapter 1 §3.7 is outdated because the Town-Gown Liaison Group and St Andrews Festival Committee have been disbanded and the Community Relations Officer no longer sits on the Kate Kennedy Procession Committee.

16. According Chapter 1 §3.6, the Alumni officer is in charge of alumni relations. However, there is no reference to how the Association Alumni Officer would liaise with all the subcommittees and societies alumni officers.

This SRC and SSC Believes:

1. The rolling updates are helpful, however they are often focused on one section at a time.
2. In order to increase accountability and transparency, the Association Laws must be updated.
3. There's no feasible reason why the SSC nominee position should exist, particularly given its purpose isn't outlined in a role description of any kind later in the laws.
4. For the Presidents Forum, two meetings per semester is sufficient as individual issues and collaborations can occur outside of these meetings, over email or individual discussions.
5. That Chapter 19 §4 needs to be updated to reflect the Mermaid's priority to fund plays in St Andrews.
6. In order to increase accountability Chapter 19 §4.1.1 should be updated to accurately reflect the complete list of affiliated societies.
7. Chapter 19 §7 should accurately reflect the list of interviewed positions.
8. Chapter 17 §1.1 should be updated to accurately reflect the current practice.
9. The reference of SRC Education Officer in Chapter 4 §5.4.4 and Chapter 23 §4.1.4 is not accurate to current practice.
10. Chapter 23 §3.3 there are two representatives from the Careers Center at the meetings of the Employability Representative Forum.
11. The role descriptions in Chapter 23 §4 should be updated to reflect current practice
 - 11.1. Chapter 23 §4.2.2-3 are the responsibility of the Employability Officer
 - 11.2. Chapter 23 §4.3 role description for the Outreach Officer should become the Academic Outreach Officer with a specific remit to support employability reps, and not be the point of contact for societies.
 - 11.3. Chapter 23 §4.4, the secretary role should be clarified and working with Alumni officer moved to this role in order to reflect current practice.
 - 11.4. Chapter 23 §4.5, to tackled the problems publicising funding opportunities before and this will become the role of the treasurer as well as publicity officer.
 - 11.5. Chapter 23 §4.6, publicity officer should become point of contact for societies and gains responsibility for social media accounts
12. Chapter 23 §5.1 should reflect current practice to increase accountability and transparency.
13. Chapter 13, §2.1.1.7 should be updated to reflect the current practice. They also hold a lot of responsibility, and as such should be interviewed to ensure that they can handle the remit of the role. Social should be deleted as we do not have an entitled position as such.

14. Chapter 13 §2.1.1.13, the Ball Coordinator should become the Special Events Coordinator because there is no longer an annual ball. Special Event Coordinator should design a major fundraising event on behalf of the Campaign.
15. Chapter 1 §3.7 should be updated and there should be a Bicycle User Group added as this is an important town-gown organisation that the Community Relations Officer is a member of.
16. The Association Alumni Officer should have a forum through which they can interact with the alumni officers from societies and Subcommittees. The easiest way to accomplish this is by creating an Alumni Officers Forum.

This SRC and SSC Resolves:

1. That this motion will make all the necessary changes to all sections of the Laws which are inconsistent with daily practice.
2. To implement the changes, outlined in Appendix A, that were suggested by each of the subcommittees and their heads.
3. To strike § 2.1.12 of Chapter 14.
4. To strike the phrase "at least two times" in §3.3.1 of Chapter 19.
5. To add §4.1.2 and add the phrase "with an emphasis on plays" to §4 to Chapter 19.
6. To add §4.1.1.6, §4.1.1.7, §4.1.1.8 to Chapter 19.
7. To strike "Marketing Officer" from Chapter 19 §7.1.
8. To strike, from Chapter 17, §1.1.6 the "Operations Officer" and to add "Entertainments Spaces Manager" and "Performance Space Manager".
9. To strike Chapter 4 §5.4.4 and Chapter 23 §4.1.4.
10. To change the grammar of Chapter 23 §3.3.
11. To update the role descriptions in Chapter 23 §4 to reflect current practice. See changes to Chapter 23 §4.2.2-3, §4.3, §4.4, §4.5, §4.6 in Appendix A.
 - 11.1. Change all mentions of the Outreach officer in Chapter 23 to the Academic Outreach Officer.
12. To add the phrase "in collaboration with the Careers Centre" to Chapter 23 §5.1.
13. Add the phrase "(Interviewed)" to Chapter 13, §2.1.1.7 and add "Events Coordinator" to §2.1.2.
14. Change Ball Coordinator to "Special Event Coordinator" to Chapter 13, §2.1.1.13 and §2.1.2.
15. To strike §3.7.3.2, §3.7.3.3, §3.7.3.4 in Chapter 1, add a new §3.7.3.2 "St Andrews Bicycle User Group" and correct the numbering.
16. Add to Chapter 1 §3.6.5 to the Association Alumni Officer role description.

PROPOSED:

Sigrid Jorgensen, Association Chair

SECONDED:

Annabel Ekelund, SSC Performing Arts Officer
Kristen Tsubota, SSC Charities Officer
Francis Newman, SSC Employability Officer
Rebecca Ryce, Association Alumni Officer

Appendix A:

Debates:

Chapter 14:

2.1.Membership:

The Officers of the Society shall be:

- 2.1.1. The SSC Debates Officer (Convener & Chair)
- 2.1.2. The Treasurer of the Society
- 2.1.3. The Clerk to the House (Secretary)
- 2.1.4. Inter-Varsity Secretary
- 2.1.5. Schools Secretary
- 2.1.6. Communications Secretary
- 2.1.7. Steward to the House (Social Secretary)
- 2.1.8. Internal Secretary
- 2.1.9. The Chief Whip
- 2.1.10. The Serjeant-at-Arms
- 2.1.11. The Freshers' Representative
- ~~2.1.12. The SSC Nominee~~

Mermaids:

3. Meetings

3.3. Presidents' Forum

3.3.1 The Presidents' Forum shall convene ~~at least~~ two times per semester.

4. Remit of Mermaids

4.1. Mermaids shall be responsible for the promotion of performing arts; **with an emphasis on plays** in St Andrews and the organization of events in conjunction with this promotion.

4.1.1: Mermaids shall allow student groups with a performing arts remit to affiliate with it, and will provide support for their activities.

4.1.1.1: Blind Mirth

4.1.1.2: Just So (Musical Theatre)

4.1.1.3: Gilbert and Sullivan

4.1.1.4: Inklight

4.1.1.5: A Capella Society

4.1.1.6: Comedy Society

4.1.1.7: Opera Society

4.1.1.8: Dance Society

4.1.2: Mermaids shall prioritize the funding of plays first proposed to Mermaids. After evaluating play proposals and granting funds for their implementation, the fund can then be approached by affiliated societies looking for additional funding.

7. Interviewed Positions

- 7.1 The positions of Vice-President, Treasurer, Productions Coordinator, ~~Marketing Officer~~, Fringe Representative, Technical Operations Manager, Box Office Manager and Ball Convener shall be filled by appointment after interview, which will take place before the Annual General Meeting.

Ents:

1. Committee

1.1. The Committee shall be formed of:

- 1.1.1. The Director of Events and Services
- 1.1.2. The Building Supervisor (non-voting)
- 1.1.3. The Deputy Building Supervisor (non-voting)
- 1.1.4. SSC Entertainments Convener
- 1.1.5. Secretary
- ~~1.1.6. Operations Officer~~
- 1.1.7. Events Officer
- 1.1.8. Two Technical Coordinators
- 1.1.9. Social Officer
- 1.1.9 Entertainments Spaces Manager
- 1.1.10 Performance Space Manager

Employability:

Chapter Four: The Student Services Council

5.4. SSC Employability Officer

- 5.4.1. Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:
- 5.4.2. Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;
- 5.4.3. Serve as a primary student liaison with the Careers Centre;
- ~~5.4.4. Work with the SRC Education Officer on the intersection of learning and teaching with employability;~~

Chapter Twenty-Three-SSC Employability Committee

2.1. Membership:

- 2.1.1. SSC Employability Officer (Convenor & Chair);
- 2.1.2. Director of Student Development & Activities;
- 2.1.3. Academic Outreach Officer
- 2.1.4. Treasurer
- 2.1.5. Secretary
- 2.1.6. Publicity Officer
- 2.1.7. Invited representatives (non-voting).

3. Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.

- 3.1. Should meet three times per academic year
- 3.2. The Employability Officer is the chair and convenor

3.3. The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum

3.4. Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.

4. Role Descriptions:

4.1. SSC Employability Officer

4.1.1. shall primarily work to represent student opinion on services and support relating to employability and career skills and shall

4.1.2. Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;

4.1.3. Serve as a primary student liaison with the Careers Centre;

~~4.1.4. Work with the SRC Education Officer on the intersection of learning and teaching with employability;~~

~~4.1.5.~~ 4.1.4 Work with the Association Equal Opportunities Officer to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;

~~4.1.6.~~ 4.1.5. Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and

~~4.1.7.~~ 4.1.6. Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online

~~4.1.8.~~ 4.1.7. Be responsible for the running of the Employability Representatives

Forum and the training of the Employability Class Representatives

~~4.1.9.~~ 4.1.8. Will hold fortnightly surgeries for School Presidents

~~4.1.10.~~ 4.1.9. Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.

~~4.1.11.~~ 4.1.10. Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.

~~4.1.12.~~ 4.1.11. Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.

4.2. Employability Class Representatives:

4.2.1. Attend Employability and Careers training

~~4.2.2. Deliver Employability training with the careers centre.~~

~~4.2.3. Convene and chair the employability representatives forum.~~

4.2.24. Help facilitate careers events in schools

- 4.2.35. Liaise with School, Student Association and Careers Centre for funding of events
- 4.2.46. Shall engage the student body with employability on campus.
- 4.2.57. Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.
- 4.2.68. Liaise with other Employability Representatives between Schools
- 4.2.79. Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
- 4.2.81. Make student body aware of Careers Centre surveys on employability and career support during lecture shouts
- 4.3. Academic Outreach Officer:
 - 4.3.1. Will liaise with Schools, Career links and other societies and committees School Presidents with regards to setting up career events
 - 4.3.2. Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.
 - ~~4.3.3. Will be the first point of contact for Societies~~
 - 4.3.34. Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
 - 4.3.45. Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda
- 4.4. Secretary
 - 4.4.1. Will keep a copy of all correspondence
 - 4.4.2. Will write correspondence not directly relating to the remit of other officers in the committee
 - 4.4.3. Will keep and update the minutes of the committee and the Employability Reps Forum
 - 4.4.4. Will produce a committee newsletter at least once per semester
 - 4.4.5. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee
 - ~~2. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.~~
- 4.5. Treasurer
 - 1. 4.5.1. Will keep the accounts of the committee
 - 4.5.2. Will ensure that committee budget is submitted correctly and punctually

[4.5.3. Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively](#)

4.6 Publicity Officer

4.6.1. Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.

~~4.6.2.3. Will be the first point of contact for Societies and subcommittees wishing to collaborate with the committee.~~

~~4.6.3.2. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.~~ [Will manage the committee's social media accounts, and if mandated by the committee, create new social media accounts.](#)

5. Funding:

5.1. Employability Speaker Fund will be managed by the Employability Committee [in collaboration with the Careers centre.](#)

6. Committee:

6.1. The [Academic](#) Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.

Charities:

2. Committees

2.1. Charities Executive

2.1.1. Membership

2.1.1.1. SSC Charities Officer (Convenor and Chair)

2.1.1.2. Vice-Convenor (interviewed)

2.1.1.3. Secretary

2.1.1.4. Treasurer (interviewed)

2.1.1.5. RAG Week Coordinator (interviewed)

2.1.1.6. Race2 Coordinator (interviewed)

2.1.1.7. Events Coordinator ([interviewed](#))

2.1.1.8. Marketing Coordinator

2.1.1.9. Charitable Societies Coordinator (interviewed)

2.1.1.10. Halls Coordinator

2.1.1.11. Cloakroom Coordinator

2.1.1.12. Sponsorship and Development Coordinator

2.1.1.13 [Ball Special Events Coordinator](#) (Interviewed)

2.1.1.14. Director of Student Development & Activities/Director of Events and Services

2.1.1.15. Postgraduate Coordinator

2.1.2. The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, [Events](#)

Coordinator, and ~~Ball and Social Special Events~~ Coordinator shall be co-opted by a vote of a panel consisting of the current SSC Charities Officer, the incoming SSC Charities Officer, the previous office bearer of the position and at least one sabbatical officer. The Charitable Societies Coordinator interview panel shall also include the SSC Societies Officer. A sabbatical or sabbatical-elect officer must be present for the co-option to be binding. All interviewed positions must be chosen before the AGM.

Community Relations:

Chapter One: The Students' Association

3.7. Association Community Relations Officer

The Association Community Relations Officer shall:

3.7.1. Have responsibility for areas concerning community relations in collaboration with the Association President.

3.7.2. Convene and chair meetings of the Association Community Relations Committee at least twice a month.

3.7.3. Alongside the Association President, be an Association representative on the following committees:

~~3.7.3.1. St Andrews Community Council;~~

~~3.7.3.2. Town Gown Liaison Group;~~

~~3.7.3.3. St Andrews Festival Committee;~~

~~3.7.3.4. Kate Kennedy Procession Committee; and,~~

~~3.7.3.2 St Andrews Bicycle User Group; and,~~

~~3.7.3.5 3.7.3.3. Any other committees or bodies as required.~~

Alumni

Chapter one:

3.6. Association Alumni Officer The Association Alumni Officer shall:

3.6.1. Convene and chair meetings of the Association Alumni Committee at least twice a month. 3.6.2. Liaise with the Association's subcommittees and affiliated societies to encourage them build connections with their alumni.

3.6.3. Liaise with the Development Office and the Athletic Union on alumni relations.

3.6.4. Be responsible for having minutes kept of Association Alumni Committee meetings, passing them to the Association Chair, and filing them in the General Office, and online.

3.6.5 Chair and Convene the Alumni Officers Forum twice per semester. The Alumni Officer Forum is a forum where societies as well as subcommittee alumni officers can meet with the Association Alumni Officer. The forum is a time where the alumni officers can update the Association Alumni Officer about how their societies and subcommittees are reaching out to, interacting with their alumni and coordinate the planning of the Alumni Festival.

J.16-21: A Motion for the Creation of a ‘Forum for Life Long Learners’ to better facilitate representation of and social interaction between ‘mature’ students.

This SRC & SSC NOTES:

1. There is currently no formal or informal association for mature students in the Union or within the University.
2. A forum was held on Tuesday 8th November 2016 for students aged 21+ to express their views on their university experience and how it could be improved. The main issues that were raised are as follows:
 - 2.1. Some mature students feel isolated from their classmates who have had avenues to facilitate social relationships through living in halls. Many mature students cannot live in halls due to family commitments.
 - 2.2. The commuters’ room opening hours is not sufficient.
 - 2.3. Lack of childcare provision from the University and in the town in general means that events are often difficult to attend.
 - 2.4. Part time, particularly evening degree students, do not feel part of the university experience.
 - 2.5. Some PhD students with families do not feel they are included in university life enough to attend social events.
 - 2.6. The cost of travel is a burden – and many are unaware of the subsidies available through university funds.
3. It is clear that although there are many academic and social concerns, they are not being articulated to the University or the Students’ Association because there is no formal organisation for mature students.
4. The University’s head of enterprise and engagements, Verity Brown, is very much supportive of the proposition to develop an association for mature students. She has offered to lend University resources and support where appropriate.

This SRC & SSC Believes

1. Mature students are a valuable contribution to university life – and should not feel isolated or detached from the student experience.
2. The social aspect of university life, including what occurs in the Union, should be open and accessible to all members of the University regardless of age.
3. The voice of mature students should be given an organisation wherein they can voice their distinctive concerns, promote dialogue between other groups, and find solutions.

This SRC & SSC Resolves

1. To endorse the creation of a ‘Forum for Life Long Learners’ – to be chaired by the SRC member for Age Equality.
2. To help advertise the new association, and form a new committee – to first meet at the start of next semester.
3. To add Appendix One to Chapter 27 of the Association Laws.

Proposed: Equal Opportunities Committee

Appendix One:

Chapter Twenty-Seven: Equal Opportunities

5. Forum for Life Long Learners
 - 5.1. The Forum for Life Long Learners shall be a forum where mature students, students of 21 years of age and above, can express their views on their university experience.
 - 5.2. The forum aims to promote communication and cooperation between mature students and the Students' Association through the
 - 5.3. Committee:
 - 5.3.1. Members of Committee
 - 5.3.1.1. The SRC Member for Age Equality: Shall chair and convene the meetings. They will also be in charge of communicating the concerns raised in the forum being brought to the appropriate parties, either the Students' Association or the University.
 - 5.3.1.2. Secretary: Shall be in charge of taking minutes during the meetings.
 - 5.3.1.3. Treasurer: Shall be in charge of the finances for the Forum.
 - 5.3.1.4. Representative for Students with Children
 - 5.3.1.5. Representative for Commuting Students
 - 5.3.1.6. Representative for Part Time Degree Students
 - 5.3.1.7. Representative for PhD/Masters
 - 5.3.2. Selection process:
 - 5.3.2.1. The Treasurer and Secretary shall be selected through an interview process.
 - 5.3.2.2. The interview panel shall consist of: The SRC Member for Age Equality and the Association Equal Opportunities Officer.
- 5.4. Meetings:
 - 5.4.1. Will convene at least once per month.
 - 5.4.2. Calendar will be publicized in the commuters' room at the beginning of every semester.
 - 5.4.3. Shall be open to all mature students.

J.16-22 A Motion to Accept the Revised Elections Rules

This SRC and SSC note:

1. The attached elections rules, with changes to the rules from SA elections 2017 tracked.
2. Key changes are as follows.
 - 2.1. Students who are not members of the Students' Association are now explicitly excluded. This is not a change to current practice.
 - 2.2. We will trial a ban on flyers for this election cycle.
 - 2.3. Clarifications have been made on who can endorse candidates.
 - 2.4. Clarifications have been made on pre-campaigning. Please note that this is not a change to current practice.
 - 2.5. We will formally request that hall committees organise hustings for candidates.

This SRC and SSC believe:

1. These election rules allow for a fair and organised elections procedure.
2. These election rules allow for more environmentally friendly campaign tactics.

This SRC and SSC resolve:

1. To accept the election rules as presented.
2. To mandate the Senior Elections Officer and Elections Committee to make any procedural changes required prior to elections.
3. To mandate the Senior Elections Officer and Elections Committee to co-opt up to eleven external members to the Elections Committee before elections 2017.

Proposed:

Elections Committee
Jack Carr - Director of Representation and Senior Elections Officer.

Seconded:

Charlotte Andrew - Association President
Caroline Christie - Director of Student Development and Activities.

Students' Association Elections 2016

The Rules

Important Dates

- **Nominations open:** 20th February 2017
- **Nominations close:** 24th February 2017
- **Sabbatical candidates' meeting:** Friday 24 February at 5.30pm
- **All candidates' meeting (incl. sabbatical candidates):** Friday 24th March 7pm (Sandy's Bar)
- **Campaigning Starts:** Friday 24th February - 8pm
- **General hustings:** TBD
- **Athletic Union President Husting:** ~~Monday 7 March from 8:00pm (Large Rehearsal Room)~~TBD
- **Sabbatical Candidate Question Time:** Sunday ~~26th March~~February from 8.00pm (The StAge)
- **Sabbatical candidates' debate:** ~~Wednesday~~Tuesday ~~1st~~8 March at 7.30pm (The StAge)
- **Polls open:** Thursday ~~2nd~~10 March at 12 midnight
- **Polls close:** Friday ~~3rd~~11 March at 6pm (Online).
- **Results (School Presidents):** Friday 11 March at 8pm (The StAge).
- **Results (All other posts):** Friday 11 March at 8.30pm (The StAge).
- **New SRC & SSC Mixer:** ~~Tuesday 29 March at 7pm (Sandy's Bar)~~TBD

Important Information

The Elections Office will be open in Weeks 6 and 7, Monday to Friday, 10am-5pm, in the Students' Association ~~Club 601~~Advocacy Office (~~first~~ground floor of the Union)

The Elections Committee will consist of ~~<n>11~~ people:

- ~~Joe Tantillo <dorep@st-andrews.ac.uk> [Senior Elections Officer]~~
- ~~Kyle Blain <dosda@st-andrews.ac.uk> [Deputy Senior Elections Officer]~~
- ~~Sarah Thompson <president@saints-sport.com>~~
- ~~Anna Kennedy O'Brien <ako@st-andrews.ac.uk>~~
- ~~Alyssa Muzyk <am297@st-andrews.ac.uk>~~
- ~~Bao Chau Pham <bep@st-andrews.ac.uk>~~
- ~~Robert Dixon <hrd2@st-andrews.ac.uk>~~
- ~~Naomi Boon <nb65@st-andrews.ac.uk>~~
- ~~Charlotte Mattocks <eam55@st-andrews.ac.uk>~~
- ~~Michael Thadani <mct4@st-andrews.ac.uk>~~
- ~~Fiona Woodhall <fmw2@st-andrews.ac.uk>~~

You can email the Elections Committee at saelect@st-andrews.ac.uk and engage with the Committee on Twitter via [@saelect](https://twitter.com/saelect) and on Facebook (<https://www.facebook.com/saelectofficial>). #saelect is the designated elections hashtag.

The Elections Committee reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations by email. New rules will come into effect immediately, unless otherwise stated.

General Principles

The rules and regulations for the Students' Associations elections are designed as guidance on how to stand as a candidate and get involved. We have developed these rules with the ambitions that:

- Our elections should be open to all matriculated student members~~students~~ on an equal basis;
- Information for voters should be full, transparent, and accurate; and

- Campaigning should not cause nuisance to voters or to members of the University or town communities.
- Campaigning should not be conducted in a negative manner.

Section 1. Elected Positions

We have created role descriptions for all positions elected in the Students' Association Elections 2017~~6~~. You can find them online on yourunion.net/elections or by emailing the Elections Committee on saelect@st-andrews.ac.uk.

- 1.1. *Sabbaticals* — The following sabbatical (full-time, paid) positions are up for election:
 - Association President
 - Athletic Union President
 - ~~Director of Events & Services~~
 - ~~_____~~
 - Director of Wellbeing
 - Director of Education~~Director of Representation~~
 - Director of Student Development & Activities

- 1.2. *Association Officer positions* — The following part-time Association-level positions are up for election:
 - Association Chair
 - Alumni Officer
 - Community Relations Officer
 - Environment Officer
 - Equal Opportunities Officer
 - LGBT Officer

- 1.3. *SRC positions* — The following part-time positions are up for election on the Students' Representative Council:
 - Accommodation Officer
 - Art/Divinity Faculty President
 - Member for First Years
 - Member for Gender Equality
 - Member for Age Equality
 - Member for Racial Equality
 - Member for Students with Disabilities
 - ~~Member for Widening Access & Participation~~
 - Member for Mental Health Awareness
 - Member without Portfolio
 - Postgraduate Academic Convener
 - Postgraduate Development Officer
 - Science/Medicine Faculty President
 - ~~Wellbeing Officer~~

There are three types of positions on the SRC: officers, members, and academic reps. Officers chair their own respective subcommittees of the SRC, and members will form part of those subcommittees but do not chair a subcommittee.

The academic reps (Faculty Presidents and Postgraduate Convener) are members of the Students' Representative Council, the Education Committee, and represent students in their respective constituencies to the Academic Council and *Senatus Academicus*.

1.4. *SSC positions* – The following part-time positions are up for election on the Student Services Council:

- Broadcasting Officer (St Andrews Radio)
- Charities Officer (Charities Campaign)
- Debates Officer (Union Debating Society)
- Employability Officer
- Music Officer (Music is Love)
- Performing Arts Officer (Mermaids)
- Postgraduate Society President (Postgraduate Society)
- Societies Officer (Societies Committee)
- Volunteering Officer (SVS)
- Member without Portfolio

There are two types of positions on the SSC: officers and convenors. The officers are the elected heads of the SSC subcommittees, while convenors are appointed heads of SSC subcommittees where that role requires an extraordinary amount of specialist knowledge. The three current convenor roles are the Design & PR Team Convenor, On The Rocks Convenor, and the Ents Convenor.

1.5. *School Presidents* – The following positions are up for election on the Education Committee:

- Art History School President
- Biology School President
- Chemistry School President
- Classics School President
- Computer Science School President
- Divinity School President
- Earth Sciences & Geology School President
- Economics & Finance School President
- ELT (English Language Teaching) School President
- English School President
- Film Studies School President
- Geography & Sustainable Development School President
- History School President
- International Relations School President
- Management School President
- Mathematics & Statistics School President
- Medicine School President
- Modern Languages School President
- Philosophy School President
- Physics & Astronomy School President
- Psychology & Neuroscience School President
- Social Anthropology School President

1.6. *Departmental Convenors* – The following positions are up for election in the School of Modern Languages:

- Arabic/Persian Convenor
- Comparative Literature Convenor
- French Convenor
- German Convenor
- Italian Convenor
- Russian Convenor
- Spanish Convenor

The Departmental Convenors act as the link between students and staff in their respective Departments within the School of Modern Languages, chair the relevant Student Staff Consultative Committees (SSCC), and coordinate their activities with the Modern Languages School President, who represents students in the School to the University and the Students' Association.

Section 2. Nominations

2.1. *Eligibility* – An individual can run for any position listed above, as long as they:

- Are a matriculated student at the University of St Andrews
- Are a member of the Students' Association.
- Are of good standing for the Association, the AU and the University. This means a student with no debts to any of those bodies and no disciplinary measures in force from them (eg bans from the Union building).
- (For Postgraduate SRC Role and Postgraduate Society President only) are a postgraduate student
- (For School Presidents only) are entering into an Honours year of study within the relevant School as a Single Honours or Joint Honours student
- (For ELT President only) are a ELT alumnus
- (For Departmental Convenors only) are entering into an Honours year of study within the relevant Department in the School of Modern Languages as a Single Honours or Joint Honours student
- (For Faculty Presidents only) are an undergraduate student enrolled in one of the relevant constituent Faculties
- (For AU President only) have been a committee member for at least one year of an AU-affiliated club or have served as an officer of the Athletic Union for at least one year, and are in good standing with the Athletic Union and the University

2.2. *Limitation* – No one may run for more than one position. In addition, no one may run for a position that they have held twice previously. Existing sabbatical officers may not run for any sabbatical post if they have previously held any sabbatical offices for a total of two years.

2.3. *Process* – Each candidate must be self-nominated and seconded by other two matriculated students who are in good standing with the Association, the University and the Athletic Union. No member of the Elections Committee (listed on the first page) may propose, second, actively support, campaign against someone, or run as a candidate in any of the races mentioned in Section 1 until the results of the first election are announced. No Sabbatical Officer can endorse, actively support, or campaign for any candidate in any of the races mentioned in Section 1 until the Results of the Election are announced.

2.4. *True candidacy* – Nominations will only be accepted by candidates making a true reflection of their own character. Nominations on behalf of other students or as impersonations of another individual will not be accepted.

2.5. *Supplementary information* – Nominations must include the following.

For sabbatical (Section 1.1) candidates only:

- Statement (up to 350 words) explaining why people should vote for you
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and SaintMail address
- Some optional additional information (including name and email address of your campaign manager) that may be required as part of the Elections Committee's voter information services. This information will be made clear to you at the close of nominations for sabbatical candidates.

For all other candidates:

- Statement (up to 250 words) explaining why people should vote for you,
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and SaintMail address

2.6. *Timing* — Nominations will open for all candidates from 9am on Monday ~~20th~~ February. Nominations will close at 5pm on Friday ~~24 February~~ ~~March~~.

2.7. *Information meeting attendance* — Candidates are required to attend the All candidates meeting (~~Saturday~~ ~~Friday 23rd~~ ~~5 February~~ ~~March~~ at ~~7.00pm~~ in Sandy's Bar). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (~~Friday 23rd February~~ ~~Friday 4 March~~ at 5.30pm in Sandy's Bar). If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for Section 1.1 candidates, must send a named campaign delegate.

2.8. *Withdrawal* — A candidate may withdraw from the race at any time up until the start of voting by notifying the Elections Committee by email.

Section 3. Hustings & Debates

3.1. *General hustings* – All candidates are expected to participate in their hustings. All other candidates are asked to prepare a 2-minute speech, followed by 3 minutes of questions.

Hustings are important, because they give voters the chance to compare candidates and you the chance to prove yourself. The chair of the hustings is responsible for encouraging lively and good-humoured debate, though they can rule out irrelevant questions and ask someone in the audience to leave if necessary.

Hustings for all candidates will be on Monday and Tuesday of Elections Week. All candidates will find out their designated hustings time by Friday evening at the end of nominations. If you cannot make your time, please inform the Elections Committee to make alternative arrangements.

3.2. *Hall Events*— The Association ~~suggests requests~~ that hall committees organise hall events, more conducive to student engagement. Candidates are expected to attend unless there are extenuating circumstances approved by the elections committee. A member of the elections committee will be present at each event, and the elections committee will be responsible for publishing the event schedule.

3.3. *Sabbatical debate* – The sabbatical debate will take place on ~~Wednesday~~ ~~Tuesday~~ **1st March & March** from 7.30pm in the StAge. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech. The debates can feature the candidates standing behind their podiums, or in conference tables with the moderator on the other side. Depending on the agreed format, either the moderator or an audience member can be the one to ask questions.

A coin toss determines who gets to answer the first question and each candidate will get alternate turns. Once a question is asked, the candidate has 2 minutes to answer the question. After this, the opposing candidate has around 1 minute to respond and rebut her/his arguments. At the moderator's discretion, the discussion of the question may be extended by 30 seconds per candidate. The debate concludes with a 1 minute closing speech.

3.4. *School President hustings* – Hustings for School Presidents are organised by the outgoing School President, unless that individual is running for re-election, in which case the hustings will be organised by the Elections Committee. Candidates will be informed of the alternative arrangements.

Section 4. Budget

4.1. *Allocation* — All purchases related to publicity material need to be recorded and counted towards each candidate's budget. Sabbatical candidates may spend no more than £100. All other candidates may spend no more than £35.

4.2. *Authorisation* — The authority to authorise any purchase lies with the Elections Committee. Candidates should provide a receipt to the Election Committee for reimbursement and authorisation. Candidates will be penalised for unauthorised spending.

If you cannot afford the budget to run a campaign, we will help with the costs. Candidates in this position are encouraged to contact Iain Cupples (Student Advocate [Education]) for a confidential discussion about their eligibility. Evidence of financial hardship will be required.

4.3. *Reimbursement, sabbatical candidates* — All sabbatical candidates are entitled to 50% reimbursement of the amount spent. Any sabbatical candidate who participates in their general husting and in the sabbatical debate (or provides prior notice with a good reason for absence) will be reimbursed their full authorised campaign expenditure, regardless of first preference votes won.

4.4. *Reimbursement, all other candidates* — All other candidates will have 50% of their authorised expenditure reimbursed, if they have participated in their general husting or given prior notice with a good reason for absence.

4.5. *Reimbursement, time limit* — Budgets will be repaid for up to one calendar month after the election results are announced.

Section 5. Campaigning

5.1. *Time period* — Campaigning starts at the designated end of the All candidates meeting (~~Saturday 5 March~~ Friday 24th February at 8pm+2 noon) and ends when polls close at 6pm on Friday ~~4th March~~ 4th March. Campaigning outside of this time period is not allowed and may result in a penalty applied to the candidate at the discretion of the Elections committee. Candidates are banned from speaking to any student media publication prior to the beginning of campaigning unless a special dispensation has been given by the Senior Elections Officer.

5.2. *Definition* — Campaigning is understood as any public activity by a candidate or an individual on their team relating to the elections, which is aimed at persuading someone to vote one way or another. The exact enforcement of this definition in rules arbitration lies with the Elections Committee. References in the rules to activities that a candidate may not do apply to their entire team.

While campaigning is prohibited outside of the designated period, you can start to prepare your campaign and assemble a campaign team in advance if you want. You can also print your materials in advance, although they must be stored with the Elections Committee until the start of campaigning.

5.3. *Campaign team, eligibility* — Only ordinary, life, and honorary members of the Students' Association are allowed to campaign for any candidate. (All matriculated students are automatically ordinary members unless they have opted out.) Staff at the University of St Andrews and Union staff are not allowed to campaign. Students who also work for the University or the Union can campaign only when off duty.

5.4. *Campaign team, size* — Until the start of campaigning, campaign teams may not be larger than thirty people, not including the candidate themselves.

5.5. *Campaign team, online groups* — If a candidate maintains a private online group (e.g., Facebook, Google Group), the candidate must ensure that the Senior Elections Officer and Deputy Senior Elections Officer is invited as a member of said group by no later than 12 hours after submitting their nomination to the Elections Committee, or 12 hours after the creation of the group, whichever is later. Access is treated confidentially and used only to ensure rule compliance.

There is a lot you're not allowed to do as a candidate, but there's even more that you are allowed to do. If you have any doubt about any aspect of your campaign activity or campaign team, the Elections Committee is here to provide guidance and to support candidates as best as possible to ensure a fair and thriving elections process.

Any questions, contact any member of the Elections Committee or email saelect@.

5.6. *Unfair advantages prohibited, personal contacts* — No candidate may use personal or work contacts to gain an unfair financial or other advantage over other candidates.

5.7. *Unfair advantages prohibited, positions held* — No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign but may continue to serve in their role without referencing the elections. Additionally, current sabbatical officers are prohibited from endorsing, supporting, assisting, or campaigning for any candidate.

5.8. *Unfair advantages prohibited, endorsements* — No subcommittees of the Students' Association, Affiliated Societies, Student Groups, or Athletic Union Clubs may ~~officially~~ endorse any candidate using any official website, social media page, mailing list, or general meeting.

5.9. *Prohibited activity, antisocial behaviour* — Candidates should be aware that, when campaigning, they are not just representing themselves but also the Association, the University, and its students.

No candidate should engage in a conflict with a competitor or with the townfolk, play unsociably loud music or other disturbances, pester people, or be abusive to other candidates.

5.10. *Prohibited activity, personal attacks* — Candidates are encouraged to share and debate ideas related to the positions up for election, using constructive criticism where relevant. No candidate may use a personal attack on any other candidate for any reason, or orchestrate one from another source.

5.11. *Prohibited activity, halls of residence* — Halls of residence are people's homes, and candidates should not intrude or annoy students in their own homes. Candidates are not allowed to disturb residents at dinner or request that they are allowed to address the dining hall. Candidates should not try to contact Residence Managers or Wardens individually for information. Candidates are allowed to display publicity (e.g., ~~flyers~~, posters, etc.) in halls of residence, but are not allowed to leave them in flyer individual rooms or flats.

5.12. *Prohibited activity, academic venues* — No candidate may campaign in lectures, seminars, tutorials, or lab classes. No candidate should ask to speak before or after lectures, or use the lecture theatre as a vehicle for campaigning.

5.13. *Prohibited activity, University Libraries* — No candidate may campaign actively inside any of the University Library's sites (including leaving items on flyering desks or handing out publicity material), namely – the Main Library, St Mary's and King James Library, JF Allen Library, Purdie Library, and Martyrs Kirk. Candidates may hand in one poster to the library staff for display in the Main Library. Posters can be hung on the old railings on the southeast corner of the Main Library building but not on the railings opposite the main entrance. Any posters put up by students must be removed at the end of campaigning. Candidates may campaign outside the Main Library by keeping to the gravel, but noise must be kept to a minimum and no music should be played during campaigning. Candidates should not block the entrance to the building.

5.14. *Prohibited activity, Union Building* — No candidate may campaign if causing a disruption to the Union's commercial services or nuisance to paying customers. No candidate may campaign in the Elections Office. Candidates may submit two or three posters to the Elections Committee to be posted in the Students' Association: candidates are not permitted to put up any other posters inside the Union Building. The elections committee cannot guarantee that every poster will be put up, though the same number will be displayed per candidate.

5.15. *Prohibited activity, Barron Theatre* — No candidate may campaign in or around the Barron Theatre. This includes putting up posters on the theatre doors.

5.16. *Prohibited activity, online campaigning* — No candidate may engage in any online campaigning that automatically includes an individual without their consent to be a part of it. Specifically, Facebook groups are prohibited. (Facebook groups may be used for private campaign organising.) No candidate may use any society, School, or any other mailing list to harvest email addresses, phone numbers, or any other data for campaign purposes. No candidate may use any pre-existing social media group, page, or website to promote their campaign.

5.17. *Prohibited activity, public property* — No candidate may mark or deface any public property (e.g., pavements, walls) with chalk or anything else. Candidates may only post publicity where they have received explicit permission to do so from the relevant person or body.

5.18. *Prohibited activity, motor vehicles* — No candidate may use a car or any other vehicle to promote their campaign.

5.19. *Prohibited activity, et cetera* — No candidate may engage in blackmail, bribery, and harassment in relation to their campaign. No candidate should break the law (e.g. flyposting) or do anything that

would bring the candidate or the Students' Association into disrepute while campaigning. Candidates should be mindful to ensure their safety and the safety of their team members.

5.20. *Prohibited activity, discounted or free alcohol* – No candidate may supply discounted or free alcohol or illegal substances as a way of promoting their campaign.

Section 6. Publicity

6.1. *Budgeting compliance* — All publicity, online or physical (including baked goods), must be budgeted and, as a part of this, matched to receipts as relevant. As such, all publicity should be validated by the Elections Committee. Unauthorised publicity is prohibited and subject to penalty. Any publicity for which receipts are not available, or for which the elections committee find the provided receipt unacceptable for any reason, may be charged against the candidate's budget at an amount determined by the Elections Committee.

Candidates are encouraged to be innovative and creative with their publicity tactics. Posters, stickers, banners, campaign websites, paid web ads, and social media profiles/pages are all common forms of publicity – subject to the rules in this section.

This year, as an initiative to try and promote more creative campaigns and a more environmentally friendly election, we will not allow the use of flyers as a means of publicity.

While your publicity must be budgeted, the materials to create your publicity are not required to be declared. This includes pens, paper, glue, scissors, glitter, string, tape, paint, and face paint. Recycled items that candidates acquire for free, such as cardboard boxes, may not be charged either – subject to the discretion of the Elections Committee.

If you have any questions on compliance with this section, please contact the Elections Committee or email saelect@. In particular, we encourage candidates to 'preview' printed materials with the Elections Committee digitally before printing to ensure your stuff meets the standard.

6.2. *Budget limitation* — The budget allocated to each candidate may only be used for publicity for that candidate.

Candidates are permitted to engage in 'slating' (or collaboratively campaigning under a single banner/joint campaigning) in our elections. However, to ensure a fair and equal elections process, there are some rules for paid publicity: if a candidate wishes to refer to a slate of candidates to which they belong, they must include their own name and cannot name other candidates. Free publicity may refer to multiple candidates, as long as it complies with other rules within this booklet (e.g. no personal attacks or offensive references to other candidates). As always, we recommend submitting your publicity in advance to the Elections Committee for approval to ensure it complies with the rules.

6.3. *Students' Association and Athletic Union resources* — No candidate may use any Students' Association or Athletic Union resources to help their campaign.

6.4. *Poster sizes* — Posters for sabbatical candidates may not exceed the size of an A3 sheet of paper. Posters for all other candidates may not exceed the size of an A4 sheet of paper.

6.5. *Required elements* — Each printed poster ~~and flyer~~ must contain the date of the voting (10 & 11 March) and an encouragement to recycle. Posters ~~and flyers~~ for AU President candidates must also contain the Saints Sport logo.

6.6. *Regulation of banners* — Banners must be properly secured when put up, and no candidate may use any hanging weights (e.g., water bottles) as they pose a safety risk. The Elections Committee reserves the right to ask candidates to move or take down any banners.

6.7. *Offensive material* — No publicity should contain anything offensive. The Elections Committee retains the right to define what qualifies as offensive.

Section 7. Rule Breaking

7.1. *Rule compliance* — By electronically signing the online nominations form, candidates agree to comply with the Elections Rules.

7.2. *Rule monitoring* — It is the responsibility and authority of the Elections Committee to ensure a fair elections process by monitoring compliance and deciding when rule breaking occurs. With exception of the right to appeal mentioned in 7.6 and 7.7, the decisions of the Elections Committee are final.

7.3. *Notification limit* — The Elections Committee should be informed of any alleged rule breaking within 48 hours of the alleged infraction. Any individual may submit a report of rule breaking, and the Elections Committee may ask for further information and information of any witnesses to help reach a decision. The final deadline for complaints about rule breaking is 5pm on the Tuesday following the elections results.

7.4. *Result notification* — The Elections Committee will notify the informant of Section 7.3 of the Elections Committee's judgement by the end of the day of the submitted report. In the event of an affirmative decision by the Elections Committee that rule breaking occurred, the Elections Committee will separately notify the candidate in question.

7.5. *Rule breaking by team member* — If someone other than the candidate or their campaign manager has broken a rule, the candidate or campaign manager must have taken every reasonable step to prevent it and should attempt to rectify and compensate for rule breakings. [If the elections committee deems there to have not been due diligence, the candidate may face a penalty.](#)

7.6. *Right to appeal* — Any candidate (except a candidate for AU President, see 7.7) found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to the Chair of the Students' Association Board, David Scott. Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.7. *Right to appeal, AU President* — Any candidate for AU President found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to the Proctor on proctor@st-andrews.ac.uk. Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.8. *Penalties* — In response to rule breaking, the Elections Committee may, depending on the severity of the case, issue punishments such as written warnings, fines, disqualification of part or all of budget reimbursement, or disqualification from the election. Rules breaches will be publicized by the elections committee for the information of voters on the voting portal and online.

Section 8. Voting & Results

8.1. *Voting method* — Voting shall be conducted online. Each student shall have a single transferable vote for every election with the exception of the following races:

- Arts/Divinity Faculty President, Science/Medicine Faculty President: Only matriculated undergraduate students in the respective faculties shall have a single transferable vote in the race for the respective Faculty President.
- Postgraduate SRC Role, SSC Postgraduate Officer: Only matriculated postgraduate students shall have a single transferable vote in the race for Postgraduate Convenor and SSC Postgraduate Officer.
- School Presidents: Only matriculated students taking credits in the respective School/Department shall have a credit-weighted single transferable vote in the race for the respective School President.
- ELT President: Only matriculated students in the ELT department shall have a single transferable vote in the race for the ELT President.
- Departmental Convenors: Only matriculated students taking credits in the respective programme shall have a credit-weighted single transferable vote in the race for the respective Departmental Convenor.

8.2. *Results Verification* — Results are subject to verification by a nominee of the Students' Association Board and of the University Court that the process was fair. Candidates may challenge the results if they believe they were unfair by submitting an appeal according to the process detailed in sections 7.6 and 7.7.