



Papers for Executive Committee Meeting

Tuesday 28th September 2021

19 00 - MS Teams

Contents of Papers:

1. E-21-09 Motion to update the Education Committee constitution to make changes to SWAG.
2. E-21-10 Motion to update the Laws of the Students' Association and Association Subcommittee Constitution to reflect the line management changes of the BAME Students' Network and Saints LGBT+
3. E-21-11 Motion to update the Laws of the Students' Association to remove the SRC First Years Officer
4. E-21-12: Motion to update the Equal Opportunities Subcommittee to include the equality representation reforms.
5. E-21-13: Motion to update the Equality Committee Constitution to include the SGBV Forum

E-21-09 Motion to update the Education Committee constitution to make changes to SWAG.

Owner: Sarah Johnston
Review date: June 2022
In effect from: Immediately

It is noted that:

1. Education Subcommittee hosts a range of working groups and subcommittees including the Schools Wellbeing Advisory Group (SWAG)
2. SWAG operated for the first-time last year
3. The original SWAG constitution was created before the Postgraduate President roles were introduced.

It is believed that:

1. SWAG did not run as effectively previously due to a very broad remit and would operate more effectively with a focused remit
2. Academic representatives are not appropriately trained to handle general wellbeing issues, only those relating to academic situations
3. SWAG should also include focus on postgraduate students and their wellbeing
4. The SWAG membership should be updated to include postgraduate reps and more academic and policy-focused staff who can implement the changes decided by the group
5. SWAG should be more transparent to allow students to better understand the work of the group
6. The name SWAG is confusing to academic representatives when discussed alongside SPAG (School Presidents Advisory Group) and should be changed to something which makes the groups more distinct, especially when said aloud

It is resolved to:

1. Change the name of SWAG to SWAP (Schools Wellbeing Advisory Panel) to make it more distinct from SPAG
2. Change the Education Committee constitution section on membership and remits to include Postgraduate representation.
3. To replace the proposed constitution of the SRC Education Committee (Appendix 2) with the current constitution of the SRC Education Committee (Appendix 1).

Proposer

Sarah Johnston – Science and Medicine Faculty President

Second

Leonie Malin – Director of Education
Lucia Guercio – Arts and Divinity Faculty President
Caroline McWilliams – Postgraduate Academic Convener

Appendix A:
Section 5: Current Education Committee Constitution

School's Wellbeing Advisory Group (SWAG)

- 5.1. Membership of SWAG:
 - 5.1.1. DoEd (Convenor)
 - 5.1.2. DoWell (Chair)
 - 5.1.3. Disability Officer
 - 5.1.4. Either Faculty President
 - 5.1.5. Three School Presidents from the Faculty of Arts and Divinity
 - 5.1.6. Three School Presidents from the Faculty of Science and Medicine
 - 5.1.7. Relevant members of University staff, as determined by the Convenor
- 5.2. Remit of SWAG:
 - 5.2.1. Address wellbeing issues that have directly resulted from academic situations.
 - 5.2.2. Address inconsistencies in wellbeing support across Schools, but ensure that support is catered to each School where necessary.
 - 5.2.3. Ensure the consistency of mental health support across Schools, including the awareness and accessibility of resources.
 - 5.2.4. Work with the Disability Representatives' Forum to include the important perspective of disabled students, who may experience wellbeing issues in a different way.
 - 5.2.5. Ensure regular communication with other wellbeing-related groups to create a more consistent effort and dedication to improving wellbeing year-to-year.
 - 5.2.6. Improve the working relationship of School Presidents and Language Convenors with the Careers Centre.
- 5.3. Meetings of SWAG shall be held at least twice per semester.

Appendix B
Section 5: Proposed Education Committee Constitution

School's Wellbeing Advisory Panel (SWAP)

- 5.1. Membership of SWAP:
 - 5.1.1. DoEd (Convenor)
 - 5.1.2. DoWell (Chair)
 - 5.1.3. Disability Officer
 - 5.1.4. **At least one Faculty President**
 - 5.1.5. **A selected PGT representative**
 - 5.1.5.1. **This can be the PGT President, but it is not required to be**
 - 5.1.6. **A selected PGR representative**
 - 5.1.6.1. **This can be the PGR President, but it is not required to be**
 - 5.1.7. Two School Presidents from the Faculty of Arts and Divinity
 - 5.1.8. Two School Presidents from the Faculty of Science and Medicine
 - 5.1.9. Relevant members of University staff, as determined by the Convenor, **consisting of at least two staff members from Student Services, two School Wellbeing Officers (representing both UG and PG students), and policy-focused staff members representing UG and PG**
- 5.2. Remit of SWAP:
 - 5.2.1. Address wellbeing issues that have directly resulted from academic situations **or that are deemed to negatively impact on the general academic experience. If matters related to general wellbeing are raised, these shall be referred directly to the individuals or units relevant to the situation.**
 - 5.2.2. Address inconsistencies in wellbeing support across Schools, while ensuring that support is catered to each School where necessary
 - 5.2.3. Ensure **consistent and effective** mental health support **in** Schools, including **emphasis on** the awareness and accessibility of resources.
 - 5.2.3.1 **Ensure the distribution of wellbeing resources to School Presidents and Language Convenors**
 - 5.2.4. **Action the feedback from the** Disability Representatives' Forum to include the important perspective of students who may experience wellbeing issues in a different way.
 - 5.2.5. Ensure regular communication with other wellbeing-related groups to create a more consistent effort and dedication to improving wellbeing year-to-year.
 - 5.2.7. **Address the specific wellbeing issues faced by PGT and PGR students across all Schools**

5.2.8. The group shall strive to improve transparency regarding its activities through relevant channels (including but not limited to the Students' Association's website and social media platforms)

5.2.8.1. Updates should be provided for anyone to view on a regular basis

5.2.9. The minute-taking procedure should be set out to ensure they can be published regularly without disclosing any sensitive information

5.3. Meetings of SWAP shall be held at least twice per semester.

E-21-10 Motion to update the Laws of the Students' Association and Association Subcommittee Constitution to reflect the line management changes of the BAME Students' Network and Saints LGBT+

Owner: Avery Kitchens
In Effect From: Immediately
Review Date: N/A

It is noted that:

1. The BAME Students' Network and Saints LGBT+ are currently joint line managed by the Director of Wellbeing (DoWell) and the Director of Student Development and Activities (DoSDA)
2. Both Subcommittees' meetings are attended by the DoWell and not the DoSDA.
3. The DoSDA sits on both committees as a representative for events and activities.
4. Both Subcommittees serve predominantly representative functions.
5. The BAME Officer and the LGBT+ Officer are SRC positions and were changed from Association positions in the March 2021 Students' Association Laws amendment.

It is believed that:

1. Both structures would operate on a more efficient basis if there was a sole line manager.
2. A single line managerial structure will lead to one direct point of contact, reducing the risk of miscommunication, increasing accountability, and streamlining operations.
3. The BAME Students' Network and Saints LGBT+ fall more in line with the Director of Wellbeing's remit.

It is resolved that:

1. The BAME Students' Network and Saints LGBT+ will both be solely line managed by the Director of Wellbeing.
2. The Laws of the Students' Association (Appendix 1) and Association Subcommittee Constitutions (Appendix 2) should be updated to reflect the changes.

Proposers

Avery Kitchens – Director of Student Development and Activities

Seconders

Ananya Jain – SRC BAME Officer/SRC Senior Officer

Michael Logue – SRC LGBT Officer

Isabella Zeff – Director of Events and Services

Appendix 1
Laws of the Students' Association

Chapter 1: Sabbatical Officers

- 2.4. The Director of Student Development and Activities shall:
- 2.4.1. Within the Association, be a member of the:
- 2.4.1.1. SAB Finance and Risk Committee
 - 2.4.1.2. Discipline Committee
 - 2.4.1.3. Health and Safety Committee
 - 2.4.1.4. Charities Subcommittee (Charities Campaign)
 - 2.4.1.5. Debates Subcommittee (Union Debating Society)
 - 2.4.1.6. Arts Festival Subcommittee (On the Rocks)
 - 2.4.1.7. Performing Arts Fund (Mermaids)
 - 2.4.1.8. Music Subcommittee (Music Fund)
 - 2.4.1.9. Postgraduate Subcommittee (Postgraduate Society)
 - 2.4.1.10. Volunteering Subcommittee (St Andrews Voluntary Service)
 - 2.4.1.11. Societies Subcommittee
 - ~~2.4.1.12. BAME Subcommittee (BAME Students' Network)~~
 - ~~2.4.1.13. LGBT+ Subcommittee (Saints LGBT+)~~
 - 2.4.1.14. Other relevant committees of the Association as required.

Appendix 2
Association Subcommittee Constitutions
Chapter Three: BAME Subcommittee (BAME Students' Network)

2. Committee structure

- 2.1. Executive Committee:
 - 2.1.1. SRC BAME Officer (Convenor and Chair)
 - 2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
 - 2.1.2. Vice President
 - 2.1.2.1. Chair Executive meetings in the absence of the BAME Officer.
 - 2.1.2.2. Work alongside the BAME Officer in collaborating with University administration, and relevant Student Association member.
 - 2.1.2.3. Liaise with the University on matters relating to BAME, race and ethnicity
 - 2.1.3. Treasurer
 - 2.1.3.1. Maintain the accounts of BAME Network and be a signatory on bank accounts, along with the President.
 - 2.1.3.2. Work with the President to produce a budget for the upcoming year.
 - 2.1.3.3. Provide a finance report at the weekly meeting.
 - 2.1.3.4. Oversee all BAME Network spending and ensure the effective use of resource, in coordination with the Cash Office.
 - 2.1.3.5. Coordinate fundraising and sponsorship.
 - 2.1.3.6. Line manages the Sponsorship and Development Officer.
 - 2.1.4. Secretary
 - 2.1.4.1. Oversee all correspondence made on behalf of BAME Network.
 - 2.1.4.2. Manage the BAME Network email account and mailing lists, regularly sharing updates on the activities of the committee, and communications within the committee
 - 2.1.4.3. Take accurate minutes of all committee meetings and store them in an accessible archive.
 - 2.1.5. Wellbeing Officer
 - 2.1.5.1. Oversee the wellbeing of committee members and general members of BAME Network.
 - 2.1.5.2. Liaise with Student Services and student-led organisations such as Sexpression, Nightline, and Got Consent to address issues faced by BAME students.
 - 2.1.5.3. Ensure that all committee members receive adequate training, including Mental Health First Aid, Got Consent, Queer Peer Support, Nightline, and condom training.
 - 2.1.5.4. Organise events and discussions to promote wellbeing.
 - 2.1.5.5. Resolve any conflicts between committee members.
 - 2.1.5.6. Line manage the Freshers' Representative and the Postgraduate Representatives
 - 2.1.6. Events Officer
 - 2.1.6.1. Organise BAME Network events.
 - 2.1.6.2. Liaise with other student groups for collaborations, with help from the Societies Coordinator and if needed the SAF Societies Officer
 - 2.1.6.3. Work with the Wellbeing Officer and Marketing Officer to ensure that all events are welcoming and accessible.
 - 2.1.6.4. Line manages the Multicultural Week Coordinator and Societies Coordinator, who will assist with event planning tasks.
 - 2.1.7. Education Officer
 - 2.1.7.1. 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.
 - 2.1.7.2. Look into programmes beyond the curriculum, such as study abroad programmes and mentorship schemes.
 - 2.1.7.3. Liaise with the Education Subcommittee, the DoED, Faculty Representatives and EDI Faculty Heads
 - 2.1.8. Marketing Officer
 - 2.1.8.1. Promote all BAME Network activities and events through social media, student publications, and other innovative avenues.
 - 2.1.8.2. Create promotional materials to maintain a cohesive, approachable, and active

- public image, including posters and graphics.
- 2.1.8.3. Line manages the Design Officer and Visual Content Creator, working with them to create informative and visually appealing content
- 2.1.9. DoWell (line manager)
- ~~2.1.10. DoSDA (line manager)~~

3. Appointments

- 3.1. The BAME Officer shall be appointed through the Association Elections.
- 3.2. Interviewed positions
 - 3.2.1. The following positions shall be appointed by interview:
 - 3.2.1.1. Vice President
 - 3.2.1.2. Wellbeing Officer
 - 3.2.1.3. Events Officer
 - 3.2.1.4. Marketing Officer
 - 3.2.1.5. Education Officer
 - 3.2.1.6. Multicultural Week Coordinator
 - 3.2.1.7. Societies Coordinator
 - 3.2.1.8. Design Officer
 - 3.2.1.9. Visual Content Creator
 - 3.2.2. The interview panel shall appoint members through a fair and inclusive process, which will be open and advertised to all matriculated students. The panel shall consist of the:
 - 3.2.2.1. Incoming BAME Officer
 - 3.2.2.2. Outgoing BAME Officer
 - 3.2.2.3. Outgoing Vice President
 - 3.2.2.4. ~~Two from the DoSDA, DoSDA-Elect,~~ DoWell, or DoWell-Elect
 - 3.2.3. The Events Officer shall join the panel in appointing the Multicultural Week Coordinator.
 - 3.2.4. The incoming SAF Societies Officer shall join the panel in appointing the Societies Coordinator.
 - 3.2.5. The Marketing Officer shall join the panel in appointing the Design Officer and Photography Coordinator.

Chapter Nine: LGBT+ Subcommittee (Saints LGBT+)

4. LGBT+ Executive Committee (henceforth known as ‘the Executive’).

- 4.1. Remit of LGBT+ Executive Committee is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.
- 4.2. The Executive should meet at least once a fortnight.
- 4.3. Every member of the Executive shall prepare a written report prior the Annual General Meeting.
- 4.4. Membership of the Saints LGBT+ Executive Committee
- 4.5. LGBT+ Officer
 - 4.5.1. Will be elected in the Students’ Association Elections.
 - 4.5.2. Will have final responsibility for all matters pertaining to the running of the Group.
 - 4.5.3. Will chair general meetings and meetings of the Executive.
 - 4.5.4. Will liaise with the Councillors as appropriate.
 - 4.5.5. Will assist and support all other Executive and non-executive Officers in performing their duties.
 - 4.5.6. Will be a signatory for the Group’s bank account.
 - 4.5.7. Will be responsible for liaising with, supporting, and developing our existing Alumni networks.
- 4.6. Wellbeing Officer
 - 4.6.1. Will be selected by the LGBT+ Selection Committee.
 - 4.6.2. Will take responsibility for all wellbeing events and initiatives.

- 4.6.3. Will manage a Wellbeing Subcommittee of non-Executive Officers as deemed appropriate.
- 4.6.4. Will ensure that all Executive and Non-Executive committee members, as well as volunteers, receive the appropriate training to carry out their roles safely and effectively.
- 4.6.5. Will liaise with other wellbeing groups as appropriate and focus on outreach and engagement.
- 4.6.6. Will chair meetings of the Executive in the absence of the LGBT+ Officer.
- 4.7. Social Officer
 - 4.7.1. Will be selected by the LGBT+ Selection Committee.
 - 4.7.2. Will take overall charge of all social events and projects.
 - 4.7.3. Will be in charge of managing the Committee's Schedule, ensuring all events are planned in a timely manner and do not clash with each other or other important dates.
 - 4.7.4. Will liaise with Wellbeing Officer to ensure that all events and projects are carried out safely and create an inclusive atmosphere.
 - 4.7.5. Will manage a Social Subcommittee of non-Executive Officers as deemed appropriate.
- 4.8. Communications Officer
 - 4.8.1. Will be elected at the Annual General Meeting of the Group.
 - 4.8.2. Will oversee all subcommittee correspondence and manage a Communications Subcommittee of non-Executive Officers as deemed appropriate.
 - 4.8.3. Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association.
 - 4.8.4. Will have access to the Group email account and have the responsibility for its operation, and the distribution of regular updates to any members on the mailing list.
 - 4.8.5. Will hold a copy of this constitution.
- 4.9. Treasurer
 - 4.9.1. Will be elected at the Annual General Meeting of the Group.
 - 4.9.2. Will keep the accounts of the Group.
 - 4.9.3. Will ensure that Group budget is submitted correctly and punctually.
 - 4.9.4. Will coordinate fundraising and sponsorship for the Group where appropriate.
 - 4.9.5. Will be a signatory for the Group's bank account.
- 4.10. Director of Wellbeing
- ~~4.11. ——— Director of Student Development and Activities~~
- 4.12. Director of Events and Services

E-21-11 Motion to update the Laws of the Students' Association to remove the SRC First Years Officer

Owner: Avery Kitchens

In Effect From: Immediately

Review Date: N/A

It is noted that:

1. The First Years Officer role has been vacant for over one month.
2. The former First Years Officer stated that their departure was primarily due to overwork during the summer.
3. After September, the First Years Officer role has no set structure to its remit other than to keep in contact with First Year students (Appendix 1).
4. The First Years Officer has not submitted a motion since at least 2015.

It is believed that:

1. The First Years Officer position has transformed beyond its original remit and no longer serves representational functions.
2. The First Years Officer's remit has evolved into a position wherein the office holder primarily answers questions from incoming students and works on the official Freshers' Instagram. Thus, the First Year Officer role is not congruent with any of the other positions on the SRC in terms of achieving its representational remit.
3. It is unfair to elect a student to a position that effectively lasts from May to September, hold the officer to a standard of working unmanageable hours and ultimately maintain their seat on the SRC while the office holder does not have a remit throughout the remainder of the academic year.
4. This position would be better suited for a student summer intern, paid between the months of May and September.
5. The First Year Officer role is not sustainable in its current form.

It is resolved that:

1. The SRC First Years Officer role will be removed from the SRC and all committees it serves on
2. The Sabbatical Team will liaise with both the Union's Management Team and the University to create a paid student summer internship to fulfil the non-representational responsibilities previously held by the SRC First Years Officer
3. The Laws of the Students' Association should be updated to reflect the removal of the First Years Officer

Proposer

Avery Kitchens – Director of Student Development and Activities

Seconders(s)

Anna-Ruth Cockerham – Director of Wellbeing

Lottie Doherty – Association President

Ananya Jain – SRC BAME Officer/SRC Senior Officer

Appendix 1

Chapter 3: Students' Representative Council (SRC)

1. Membership of the SRC

- 1.1. Association Chair
- 1.2. Association President
- 1.3. Director of Events and Services
- 1.4. Director of Student Development and Activities
- 1.5. Director of Education
- 1.6. Director of Wellbeing
- 1.7. Athletic Union President
- 1.8. Accommodation Officer
- 1.9. Alumni Officer
- 1.10. Arts and Divinity Faculty President
- 1.11. BAME Officer
- 1.12. Community Relations Officer
- 1.13. Disability Officer
- 1.14. Employability Officer
- 1.15. Environment Officer
- ~~1.16. First Years Officer~~
- 1.17. Gender Equality Officer
- 1.18. LGBT+ Officer
- 1.19. Lifelong and Flexible Learners Officer
- 1.20. Postgraduate Academic Officer
- 1.21. Postgraduate Development Officer
- 1.22. Science and Medicine Faculty President
- 1.23. Secretary to the SRC
- 1.24. Student Health Officer
- 1.25. Widening Access and Participation Officer
- 1.26. Sabbaticals-Elect, Faculty Presidents-Elect, and Postgraduate Officers-Elect, after being elected and prior to taking office (non-voting)
- 1.27. The Rector's Assessor, if they are a matriculated student of the University (non-voting)
- 1.28. Student Advocate (Education) (non-voting)

4. Remits of members of the SRC

- 4.1. All SRC members shall:
 - 4.1.1. Coordinate their activities with their sabbatical line managers as laid out in Chapter 1, including during the formation of budgets.
 - 4.1.2. Work in cooperation with relevant members of staff within the Association and the University.
 - 4.1.3. Ensure that accurate minutes of their subcommittee meetings are recorded, filed with the Administrator, and available online.
 - 4.1.4. Represent issues within their remit to the SRC and, if necessary, to the SAF.
- 4.2. The Association Chair shall:
 - 4.2.1. Convene and chair meetings of the SAEC, SRC, and SAF.
 - 4.2.2. Be a non-voting member of the SAEC, SRC, and SAF, but have casting vote in the event of a tie.
 - 4.2.3. Collate and distribute agendas, papers, and motions in advance of SAEC, SRC, and SAF meetings.
 - 4.2.4. Ensure that accurate minutes and motions of SAEC, SRC, and SAF meetings are recorded, filed with the Administrator, and available online.
 - 4.2.5. Have responsibility for notifying relevant members when the review of a past motion is due.
 - 4.2.6. Have responsibility for maintaining and updating these Laws as approved by the SAB and ensuring that an up-to-date version is available online.
 - 4.2.7. Oversee the Secretary to the SRC and the Secretary to the SAF.
- 4.3. The Alumni Officer shall:
 - 4.3.1. Have responsibility for the Alumni Subcommittee and issues concerning the alumni community of the Association.
 - 4.3.2. Liaise with Association subcommittees and affiliated societies, encouraging them to

- develop connections with their alumni.
- 4.3.3. Liaise with the Development Office and the AU on alumni relations.
- 4.3.4. Work with the Association President to ensure that the Association has a meaningful strategy to engage with its alumni.
- 4.4. The Community Relations Officer shall:
 - 4.4.1. Have responsibility for the Community Relations Subcommittee and issues concerning community relations.
 - 4.4.2. Alongside the Association President, be an Association representative on the following committees:
 - 4.4.2.1. Royal Burgh of St Andrews Community Council
 - 4.4.2.2. St Andrews Bicycle User Group
 - 4.4.2.3. Any other committees or bodies as required.
 - 4.4.3. Promote town-gown relations through various media, including contributing to publications such as the St Andrews Citizen and St Andrews in Focus, in accordance with the Association President.
 - 4.4.4. Work with the Community Engagement and Social Responsibility Officer in the Principal's Office on joint projects and campaigns.
- 4.5. The Environment Officer shall:
 - 4.5.1. Have responsibility for the Environment Subcommittee and issues concerning the environment and sustainability.
 - 4.5.2. Liaise with the University on matters relating to environment issues, including advising the Environmental Sustainability Board.
 - 4.5.3. Monitor and assist with the development of Association policy on sustainability.
- 4.6. The LGBT+ Officer shall:
 - 4.6.1. Have responsibility for the LGBT+ Subcommittee and issues concerning the LGBT+ community.
- 4.7. The Lifelong and Flexible Learners Officer shall:
 - 4.7.1. Have responsibility for the Lifelong and Flexible Learners Subcommittee and issues concerning lifelong learners.
 - 4.7.1.1. "Lifelong and flexible learners" are defined as anyone who started their undergraduate journey aged at least 21, or who joined the University through a non-traditional route.
 - 4.7.2. Work to improve communications with mature students in order to foster a sense of integration with the larger student community and ensure that the specific needs of mature students are met.
- 4.8. The BAME Officer shall:
 - 4.8.1. Have responsibility for the BAME Subcommittee and issues concerning the BAME community.
- 4.9. The Accommodation Officer shall:
 - 4.9.1. Have responsibility for the Accommodation Subcommittee and issues concerning accommodation.
 - 4.9.2. Promote accommodation advocacy services and create relevant resources and publications.
 - 4.9.3. Attend meetings of the Senior Student Forum, Accommodation Services, and Residential and Business Services, along with the Deputy Accommodation Officer (Halls).
 - 4.9.4. Attend meetings with private letting agents set by Student Services along with the Deputy Accommodation Officer (Private Accommodation).
- 4.10. The Student Health Officer shall:
 - 4.10.1. Have responsibility for the Wellbeing Subcommittee and issues concerning mental, physical, and sexual health.
- ~~4.11. The First Years Officer shall:

 - 4.11.1. Have responsibility for issues concerning incoming and first year students.
 - 4.11.2. Use social media to connect and support new students in their transition to university.
 - 4.11.3. Work with societies, sports clubs, and other officers to communicate important information and opportunities to new students.~~
- 4.12. The Gender Equality Officer shall:
 - 4.12.1. Have responsibility for issues concerning gender equality, consent, and sexual harassment.
 - 4.12.2. Be invited to sit on and participate in the following committees and groups:
 - 4.12.2.1. Equal Opportunities Subcommittee.

- 4.12.2.2. Wellbeing Subcommittee.
- 4.12.2.3. Any sexual and gender-based violence and other ad hoc committees or bodies as required.
- 4.13. The Disability Officer shall:
 - 4.13.1. Have responsibility for the Disabilities Subcommittee and issues concerning disability.
- 4.14. The Widening Access and Participation Officer shall:
 - 4.14.1. Have responsibility for issues concerning students from widening access backgrounds.
 - 4.14.2. Improve the information available to prospective students regarding scholarships, bursaries, and financial aid offered by the University.
 - 4.14.3. Lobby for additional promotion of the University to prospective students from widening access backgrounds throughout the United Kingdom.
 - 4.14.4. Be an Association representative on the following committees:
 - 4.14.4.1. Equal Opportunities Subcommittee
 - 4.14.4.2. Wellbeing Subcommittee
 - 4.14.4.3. Any other committees or bodies as required.
- 4.15. The Employability Officer shall:
 - 4.15.1. Have responsibility for issues concerning employability, career skills, and the Careers Centre.
 - 4.15.2. Sit on the following committees:
 - 4.15.2.1. School Presidents' Advisory Group (Careers) (Convenor and Chair)
 - 4.15.2.2. Careers and Employability Forum (Convenor and Chair)
 - 4.15.2.3. Careers Centre Student Advisory Board
- 4.16. The Faculty Presidents shall:
 - 4.16.1. Have responsibility for issues concerning School Presidents and other academic representatives within their Faculty.
 - 4.16.2. Inherit the title of "Senate Representative" and be elected accordingly.
 - 4.16.3. Represent the views of the SRC and their Faculty to the Academic Council and Senatus Academicus.
 - 4.16.4. Sit on the following committees and groups:
 - 4.16.4.1. Education Committee and Executive Committee (Chair)
 - 4.16.4.2. School Presidents' Forums
 - 4.16.4.3. Student Opinion on Academic Council
- 4.17. The Postgraduate Academic Officer shall:
 - 4.17.1. Have responsibility for issues concerning the academic postgraduate community and postgraduate academic representatives.
 - 4.17.2. Inherit the title of "Postgraduate Senate Representative" and be elected accordingly.
 - 4.17.3. Represent the views of the SRC and postgraduates to the Academic Council and Senatus Academicus.
 - 4.17.4. Sit on the following committees and groups:
 - 4.17.4.1. Education Committee and Executive Committee
 - 4.17.4.2. Learning and Teaching Committee
 - 4.17.4.3. Postgraduate Forum (Convenor and Chair)
 - 4.17.4.4. Postgraduate Research Committee
 - 4.17.4.5. Postgraduate Subcommittee
 - 4.17.4.6. Student Opinion on Academic Council
- 4.18. The Postgraduate Development Officer shall:
 - 4.18.1. Have responsibility for issues concerning non-academic matters within the postgraduate community, in collaboration with the Postgraduate Activities Officer.
 - 4.18.2. Be a member of the Postgraduate Subcommittee.
- 4.19. The Secretary to the SRC shall:
 - 4.19.1. Aid the Association Chair and other SRC members as required
 - 4.19.2. Promote and encourage engagement with the SRC to the wider student body.
 - 4.19.3. Work with the Secretary to the SAF to organise social events for Councils.

E-21-12: Motion to update the Equal Opportunities Subcommittee to include the equality representation reforms.

Owner: Anna-Ruth Cockerham, Director of Wellbeing

In Effect from: Immediately

Review Date: July 2022

It is noted that:

1. [J-21-06: Motion to Reform the Laws of the Association](#) mandated the Director of Wellbeing to review and reform the Wellbeing and Equal Opportunities Subcommittees. The motion specifically stated the aim to reduce overlap in remit.
2. The constitution of the SRC Wellbeing Subcommittee was amended in [E-21-05: Motion to Update the Wellbeing Subcommittee Constitution](#). The motion removed invited members (including those that overlap with the SRC Equal Opportunities Committee) and defined the remit of the committee more strictly around the portfolios of the interviewed members (mental wellbeing, sexual health, physical health and fitness, and personal safety).
3. The SRC Equal Opportunities Committee has not proposed or seconded a motion since 2019 or had any agenda items over the past academic year.
4. The University has requested multiple items be on the agenda in the past academic year, including on the Harassment and Bullying Policy, Diversity Module, and Report and Support.
5. Past and present officers on the SRC Equal Opportunities Committee have noted the desire to collaborate more with other officers on representational issues, like feedback for Student Services or updating the Association's Zero Tolerance Policy to Bullying and Harassment.
6. Previous officers on the SRC Equal Opportunities Committee have noted the difficulty in finding out how best to pursue certain policies (like the best staff contacts) as they work with an expansive range of staff and committees.
7. The Director of Wellbeing is the sabbatical lead on equality, diversity, and inclusion.
8. The Director of Wellbeing has established a staff-student forum on equality, diversity, and inclusion known as the Student Equality Forum. It comprises of the membership of the SRC Equal Opportunities Committee, two School Presidents, and the Faculty EDI Leads, Director of Student Experience, Head of Mediation and Wellbeing, and Assistant Director for Accessibility & Inclusion in Student Services.
9. Every prior Director of Wellbeing came from a wellbeing-focused background rather than an equality one.
10. Significant portions of the current SRC Equal Opportunities Committee constitution ([Appendix 2](#)) are referenced in other documents, like the Students' Association Constitution, Laws of the Association, or the Association Equality, Diversity, and Inclusion Policy.

It is believed that:

1. The SRC Equal Opportunities Committee is a valuable committee and should be used to work collaboratively on issues surrounding equality, diversity, and inclusion in the University community.
2. It would be beneficial to structure the SRC Equal Opportunities Committee like the [SRC Education Committee](#), with a student committee and staff-student forum, to provide the members the opportunity to raise issues with University staff and to get direction on pursuing policies.
3. That removing the membership of the SRC Equal Opportunities Committee from the Wellbeing Subcommittee and providing the Equal Opportunities Committee with a clear focus on student representation and policymaking on equality, diversity, and inclusion will provide clear and distinct remits for both committees.
4. The constitution of the SRC Equal Opportunities Committee should be simplified by removing portions included in other documents.
5. The role title "Director of Wellbeing" does not pay the appropriate attention to the leadership role the office holder must take in equality, diversity, and inclusion.
6. The title "Director of Wellbeing and Equality" would better reflect the remit of the role and ensure appropriate importance is placed on the role of the SRC Equal Opportunities Committee.
7. The role of the SRC Equal Opportunities Committee would be better understood if its name were simpler.

It is resolved:

1. To rename the SRC Equal Opportunities Committee the SRC Equality Committee and update the laws accordingly.

2. To support renaming the role of “Director of Wellbeing” as “Director of Wellbeing and Equality” (maintaining the short name and email address DoWell) and recommend that the SAF and Students’ Association Board of Trustees supports the change.
3. To replace the proposed constitution of the SRC Equality Committee ([Appendix 1](#)) with the constitution of the SRC Equal Opportunities Committee ([Appendix 2](#)).
4. To mandate the SRC and SAEC to monitor the role of the SRC Equality Committee to ensure it functions effectively in its modified structure and remit.

Proposed:

Anna-Ruth Cockerham, Director of Wellbeing

Seconded:

Ananya Jain, SRC BAME Officer

Sandra Mitchell, SRC Lifelong and Flexible Learners Officer

Michael Logue, SRC LGBT+ Officer

SRC Equal Opportunities Committee

Appendix 1: Proposed Constitution of the SRC Equality Committee

1. Aims

- 1.1. Advocate for changes to practices that discriminate against, or otherwise disadvantage, marginalised student communities.
- 1.2. Represent the diverse needs and experiences of marginalised student communities and promote their voices.
- 1.3. Formulate and ensure the execution of SRC policy on equality, diversity, and inclusion.
- 1.4. Run events and campaigns to tackle discrimination and raise awareness of the diverse experiences of marginalised communities.

2. Membership

- 2.1. DoWell (Chair and Convenor)
- 2.2. SRC LGBT+ Officer
- 2.3. SRC BAME Officer
- 2.4. SRC Disability Officer
- 2.5. SRC Gender Equality Officer
- 2.6. SRC Widening Access and Participation Officer
- 2.7. SRC Lifelong and Flexible Learners Officer
- 2.8. SRC Postgraduate Development Officer
- 2.9. Interfaith Steering Group Carve-Up
 - 2.9.1. Encourage collaboration between faith societies and the subcommittee, so that students of all faiths can practice their beliefs free from judgement or discrimination.
- 1.1.1. Initiate and encourage cross-faith in order to lay the foundations for a community of mutual understanding and coexistence.
- 2.10. The remit of each member and their role on the subcommittee, except the Interfaith Steering Group carve-up, shall be as outlined in the Laws of the Association
- 2.11. The convenor can establish additional committee positions as deemed necessary which shall be co-opted or interviewed.

4. Appointments

- 4.1. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

5. Student Equality Forum

- 5.1. Remit of the Student Equality Forum
 - 5.1.1. Facilitate communication and collaboration between student representatives and the University on equality, diversity, and inclusion.
- 5.2. Membership of the Student Equality Forum
 - 5.2.1. DoWell (Chair and Convenor)
 - 5.2.2. The membership of the Equality Subcommittee
 - 5.2.3. Two School Presidents, one from the Faculty of Science and Medicine and one from the Faculty of Arts and Divinity.
 - 5.2.4. Relevant members of University staff, as determined by the convenor.
- 5.3. The Student Equality Forum shall meet at least twice a semester.

6. Students' Association Equality & Diversity Policy

- 6.1. The University of St Andrews Students' Association Equality & Diversity Policy codifies the practices and responsibilities of the Students' Association, its Officers, Subcommittees, and staff with respect to equality, diversity, and inclusion.
- 6.2. It shall be reviewed yearly by the Director of Wellbeing.

Appendix 2: Current Constitution of the SRC Equal Opportunities Committee

1. Aims

- 1.1. To achieve the highest standards of equality and provide for a more open, safe, and accessible environment which allows all students to not only celebrate their diversity but also promote their unity through the areas of increased understanding and awareness. We aim to do this by addressing representational concerns of all students, hosting an array of educational and social events, and collaborating with other subcommittees in order to fulfil the larger aims of the Association.
- 1.2. As outlined in the Students' Association Constitution (2011) and the University Equality and Diversity Inclusion Policy (2011):
 - 1.2.1. The promotion and advancement of any group which seeks to increase its inclusivity, diversity, fairness, impartiality, or support to those who share a protected characteristic.
 - 1.2.2. Collaboration on services supporting the health and wellbeing of all students, regardless of background.
 - 1.2.3. Representation of all students as deemed appropriate to the University Court, Senatus Academicus, Principal of the University, or any other appropriate individuals or organisations.
 - 1.2.4. The initiation of projects to benefit the educational, cultural, and social development of students.
 - 1.2.5. The responsibilities described above will require the subcommittee to flexibly respond to a changing environment.
- 1.3. To ensure that within the Association:
 - 1.3.1. All individuals are treated with respect, and are not subjected to unfair or unlawful discrimination in any aspect of Association activities or on its premises.
 - 1.3.2. Unfair or unlawful discrimination on any grounds is not tolerated. These grounds shall include colour, race, nationality, gender, marital status, disability, religion, age, sexual orientation, socioeconomic grouping, union activity, politics, or any unrelated spent conviction. This list is a guide and is not exhaustive.
 - 1.3.3. The Association will promote understanding of the principles and practice of equality of opportunity, and campaign against discrimination on any of the aforementioned grounds, or on any other grounds that constitute unfair discrimination.
 - 1.3.4. Every reasonable step is taken to deliver Association services in such a way that there is no unfair or unlawful discrimination against any individual or group, and that in the event of discrimination or alleged discrimination, steps are taken promptly to investigate and, if appropriate, apply corrective or disciplinary measures.
 - 1.3.5. The Association will, on request, represent its members within the University, supporting individuals or groups as appropriate whenever cases of discrimination arise or are alleged.
 - 1.3.6. The freedom of association of individuals is respected.
- 1.4. Formulate and ensure the execution of SRC policy on student diversity and equal opportunities.
- 1.5. Provide a medium for minority and interfaith groups to be properly represented.
- 1.6. Ensure that matters relating to equal opportunities are brought to the attention of the SRC.

2. Membership

- 2.1. DoWell (Convenor and Chair)
- 2.2. SRC Gender Equality Officer
- 2.3. SRC Lifelong and Flexible Learners Officer
- 2.4. SRC First Years Officer
- 2.5. SRC BAME Officer
- 2.6. SRC Disability Officer
- 2.7. SRC Widening Access and Participation Officer
- 2.8. SRC LGBT+ Officer
- 2.9. SRC Postgraduate Development Officer
- 2.10. Interfaith Steering Group carve-up
 - 2.10.1. Encourage collaboration between faith societies and the subcommittee, so that students of all faiths can practice their beliefs free from judgement or discrimination.
 - 2.10.2. Initiate and encourage cross-faith dialogue in order to lay the foundations for a community of mutual understanding and coexistence.

- 2.11. The remit of each member and their role on the subcommittee, except the Interfaith Steering Group carve-up, shall be as outlined in the Laws of the Association.

4. Actions

- 4.1. The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.
- 4.2. A brief statement expressing the commitment of the Association to equality of opportunity will be shown on all documentation relating to job opportunities within the Association, such as advertisements and job descriptions.
- 4.3. All affiliated societies and subcommittees shall be expected to conduct their activities in a way that is compatible with the principles and practices of this chapter.
- 4.4. Association staff and student officers will receive appropriate training annually, to enable them to implement the equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.
- 4.5. Anyone affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Association and the University.

Appendix 3: Laws of the Students' Association

Preface

2. Abbreviations

2.1. In these Laws and other Association documents, the following abbreviations are used:

- 2.1.1. Association: University of St Andrews Students' Association
- 2.1.2. University: University of St Andrews
- 2.1.3. SAB: Students' Association Board
- 2.1.4. SAEC: Students' Association Executive Committee
- 2.1.5. SRC: Students' Representative Council
- 2.1.6. SAF: Student Activities Forum
- 2.1.7. DoEd: Director of Education
- 2.1.8. DoES: Director of Events and Services
- 2.1.9. DoSDA: Director of Student Development and Activities
- 2.1.10. DoWell: Director of Wellbeing **and Equality**
- 2.1.11. AU: Athletic Union
- 2.1.12. AGM: Annual General Meeting

Chapter 1: Sabbatical Officers

1. The Association Sabbatical Officers shall be the:

- 1.1. Association President
- 1.2. Director of Events and Services
- 1.3. Director of Student Development and Activities
- 1.4. Director of Wellbeing **and Equality**
- 1.5. Director of Education

2. Remits

2.1. The Director of Wellbeing **and Equality** shall:

- 2.1.1. Within the Association, be a member of the:
 - 2.1.1.1. SAB Governance, Nominations, and Staffing Committee (Chair and Convenor)
 - 2.1.1.2. **Equality Committee** (Chair and Convenor)
 - 2.1.1.3. BAME Subcommittee
 - 2.1.1.4. Disability Subcommittee
 - 2.1.1.5. LGBT+ Subcommittee
 - 2.1.1.6. Lifelong and Flexible Learners Subcommittee
 - 2.1.1.7. Wellbeing Subcommittee
 - 2.1.1.8. Other ad hoc groups, working parties, and interview panels as required.

Chapter 3: Students' Representative Council (SRC)

5. Subcommittees of the SRC

5.1. The subcommittees of the SRC are as follows:

- 5.1.1. Accommodation Subcommittee
- 5.1.2. Alumni Subcommittee
- 5.1.3. BAME Subcommittee (BAME Students' Network)
- 5.1.4. Community Relations Subcommittee
- 5.1.5. Disabilities Subcommittee (Disabled Students' Network)
- 5.1.6. Education Subcommittee
- 5.1.7. Environment Subcommittee
- 5.1.8. **Equality Committee**
- 5.1.9. LGBT+ Subcommittee (Saints LGBT+)
- 5.1.10. Lifelong and Flexible Learners Subcommittee
- 5.1.11. Wellbeing Subcommittee

E-21-13: Motion to update the Equality Committee Constitution to include the SGBV Forum

Owner: Caitlin Ridgway
In Effect from: Immediately
Review Date: September 2022

It is noted that:

1. There are currently multiple different groups, forums, and initiatives working on areas related to tackling sexual and gender-based violence (SGBV) – the Rector’s Committee and Student Services run SGBV forums and previously, the Director of Wellbeing chaired the Association’s SGBV working group.
2. The discussions in the Equally Safe committee revealed that there was confusion relating to the multiple forums for student groups on SGBV.
3. The initiatives such as Sexual Assault Awareness Month (SAAM) and Reclaim the Night have been organised externally to the Association and there has been demand for better access to funding and resource support.
4. The University of St Andrews has a commitment to tackling SGBV and sexual misconduct on campus and is a pilot institution for the Emily Test Charter.

It is believed that:

1. Having a single, centralised, specific forum would improve collaboration and prevent confusion between groups working on SGBV issue areas.
2. Initiatives such as SAAM and Reclaim the Night would be more sustainable for the Association to support if they were incorporated into a single, centralised, specific forum.
3. Having funding and resources available to initiatives such as SAAM and Reclaim the Night through this forum would strengthen the Association’s commitment to ending SGBV by highlighting their importance.

It is resolved to:

1. Update the Equality Committee constitution to add the SGBV Forum as outlined in Appendix 1.

Proposed:

Caitlin Ridgway, SRC Gender Equality Officer

Seconded:

Anna-Ruth Cockerham, Director of Wellbeing
Sandra Mitchell, SRC Lifelong and Flexible Learners officer
Jane Yarnell, SRC Disability Officer
Ananya Jain, SRC BAME Officer
Michael Logue, SRC LGBT+ Officer

Appendix 1

Proposed Addition to the Equality Committee Constitution

1. Aims

- 1.1. Advocate for changes to practices that discriminate against, or otherwise disadvantage, marginalised student communities.
- 1.2. Represent the diverse needs and experiences of marginalised student communities and promote their voices.
- 1.3. Formulate and ensure the execution of SRC policy on equality, diversity, and inclusion.
- 1.4. Run events and campaigns to tackle discrimination and raise awareness of the diverse experiences of marginalised communities.

2. Membership

- 2.1. DoWell (Chair and Convenor)
- 2.2. SRC LGBT+ Officer
- 2.3. SRC BAME Officer
- 2.4. SRC Disability Officer
- 2.5. SRC Gender Equality Officer
- 2.6. SRC Widening Access and Participation Officer
- 2.7. SRC Lifelong and Flexible Learners Officer
- 2.8. SRC Postgraduate Development Officer
- 2.9. Interfaith Steering Group Carve-Up
 - 2.9.1. Encourage collaboration between faith societies and the subcommittee, so that students of all faiths can practice their beliefs free from judgement or discrimination.
 - 1.1.2. Initiate and encourage cross-faith in order to lay the foundations for a community of mutual understanding and coexistence.
- 2.10. The remit of each member and their role on the subcommittee, except the Interfaith Steering Group carve-up, shall be as outlined in the Laws of the Association
- 2.11. The convenor can establish additional committee positions as deemed necessary which shall be co-opted or interviewed.

3. Appointments

- 3.1. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Student Equality Forum

- 4.1. Remit of the Student Equality Forum
 - 4.1.1. Facilitate communication and collaboration between student representatives and the University on equality, diversity, and inclusion.
- 4.2. Membership of the Student Equality Forum
 - 4.2.1. DoWell (Chair and Convenor)
 - 4.2.2. The membership of the Equality Subcommittee
 - 4.2.3. Two School Presidents, one from the Faculty of Science and Medicine and one from the Faculty of Arts and Divinity.
 - 4.2.4. Relevant members of University staff, as determined by the convenor.
- 4.3. The Student Equality Forum shall meet at least twice a semester.

5. SGBV Forum

- 5.1. Remit of the SGBV Forum
 - 5.1.1. To facilitate communication and collaboration between different student groups with an interest in SGBV, student representatives and the Association, and the University.
 - 5.1.2. To collect feedback on University and Association services and projects and facilitate communication with University committees.
 - 5.1.3. To support the organisation of student events and campaigns related to SGBV.
- 5.2. Membership of the SGBV Forum
 - 5.2.1. DoWell (Convenor)
 - 5.2.2. Gender Equality Officer
 - 5.2.3. Representatives of relevant student groups, by open invitation.
 - 5.2.4. The DoWell or the Gender Equality Officer will chair the forum.

5.3. The SGBV Forum shall meet at least twice a semester.

6. Students' Association Equality & Diversity Policy

- 6.1. The University of St Andrews Students' Association Equality & Diversity Policy codifies the practices and responsibilities of the Students' Association, its Officers, Subcommittees, and staff with respect to equality, diversity, and inclusion.
- 6.2. It shall be reviewed yearly by the Director of Wellbeing.

Appendix 2

Current Constitution of the SRC Equality Committee

1. Aims

- 1.1. Advocate for changes to practices that discriminate against, or otherwise disadvantage, marginalised student communities.
- 1.2. Represent the diverse needs and experiences of marginalised student communities and promote their voices.
- 1.3. Formulate and ensure the execution of SRC policy on equality, diversity, and inclusion.
- 1.4. Run events and campaigns to tackle discrimination and raise awareness of the diverse experiences of marginalised communities.

2. Membership

- 2.1. DoWell (Chair and Convenor)
- 2.2. SRC LGBT+ Officer
- 2.3. SRC BAME Officer
- 2.4. SRC Disability Officer
- 2.5. SRC Gender Equality Officer
- 2.6. SRC Widening Access and Participation Officer
- 2.7. SRC Lifelong and Flexible Learners Officer
- 2.8. SRC Postgraduate Development Officer
- 2.9. Interfaith Steering Group Carve-Up
 - 2.9.1. Encourage collaboration between faith societies and the subcommittee, so that students of all faiths can practice their beliefs free from judgement or discrimination.
 - 1.1.3. Initiate and encourage cross-faith in order to lay the foundations for a community of mutual understanding and coexistence.
- 2.10. The remit of each member and their role on the subcommittee, except the Interfaith Steering Group carve-up, shall be as outlined in the Laws of the Association
- 2.11. The convenor can establish additional committee positions as deemed necessary which shall be co-opted or interviewed.

3. Appointments

- 3.1. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Student Equality Forum

- 4.1. Remit of the Student Equality Forum
 - 4.1.1. Facilitate communication and collaboration between student representatives and the University on equality, diversity, and inclusion.
- 4.2. Membership of the Student Equality Forum
 - 4.2.1. DoWell (Chair and Convenor)
 - 4.2.2. The membership of the Equality Subcommittee
 - 4.2.3. Two School Presidents, one from the Faculty of Science and Medicine and one from the Faculty of Arts and Divinity.
 - 4.2.4. Relevant members of University staff, as determined by the convenor.
- 4.3. The Student Equality Forum shall meet at least twice a semester.

5. Students' Association Equality & Diversity Policy

- 5.1. The University of St Andrews Students' Association Equality & Diversity Policy codifies the practices and responsibilities of the Students' Association, its Officers, Subcommittees, and staff with respect to equality, diversity, and inclusion.
- 5.2. It shall be reviewed yearly by the Director of Wellbeing.