



# Papers for SRC Meeting

1<sup>st</sup> February 2022 – MS TEAMS – 18:00

## Contents of Papers:

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5. R-22-04: Motion to create an International Students' Officer
6. R-22-05 Motion to amend the Societies Committee structure

## Reports from Councillors

### **SRC Accommodation Officer – AK Schott**

*No report submitted.*

### **SRC Alumni Officer – Jack Campbell**

*No report submitted.*

### **SRC Arts and Divinity Faculty President – Lucia Guercio**

*No report submitted.*

### **SRC BAME Officer – Ananya Jain**

#### ***What have you done since the last meeting/report?***

Semester Report Community Engagement A large part of my efforts this past semester were spent in facilitating event organisation and other community engagement activities for BAME Students' at the University. I overlooked the work being carried out by the Events Team, and attended and advertised all of our events and activities. During the last few weeks of the semester we reduced the number of events we were participating in, to help our team recharge. We are hosting a BAME Students' Network Summit in March and I am currently working on that along with some other fundraising initiatives. Focus Groups/Working Groups I attended two University working groups, the Central Equality, Diversity, Inclusion Committee and Race Ethnicity Belief Group. I contributed to both of those as a student representative, and also alongside other members proposed papers on hate instances and racist incidents students' were being subject to in town. I also co-wrote a paper for a formal agreement between CEDI and Student Association Equality Committee. I contributed to the Student Association Equality committee comprising other student representatives to collectively and collaboratively work on equality initiatives. I was also part of the SEF (Student Equality Forum) where I discussed curriculum reform and barriers to BAME Mental health. Committee Management I oversaw the recruitment, goal setting and management of the entire committee and all our projects. Some of the ones I was more involved in included the Marketing initiatives, the work we have done in Education with inclusive curriculum, feedback mechanisms and the current EDI Structures report our Education Officer is working on. I also facilitated conversation with groups like Student Services, Admissions, and other societies and subcommittees. Misc I spoke about the work of the BAME Students' Network at the UUK Mental Health in HE Conference for a panel on Mental Health and Race and was also featured by Equality Check, as part of their Student Changemaker Campaign. I also attended a focus group hosting by UUK and NUS on attainment gaps Along with this I also attended the December and January Board meetings.

#### ***What progress has been made on your manifesto?***

(the report is divided into some of those points)

#### ***What do you hope to achieve by your next report?***

1. Have everything ready and good to go for the Summit Event
2. Work on a comprehensive handover document
3. Have a plan for fundraising and also an BAME alumni network in collaboration with the relevant committee members

#### ***Any events or opportunities that you would like other members to know about?***

*Not submitted.*

**SRC Community Relations Officer – Rosanna Johnston**

*No report submitted.*

**SRC Disability Officer – Jane Yarnell**

*No report submitted.*

**SRC Employability Officer – Rhea Meher Soni**

*No report submitted.*

**SRC Environment Officer – Bhavya Palugudi**

*No report submitted.*

**SRC Gender Equality Officer – Caitlin Ridgway*****What have you done since the last meeting/report?***

- Chaired two meetings for preparations for Gender Equality Week and began organising events
- Met with Equally Safe to work on Instagram takeover posts happening in Gender Equality Week
- Chaired first meeting of SGBV Forum; produced promotional materials for the forum and will be choosing dates for the meetings this semester
- Attended Support and Report Forum
- Attended catch-up meetings with Wellbeing and Equality Coordinator and Director of Wellbeing and Equality

***What progress has been made on your manifesto?***

- Organising events for Gender Equality Week
- Passed the motion to mandate GotConsent leadership workshops for society committees
- Promoting wider collaboration between different groups through SGBV forum and Gender Equality Week
- Began researching sex work harm reduction policies in HE and charities that support this model

***What do you hope to achieve by your next report?***

- Gender Equality Week to go ahead smoothly!
- Hold the first SGBV Forum meeting for this semester
- Work on a motion in support of harm reduction models of support for student sex workers

***Any events or opportunities that you would like other members to know about?***

- Gender Equality Week is happening 7th-13th February (academic week 4) and we will be doing an Instagram takeover on the university account in collaboration with Equally Safe!
- If you are interested in participating in the SGBV Forum please contact me or Anna-Ruth and we can add you to the Team.

**SRC LGBT+ Officer – Michael Logue**

*No report submitted.*

**SRC Lifelong and Flexible Learners Officer – Sandra Mitchell**

*No report submitted*

**SRC Postgraduate Academic Officer – Caroline McWilliams*****What have you done since the last meeting/report?***

Met with staff from Divinity and Social Anthropology to discuss open Rep positions in their

school and to consider the best way forward. Attended all four winter graduations in my role as PGAC and took part in the academic procession. Had an in-person lunch with all of EduExec and brainstormed ideas for Semester 2. Attended EduCom Christmas Dinner. Met with CEED and Student Services to discuss Wellbeing provision for PGs, shared resources and discussed the problem of imposter syndrome, especially for female PGs. Attended the Alumni Carol Service in St Andrews. Convened and chaired the very first Postgraduate Academic Forum. Consulted on changes to the Laws and the new Postgraduate Representation paper. Gathered feedback from the PG Presidents and Officers. Updated the role description for my role and sent it to the Elections Chair. Joined the Institutional Athena Swan Self-Assessment Team and attended the first two meetings, giving views on behalf of PGs and providing advice from a woman's history perspective. Met with the Academic policy Officer in the Proctor's Office to discuss workload. Met with the Provost to discuss workload, changes to St Leonard's College and the S-coding policy. Met with my Presidents and Officers to plan for Semester 2. Organised merchandise for the Presidents and Officers. Reviewed documents prepared by the Academic Representation Coordinator and the Science and Medicine Faculty President. Helped to organise the Teaching Awards and instituted new categories to recognise PG contributions and PG thesis supervisors. Scheduled PG Academic Forums for Semester 2. Had regular check-ins with my PG Exec and pointed them towards more places they can be involved. Consulted on papers to board re. PG Representation. Prepared and sent PG wide update emails. Read papers for all meetings with university staff as below. Answered several hundred emails and Teams messages including student queries and staff communications. Attended Academic Senate. Attended PGRC. Attended the Postgraduate Widening Participation Group meeting. Attended the Asset Management Project Board meeting. Attended Postgraduate group in December x2 and January. Attended AMG in December and January and the extra AMG (C&P) in January. Attended weekly EduCom and EduExec meetings and bi-monthly meetings with the DoEd. Attended the first Postgraduate Society meeting. Attended the first Postgraduate Development Group meeting.

***What progress has been made on your manifesto?***

N/A

***What do you hope to achieve by your next report?***

I hope to have completed my Semester 1 report and have the PG Academic section of the website looking better.

***Any events or opportunities that you would like other members to know about?***

*Not submitted.*

**SRC Postgraduate Activities Officer – Zaine Mansuralli**

***What have you done since the last meeting/report?***

- Completed the appointment of the PG Society Committee
- Written weekly PG email updates
- Attended SGBV Forum
- Attend PG Representation Working Group
- Held stall at YourUnion Fayre
- Organised and held PG Soc Re-Freshers week event
- Planned further PG Soc Events

***What progress has been made on your manifesto?***

N/A

***What do you hope to achieve by your next report?***

- Deliver further PG Soc events and collaboration
- Attending further PG Representation working group sessions, and bringing a

- comprehensive reform motion to Councils.
- Collaboration with the PG Development Officer on a PG Gender Equality Week event.

***Any events or opportunities that you would like other members to know about?***

- Email pggres@ if you have an event or information you would like included in the weekly PG email.

## **SRC Postgraduate Development Officer – Abd Alsattar Ardati**

***What have you done since the last meeting/report?***

I am working on resuming the PG Development Group's meetings for this semester. I have planned and invited members for four Meetings. We had the first one on the 26th of Jan with representation from the Students Association, Associate Provost Education, Associate Provost Student, CEED/Student Developer (Postgraduate), Careers Centre/Asian, and Taught Postgraduate Opportunities Manager, Careers Centre/Careers Advise.

***What progress has been made on your manifesto?***

I am working on my first aim: " - Increase Capacity and Awareness at the University of St Andrews as an Open Knowledge Equity Supportive Organisation" As part of that aim and to mark the occasion of Gender Equality Week, I am in collaborating with the IDEA Network to host a talk about addressing the (Gender) gap on Wikipedia. "Mind the (Gender) Gap!" talk is to spark a discussion and discover different opportunities for digital skills development and more by filling the gaps on Wikipedia.

***What do you hope to achieve by your next report?***

I will organise a meeting with CEED, Careers Centre, Main Library, my line manager to see how we can promote the meeting among the staff and students. I have already talked with the BAME Student Network and SA Charities Campaign representatives at the freshers fair to see how we can collaborate on bringing different opportunities to develop their communities' skills while filling content gaps on Wikipedia's underrepresented subjects.

***Any events or opportunities that you would like other members to know about?***

I would like to highlight the "Mind the (Gender) Gap!" event - Gender Equality Week / 9th of Feb @ the Large Rehearsal Room or online via Microsoft Teams. It's an excellent opportunity for any individual (student/staff member) or group (society, committee...) to discover different opportunities for skills development by filling the gaps on Wikipedia. The session will showcase different opportunities to develop skills in digital media, research, teaching, public engagement, team collaboration, and critical thinking skills while filling content gaps on Wikipedia's underrepresented subjects. Wikipedia is one of the most visited websites in the world. However, despite its overwhelming ubiquity, most of those editing are male, and only 19.13% of English language Wikipedia biographies are about women. This one-hour event aims to spark a discussion and encourage attendees to become "knowledge activists" by learning to edit Wikipedia as part of a network of others doing the same at the University. The session will be followed by an optional training opportunity during the Spring Break to develop some new skills and challenge the bias of this world at the same time! Please, drop me a line or two at pgdevo@ if you want to learn more or help in organising or in spreading the word!

## **SRC Rector's Assessor – Stella Maris**

*No report submitted.*

## **SRC Science and Medicine Faculty President – Sarah Johnston**

***What have you done since the last meeting/report?***

- Had some very important rest after a busy Semester 1!!
- Organised collecting and reviewing all SP and LC Semester 1 Reports
- Several EduExec and Education Team meetings
- Working with SHO to develop some healthy study resources which were released in Week 1
- Supporting SciMed Presidents on setting new goals and planning for Semester 2
- Chaired EduCom and presented on delegation and forward planning
- Contributed to role rewrites for my role, SPs and LCs
- Contributed to rewriting academic strategy documents
- Created advice document for collaborative problem solving for Class Reps

***What progress has been made on your manifesto?***

Created the additional Class Rep problem solving resources to supplement the Class Rep Handbook Continued focus on solution-oriented EduComs Worked with SPs on manifesto help and made suggestions on how to achieve their goals Continued push for good wellbeing resources for education with the healthy study resources

***What do you hope to achieve by your next report?***

Develop some more healthy study resources Have made headway on future SP training Started compiling resources for handover and advice for future SPs

***Any events or opportunities that you would like other members to know about?***

Get your Semester 2 on track from the start! Education Committee and Wellbeing Subcommittee have been working to produce some resources which are free for everyone to use to get their healthy study habits in check for 2022. The resources include weekly pomodoro-style calendars, assignment trackers, and planning guides to help you keep on top of your work and keep a good work-life balance throughout. Download the resources here: <https://bit.ly/healthystudyresource>

## **Secretary to the SRC – Capri Mancini**

***What have you done since the last meeting/report?***

Met with Amy a few times as she worked to sort out details of co-opting a new Association Chair. Organised attendees and menu of the Christmas Dinner Social and followed up with those councillors who had not responded, and ensuring dietary requirements were met.

***What progress has been made on your manifesto?***

Assisted the chair and continued to make contact with the SRC groupchat, particularly with the planning of the Christmas Social.

***What do you hope to achieve by your next report?***

Continue to make myself available and support councillors how they may need. Continue to share meetings on social media where possible to make them more widely accessible to the general student populus.

***Any events or opportunities that you would like other members to know about?***

*Not submitted.*

## **SRC Student Health Officer – Emma Craig**

***What have you done since the last meeting/report?***

**Student Mental Health Agreement:**

- Attending meetings of the SMHA steering group
- Worked with the steering group to put together a survey for student ideas on areas of wellbeing and mental health for the University and Union to focus and improve on
- Assembling graphics with Wellbeing Subcommittee Publicity Officers to advertise the survey

**Student Services Student Voice:**

- Responded to request to submit a report for the University-led Reviews of Teaching and Learning of Student Services
- Put together a survey to collect student voice about Student Services with the Wellbeing and Equality Coordinator
- Gather additional student feedback on Student Services from BAME Student Network report • Assembling graphics with Wellbeing Subcommittee Publicity Officers to advertise the survey

**Wellbeing Subcommittee:**

- Ran a stall at the YourUnion Fayre
- Worked with Events Officers to run a virtual befriending event to tackle student loneliness and facilitate new friendships at the start of the new semester
- Beginning early-stage planning for Wellbeing Week (week 9) with the Mental Wellbeing Representative
- Connected Wellbeing Subcommittee Events Officers with Accommodation Subcommittee Events Officers for collaborative organisation of flatmate-finding events for the semester

**Other:**

- Attended the Support + Report Forum

***What progress has been made on your manifesto?***

Discussed on-hold manifesto points with Wellbeing and Equality Coordinator to consider options for dividing up work and making progress on projects that I haven't had time for.

***What do you hope to achieve by your next report?***

- Submit comprehensive report on Student Services for the University-led Reviews of Teaching and Learning
- Continue preparation for Wellbeing Week and assist the Mental Wellbeing Representative in recruiting a team of student volunteers to help with the week
- Support Publicity Officers and other subcommittee members achieve their goals for their roles this semester
- Work with Personal Safety Representative to pursue projects about drink spiking education Met with the SMHA Steering Group to review the survey results, and move forward with writing the agreement

***Any events or opportunities that you would like other members to know about?***

As part of the University-led Reviews of Learning and Teaching, the Wellbeing and Equality Coordinator and I are seeking student feedback about experiences with Student Services during your time at St Andrews. We want to know about areas of good practice and where improvements can be made. We value your feedback, and we will present the survey results in a report to be considered by the review team. I would majorly appreciate if you could take the survey and share it with your committees/groups if possible!

<https://forms.office.com/Pages/ResponsePage.aspx?id=yyZW-KgNoomqWGTvZ47wGp9toYITFz9Gt74sNcbSXXktUQzNVVU1USVhYQoNZRTcoT1pGSlkzSUhKQS4u>

**SRC Widening Access and Participation Officer – Sophie Craig**

***What have you done since the last meeting/report?***

I have been making graphics and working on events

***What progress has been made on your manifesto?***

I've done my social media pages and started on events

***What do you hope to achieve by your next report?***

I hope I've made some events and increased accessibility within my events

***Any events or opportunities that you would like other members to know about?***

*Not submitted.*



## Motions for the SRC

### R-22-01 Motion to update the Association Laws and Subcommittee Constitutions

**Owner:** Avery Kitchens

**In Effect From:** Immediately

**Review Date:** N/A

**It is noted that:**

1. Motions J.21.6 and R.21.12 mandated that the Sabbatical Officers to review the current Laws and Subcommittee Constitutions with the consultation of the relevant SAF office holders and draft an edited version to be presented at Councils.
2. The relevant activities-based office holders have been consulted in these Laws and Constitutional amendments.

**It is believed that:**

1. In amending these Laws and Constitutions, more clarity and efficiency is given to student representation and student led activities.

**It is resolved that:**

1. The Association Laws be replaced with the tracked changes in Appendix A
2. The Subcommittee Constitutions be replaced with the tracked changes in Appendix B.

**Proposer**

Avery Kitchens – *Director of Student Development and Activities*

**Secunder(s)**

Lottie Doherty – *Association President*

Anna-Ruth Cockerham – *Director of Wellbeing and Equality*

Bella Zeff – *Director of Events and Service*

**Appendices**

**Appendix A: Association Laws**

[https://universityofstandrews907-my.sharepoint.com/:w:/g/personal/cd223\\_st-andrews\\_ac\\_uk/ETol8NUeEsFOhXHCcsrLilKBNPTZJoQeRsT5IPIDBPMqwA?e=ABkYs4](https://universityofstandrews907-my.sharepoint.com/:w:/g/personal/cd223_st-andrews_ac_uk/ETol8NUeEsFOhXHCcsrLilKBNPTZJoQeRsT5IPIDBPMqwA?e=ABkYs4)

**Appendix B: Subcommittee Constitutions**

[https://universityofstandrews907-my.sharepoint.com/:w:/g/personal/mejm\\_st-andrews\\_ac\\_uk/EYXNrbdLob5PhKzQxFXgT5MBYhowsxRR70aq-4lYLPRPAg?e=38Ie1W](https://universityofstandrews907-my.sharepoint.com/:w:/g/personal/mejm_st-andrews_ac_uk/EYXNrbdLob5PhKzQxFXgT5MBYhowsxRR70aq-4lYLPRPAg?e=38Ie1W)

## **R-22-02 Motion to Hold Referenda on NUS Membership**

**Owner:** Lottie Doherty

**In Effect From:** Immediately

**Review Date:** N/A

### **The SRC Notes:**

1. The last referendum on Nation Union of Students (NUS) membership was held on 19<sup>th</sup> and 20<sup>th</sup> November 2015.
2. The National Union of Students (NUS) consists of two constituent companies that work together in order to support each other. These are NUS (UK) and the NUS Charity.
3. NUS (UK) is a Company Limited by Guarantee, which focuses on delivering focused high-impact national campaigns and representation.
4. The NUS Charity is a Charitable Company Ltd focusing on the provision of a strong students' union for every student, promoting and building the stand-alone value of students' unions.
5. The majority of NUS members are affiliated to both NUS (UK) and the NUS Charity, but it is possible to affiliate to either one or the other.
6. The University of St Andrews Students' Association is currently not affiliated to either NUS (UK) or the NUS Charity.

### **The SRC Believes:**

1. That the question of whether to affiliate to NUS (UK) is best decided by the students of St Andrews by means of a referendum.
2. That the question of whether to affiliate to the NUS Charity is best decided by the students of St Andrews by means of a referendum.

### **The SRC Resolves:**

1. To hold a referendum on Thursday, 10th March, 2022 and Friday, 11th March, 2022, on the question "Should the University of St Andrews Students' Association join NUS UK? Yes or No."
2. To hold a referendum on Thursday, 10th March, 2022 and Friday, 11th March, 2022, on the question "Should the University of St Andrews Students' Association join the NUS Charity? Yes or No."
3. To instruct the Elections Team to draw up rules for the conduct of the campaign.

### **Proposer**

Lottie Doherty, *Association President*

### **Seconders**

Avery Kitchens, *Director of Student Development and Activities*

Bella Zeff, *Director of Events and Services*

Anna-Ruth Cockerham, *Director of Wellbeing and Equality*

## **R-22-03 Motion to increase accessibility to safe and varied gluten-free food in University accommodation, University catering services, and University buildings and Student Association cafés.**

**Owner:** Heather Gore and Quinn Murphy on behalf of Gluten Free St Andrews

**In Effect From:** Immediately

**Review Date:** One year

### **It is noted that:**

1. Coeliac Disease is an autoimmune disease which causes inflammation of the small intestine, leading to malabsorption of nutrients in response to eating gluten (Green, Gabri, 2003).
2. Treatment for Coeliac Disease requires following a gluten-free diet. If untreated, people with Coeliac Disease can experience complications such as dermatitis herpetiformis, anaemia, osteoporosis, neurological conditions such as gluten ataxia and neuropathy, small bowel cancer, and intestinal lymphoma.<sup>1</sup>
3. Cross contamination of gluten free food with even tiny amounts of gluten can cause damage to the health of people with Coeliac Disease.<sup>2</sup>
4. 1% of people in the UK have Coeliac Disease (Coeliac UK). Up to 13% of the population is estimated to have a non-coeliac gluten intolerance or sensitivity (Aziz et al, 2014; Aziz, Hadjivassiliou, and Sanders, 2015).
5. In the 2020-2021 academic year, the University of St Andrews had 10,119 students enrolled. In the 2019-2020 academic year, there were 1,230 members of academic staff and 1,576 members of administrative staff.<sup>3</sup> With these statistics there are an estimated 101-1,315 students and 28-364 members of staff with Coeliac Disease or a gluten sensitivity or intolerance.
6. The University's policies and advice for accommodation and catering services are unclear, inconsistent, and inaccessible with regards to allergies and dietary requirements.
7. Gluten Free St Andrews conducted a survey about the experiences of students who are gluten-free or have other dietary requirements in University accommodation and cafés. This survey received 52 responses: 21 have Coeliac Disease and 12 are gluten-intolerant or gluten-avoidant. (See Appendix A).
  - 100% of students with Coeliac Disease who have eaten from University catering reported being 'glutened' or feeling sick after eating in University accommodation or from University or Union catering services.
  - 87% of catered students reported having limited options, repeated meals, or no adequate dietary option at meals.
  - 67% of students indicated that they would prefer to be assigned to a dedicated gluten free hall or flat.
  - 54% of students indicated that being gluten-free influenced their choice of accommodation; many indicated experiencing stress and/or extra pressure when applying for accommodation because they had to do more research and contact catering themselves. Many chose self-catered accommodation because they believed the options in University catered halls would be unsafe or limited.
8. The Food Information Regulation for Consumers, Regulation (EU) No. 1169/2011 requires all caterers to provide information (written or oral) on the presence of the fourteen common allergens, including gluten.<sup>4</sup>
9. In accordance with the Regulation (EU) No 828/2014, to label a dish gluten-free on a menu, it must contain 20 parts per million (ppm) or less of gluten.<sup>5</sup>

### **It is believed that:**

1. Every student is entitled to safe and healthy food in University accommodation, catering services, and cafés regardless of dietary requirements.

<sup>1</sup> <https://www.coeliac.org.uk/information-and-support/coeliac-disease>.

<sup>2</sup> *Ibid.*

<sup>3</sup> "*Who's working in HE? | HESA*". [www.hesa.ac.uk](http://www.hesa.ac.uk); "*Reports and Financial Statements of the University Court for the year to 31 July 2019*" (PDF). University of St Andrews. Retrieved 24 December 2019.

<sup>4</sup> <https://www.coeliac.org.uk/food-businesses/caterers-and-restaurateurs/gluten-free-and-the-law/>

<sup>5</sup> *Ibid.*

2. Students paying for catering should receive proper food at every mealtime, especially if they chose a catered plan after having been promised gluten-free options.
3. Students and staff with gluten intolerances or Coeliac Disease are entitled to safe, nutritious, and varied gluten-free food in the University and Union cafes for quick, convenient, and substantial meals in between classes and studying or working.
4. Having consistently safe and diverse gluten-free options available in University accommodation would help students to feel less stressed and anxious during the application process, their transition to University, and their everyday lives during term.
5. Publishing and advertising specific information about resources and support for students with Coeliac Disease, food intolerances, or other conditions would be an incentive to study at the University of St Andrews and a benefit to the mental and physical wellbeing of current students.
6. Every member of catering staff, regardless of their capacity, should be knowledgeable of Coeliac Disease, food intolerances, and other dietary restrictions, should understand the severity of each dietary requirement, and should know the difference between them.
7. Students should not be charged more for gluten-free, dairy-free, or any other dietary required equivalent.
8. Students should be able to access the complete allergen and dietary information on all foods served in University catering and cafés in an easily accessible and up-to-date format.
9. Students would like the option to indicate a preference of being assigned to a dedicated gluten-free cafeteria if catered or a dedicated gluten-free shared kitchen if self-catered in the application for University accommodation.
10. Students are made to feel bothersome or embarrassed for asking and verifying whether foods are gluten-free, risking their health and safety.
11. The gluten-free options provided in University catering and cafés are unsafe, insufficient, and/or non-existent.

**It is resolved:**

1. To mandate the Director of Events and Services and the Director of Wellbeing to implement Coeliac UK approved gluten-free training for all catering staff in the Student Association cafés and bars as a matter of urgency.
2. To mandate the Director of Wellbeing and the Association President to work with the University to ensure the following in every meal in University accommodation catered hall: a separate gluten-free toaster, serving utensils, and containers for gluten-free foods, gluten free cereal, oats, and bread for toast at breakfast, and gluten-bread and rolls at lunch and dinner.
3. To mandate the Association President and Director of Wellbeing to work with the University to ensure that accurate allergen, ingredient, and nutrition information signs are accurate and accessible for every meal in all University catered halls.
4. To mandate the Director of Wellbeing to lobby for more naturally gluten-free, allergen friendly meal options in University accommodation.
5. To mandate the Director of Events and Services to provide equally substantial and priced \*gluten-free options as the gluten-containing foods currently provided in all Student Association cafés (Rector's Café, Old Union Coffee Shop, Main Bar, etc.).
6. To mandate the Athletic Union President to work with the Sports Centre Café to provide equally substantial and priced \*gluten-free options as the gluten-containing food and drink currently provided.
7. To mandate the Association President and the Director of Wellbeing and Equality to lobby for the University to provide equally substantial and priced \*gluten-free options as the gluten-containing foods currently provided in all University-managed cafés (the Library Café, the School of Physics and Astronomy Café, and the Medical and Biological Sciences Building Café).
8. To mandate the Director of Wellbeing and the Association President to work with the University to create one dedicated gluten-free kitchen/cafeteria in a catered hall to serve gluten-free food free of gluten contamination and safe for people with Coeliac Disease and any gluten sensitivity.
9. To mandate the Association President and the Accommodation Officer to discuss and reshape the policy for accommodation allocation, allowing students to indicate a preference for assignment based on dietary requirements.
10. To mandate the Association President and the Director of Wellbeing to work with the University to clarify and publish its policies on dietary requirements, so that they are readily accessible on the University's website and accommodation pages.

11. To mandate the Director of Wellbeing and the Wellbeing Subcommittee to provide resources to current and prospective students who are gluten-free or have alternative/additional dietary requirements.
12. To mandate the addition of a new role to the Wellbeing Subcommittee to oversee the progress and maintenance of the actions and long-term goals of this motion and to provide support and resources to students with dietary requirements.

\*Within the gluten free options, there should always be an option or multiple options that are also dairy-free, vegetarian, and vegan. The allergen and ingredients of all options must be made available to students either on the appropriate webpage or on a physical menu for accessibility and transparency.

**Proposed by:** Heather Gore and Quinn Murphy on behalf of Gluten Free St Andrews along with petition:

**Supported by Petition:**

<b>Student Name</b>	<b>Student Number</b>
Heather Gore	170003347
Quinn Murphy	190012659
Amelia Nelson	210032106
Sophie Anstee de Mas	200021610
Cari Miller	200021970
Hope Noteboom	190001449
Lucy Penman	190014025
Ewan R	170002221
Darren Caldwell	180010116
Polina Dorfman	200007685
Orfeas Pagkalos	200023324
Megan Gore	200008732
Alexander Smith	170005714
Emma Jervis	200012471
Hayley Stone	210017682
Amy	1900011177
Lucy Wright	170003346
Viola	210027502
Fiona Hawkings	210011901
Quinn Murphy	190012659
Jennifer van der Merwe	170000305
Nicholas Field	200000432
Angela Gupta	200000218
Jaden Jones	210011013
Lucia Opalka	210014427
Kevin McCleary	210023333
Grace Colangelo	210027485
Jana weyand	210007191
Grayson Brewer	21001494
Emma Porter	190009676
Ruby Lyon	210008490
Kelly Ann Perez	210029476
Annabelle Andersen	190031851
Sophia Anderson	210000647
patrick mcgarrahan	210024417
Sagar Kumar	150002442
Sophie Davidson	190010004
Katie Harvey	190004307
Ashley Rice	180014541
Deming Rohlfs	190018912
Skylar O'Mara	190002158
Mildrid Tubeileh	210025611

Sierra Willett	210014890
Easha	210016198
Abigayle Driscoll	210006785
Ingrid	200017856
Maria McCaffrey	210003802
Julie	200020718
Claire Smith	190020542
Mohib Ali	200007554
Katie Vause	190014535
Felizitas Thoma	190000267
Caroline Vestergaard	200000714
Isabella	190009163
Helen Garnett	180004223
Karenza Williams	210019505
Laura Memmott	200004177
Chantelle Lau	190021148
Laura Walker	190010457
Bronwen Davies	190003080
Viola Komedova	170009675
Kavya Mishra	200010923
Elizabeth	210005871
Grayce Butterworth	200002167
Aaron Laurie	200020953
AJ	190000699
Casey McClendon	210012007
Rohaam hameed	190001973
Eleanor	200001531
Catherine Hogarth	190014101
Emily Jenkins	200000430
Euan Macdonald	180012185
Craig Barbour	180018078
John Stubbs	180016843
Ramsay Bader	2100015901
AK Schott, Accommodation Officer	160016455
Jonathan Lucas	210034044
Ross Barclay	180015872
Claire Shortt	190015913
Rhona McCracken	180017395
Hunter Garrison	170008393
Francesca Lavelle	190001463
Nathan Cuttica	190006042
Harry Ledgerwood	180012483
Thomas Rintoul	180014198
Haomin Li	180011487
Helen Matthews	170010856
Evelyn Hoon	190005756
Jakub Sokolowski	190015636
Jenna Fisher	200033541
Madelyn Cornetta	190008849
Eleanor Pitt	180004690
Page Huang	190007562
Eleanor Briggs	200009051

**Appendix A:**

<b>Student or Parent?</b>	<b>Catered or Self-catered</b>	<b>Are you gluten free?</b>	<b>Been 'glutened' or gotten sick</b>	<b>In University catering...</b>	<b>Would you prefer being assigned to a dedicated gluten-free hall/flat/kitchen?</b>
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, You witnessed cross contamination	No
S	Self-catered	Yes, gluten intolerance	n/a	n/a	Yes
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, You had limited options or repeated meals, There was no gluten free option.	No
S	Self-catered	Yes, Celiac Disease	Yes	I was told the food was gluten free and ate it and then was throwing up hours later.	Yes
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, You had limited options or repeated meals, There was no gluten free option.	Yes
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about cross contamination, You witnessed cross contamination, You had limited options or repeated meals, There was no gluten free option.	Yes
P	Catered	Yes, Celiac Disease	No	You had limited options or repeated meals, There was no gluten free option.	Yes
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, You had limited options or repeated meals, There was no gluten free option.	Yes

S	Self-catered	Yes, Celiac Disease	n/a		Yes
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, You witnessed cross contamination, You had limited options or repeated meals, There was no gluten free option.	Yes
P	Catered	No	No	Signs were unclear about ingredients, You had limited options or repeated meals, There is not enough variety of vegetarian options. Quarantine was a real problem with regards to getting non-meat food.	If my student required a gluten free diet, I would be interested in a dedicated hall/flat
P	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, You witnessed cross contamination, You had limited options or repeated meals, There was no gluten free option.	Yes
S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, You had limited options or repeated meals, There was no gluten free option.	No
P	Catered	Yes, gluten intolerance	n/a	Servers were unaware of gluten free options/ingredients when asked, There was no gluten free option.	Yes
S	Catered	Yes, gluten intolerance	Yes	Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, You had limited options or repeated meals, There was no gluten free option.	No
S	Self-catered	Yes, Celiac Disease	Don't know		I don't care



S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, You had limited options or repeated meals, There was no gluten free option.	I don't care
S	Self-catered	Yes, gluten avoidance	No	You had limited options or repeated meals, There was no gluten free option.	Yes
S	Self-catered	Yes, gluten intolerance			Yes
S	Self-catered	Yes, Celiac Disease	n/a	Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, There was no gluten free option.	Yes
S	Catered	No	N/A	Signs were unclear about cross contamination, You had limited options or repeated meals	N/A
S	Self-catered	Yes, Celiac Disease	Almost- was delivered food when isolating which wasn't labelled gluten free despite asking for it	Signs were unclear about ingredients, Signs were unclear about cross contamination	No
S	Catered	Yes, gluten intolerance	Yes	Signs were unclear about ingredients, Servers were unaware of gluten free options/ingredients when asked, You had limited options or repeated meals, There was no gluten free veggie option	No
S	Catered	Yes, gluten avoidance	No	Signs were unclear about ingredients, You witnessed cross contamination, You had limited options or repeated meals	No
S	Catered	No	No	Signs were unclear about ingredients, Signs were unclear about cross contamination, You had limited options or repeated meals, It is difficult to understand whether someone has been cross contaminated and also, sometimes the signs are very indicative if the meal is pescatarian friendly!	I am not gluten free.
S	Self-catered	Yes, Celiac Disease			No

S	Catered	Yes, Celiac Disease	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, Servers did not understand cross contamination, You witnessed cross contamination, You had limited options or repeated meals, There was no gluten free option.	Yes
S	Catered	Yes, gluten avoidance	Yes but this is my own fault for recognising it had gluten and eating it anyways.	Signs were unclear about cross contamination, Servers were unaware of gluten free options/ingredients when asked, You had limited options or repeated meals	Yes
S	Catered	No	No	You had limited options or repeated meals	I am not gluten free.
S	Catered	No		Signs were unclear about ingredients, Signs were unclear about cross contamination, You witnessed cross contamination, You had limited options or repeated meals	More options should simply be provided for all.
S	Self-catered	Yes, gluten intolerance	No		
S	Catered and self-catered	Yes, gluten intolerance	No	Servers did not understand cross contamination, You witnessed cross contamination, You had limited options or repeated meals, There was no gluten free option.	Yes
S	Self-catered	No	No	You had limited options or repeated meals	Yes
S	Catered	Yes, gluten intolerance	I rarely go to the dining hall due to lack of options/poor quality of options. When I did go and could find something I wanted, I would always feel unwell after eating the food.	Signs were unclear about ingredients, You had limited options or repeated meals, There was no gluten free option.	Yes
S	Catered	No	Yes	Signs were unclear about ingredients, You had limited options or repeated meals	No

S	Catered	No	No	Signs were unclear about ingredients, You witnessed cross contamination, You had limited options or repeated meals	I am not gluten free.
S	Self-catered	Yes, Celiac Disease	No	There was no gluten free option.	Yes
S	Self-catered	No	I have had things provided that were not vegan, but I saw and didnt eat them.		I am not gluten free, but I would like to be in an all vegan flat.
S	Catered	No	No	Signs were unclear about ingredients, You had limited options or repeated meals	I am not gluten free.
S	Catered	No	No	Signs were unclear about cross contamination	I am not gluten free.
S	Catered and self-catered	No	No	Signs were unclear about ingredients, Signs were unclear about cross contamination, You had limited options or repeated meals	I am not gluten free.
S	Self-catered	No			I am not gluten free.
S	Catered	No	No		I am not gluten free.
S	Catered	No	Yes	Signs were unclear about ingredients, Signs were unclear about cross contamination, You witnessed cross contamination, You had limited options or repeated meals, The vegetaran options were the same if not continuous.	I am not gluten free.
S	Catered	Yes, Celiac Disease	Yes	Servers were unaware of gluten free options/ingredients when asked, You had limited options or repeated meals, There was no gluten free option.	No
S	Catered and self-catered	Yes, gluten intolerance			Kitchen, yes, but flat and hall I don't think are necessary.
S	Catered and self-catered	No	Yes	Signs were unclear about ingredients, You witnessed cross contamination, You had limited options or repeated meals	I am not gluten free.
S	n/a	Yes, Celiac Disease	No	Signs were unclear about ingredients, Signs were unclear about cross contamination, You had limited options or repeated meals	

S	n/a	Yes, Celiac Disease	n/a	I so far have no experience with University catering	I will only be at St Andrews for one semester, and for that semester I will be staying at private accommodations
S	Self-catered	No	No	You had limited options or repeated meals	I am not gluten free.
S	Catered	No	No	Signs were unclear about cross contamination, Servers did not understand cross contamination	No
S	Catered	No	No	You had limited options or repeated meals, Vegetarian options tend to be too/always spicy. There aren't usually options of mains that have pasta/rice/bulgur/etc and even as sides these are rare. No way to have warm milk in dining hall if plant-based.	I am not gluten free.

## **R-22-04: Motion to create an International Students' Officer**

**Owner:** Anna-Ruth Cockerham, *Director of Wellbeing & Equality*

**In Effect from:** Upcoming Elections Cycle

**Review Date:** Semester 2 Elections 2023

### **The SRC notes:**

1. Prior to 2016, the position Member for International Students was included on the SRC and then Equal Opportunities Committee. The SRC voted to remove the position in February 2016 ([Source](#)) due to a perceived overlap with the Member for Racial Equality and a lack of work available.
2. The former position of Member for Racial Equality (briefly known as Member for Racial and Cultural Equality in 2020) was responsible for much of the Association's cultural equality work, like Multicultural Week and working with cultural and country-specific societies.
3. In 2020, the BAME Students' Network was founded and the SRC position and role description was amended to focus more on experiences of racism and BAME students. The position now has a substantially higher workload, owing to a greater number of University commitments and convening the BAME Students' Network.
4. Brexit, COVID-19, and the political culture around issues such as visa requirements have created a further need to focus on the representation of international students.
5. The Global Office and other University departments have expressed an interest in reaching out to international students and students on study abroad schemes.
6. Since last year, the Equality Committee has had an International Students' Officer who has worked closely with the Global Office and on running Multicultural Week.

### **The SRC believes:**

1. The cohort and experiences of international and BAME students, while sometimes overlapping, are distinct enough that they deserve separate representation.
2. The Association should be doing more to reach out to and represent the needs of international students.
3. It would be unsustainable for the BAME Officer to take on the work of representing international students in full, given the expansion of their workload and the focus of their role towards BAME students.
4. A dedicated International Students' Officer on the SRC would best be able to represent the diversity of needs of international students.

### **The SRC resolves:**

1. To include the International Students' Officer on the SRC following being elected in the March 2022 elections. (Role description attached as Appendix 1).
2. To amend the Laws of the Association to provide for the new position. (Relevant chapters are attached with tracked changes as Appendix 2).
3. To amend the constitution of the Equality Committee to provide for the new position. (Attached with tracked changes as Appendix 3).

### **Proposed:**

Anna-Ruth Cockerham, *Director of Wellbeing and Equality*

### **Seconded:**

Avery Kitchens, *Director of Student Development and Activities*

Lottie Doherty, *Association President*

Ananya Jain, *BAME Officer*

Haerim Lee, *International Students' Officer (Equality Committee)*

## **Appendix 1: Role Description**

### **Purpose**

The International Students' Officer represents international students to the Students' Association and the University to ensure that they have an enjoyable, enriching, and safe experience whilst at University.

### **Core Duties**

- Address issues affecting international students like access to welfare support, inclusion, and cultural recognition.
- Liaise with other officers in the Students' Association, like the BAME Officer, to identify and address issues affecting international students.
- Working with the BAME Students' Network to plan Multicultural Week in Semester 2.
- Attend and engage with Equality Committee and other relevant committees as required.
- Work with University staff and units like Student Services, the EDI Team, and the Global Office.
- Advocate for changes that can benefit international students.
- Actively collect feedback and views from international students and work on projects like events and publicity campaigns.
- Liaise with relevant student groups that share a common goal.
- Develop a close working relationship with the Director of Wellbeing and Equality, and the Equality Committee.

5.

### **Useful Skills and Characteristics**

- Knowledge and interest in issues affecting international students.
- Awareness of the various cultural societies and relevant activities in St Andrews.
- Passionate and dedicated to making lasting change.
- Proactive and approachable.
- Organised, with good time management skills.

### **Benefits**

- Develop public speaking and professional communication skills.
- Opportunity to work with a diverse group of people and exposure to a wide range of projects across the Students' Association.
- Gain experience in student representation and feedback collection and develop leadership skills.
- Gain hours toward a Volunteering Award, which is listed on your academic transcript.

6.

### **Expected Time Commitment**

On average you will spend 5-10 hours a week working on this role. Some weeks may be more demanding than others.

### **Further Questions**

Email the Director of Wellbeing and Equality, on [dowell@st-andrews.ac.uk](mailto:dowell@st-andrews.ac.uk) if you have any questions.

## **Appendix 2: Updates to Laws of the Association**

### **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 and Equality
  - 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. Gender Equality Officer
  - 1.17. International Students' 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 SSG.

...
  - 6.13. The International Students' Officer shall:
    - 6.13.1. Have responsibility for issues concerning international students.
    - 6.13.2. Coordinate with the University to improve the experiences of international students.

...

**Appendix 3: Updates to the Constitution of the Equality Committee**

...

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 International Students' 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 to facilitate a community of mutual understanding and coexistence.
    - 2.10.3. All positions, excluding the Interfaith Steering Group Carve-Up shall fulfil their responsibilities as defined 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.

...



## **R-22-05 Motion to amend the Societies Committee structure**

**Owner:** Avery Kitchens

**In Effect From:** 1 March 2022

**Review Date:** 1 January 2023

### **It is noted that:**

1. The Societies Committee has a committee of 16 students (including the DoSDA, its line manager).
2. Annually, the Societies Committee hosts two mixer events and the Society Awards.
3. The SRC Societies Officer is tasked with convening the Committee as well as hosting events, conducting re-affiliation and liaising with societies daily.
4. The SRC and SAF Carve-Ups have no official role on the Societies Committee.
5. One SRC Carve-Up and one Advisor have resigned from the Societies Committee this year.

### **It is believed that:**

1. While advertised as “entry-level positions”, there is not enough delegatory work that can be given to Advisor positions.
2. It would be a better use of student volunteers’ time to consolidate the Societies Committee and rearrange responsibilities.
3. The Societies Committee is difficult to convene to quorum at its current size.
4. By including General Members elected via AGM, the Committee can be better supported during busy periods of work.
5. In including General Members in multiple aspects of the Committee, students can engage in more productive, collaborative work.
6. Traditionally, SRC and SAF Carve-Ups have sat through Societies Committee meetings with minimal contribution.
7. The BAME Societies Coordinator role has been largely ineffective on the Societies Committee side over the past two years and typically has no updates relevant to the operations of the Societies Committee.
8. The Charitable Societies Liaison can still work with societies while not sitting on the Societies Committee – similarly to the Societies Coordinator on the RAG Committee. The Charities Officer and the Societies Officer will continue to sit on the SRC together.
9. Publicity for the committee can continue to be done on an ad hoc basis by general members.

### **It is resolved that:**

1. The Societies Committee will be structured as stated in Appendix B for the 2022 AGM.
2. These appendices are to be reflected in the Subcommittee Constitutions.

### **Proposer**

Avery Kitchens – *Director of Student Development and Activities*

Seconder(s)

Laura Connies-Laing – *SRC Societies Officer*

Anna-Ruth Cockerham – *Director of Wellbeing and Equality*

Jess Smith – *Athletic Union President*

Ananya Jain – *SRC BAME Officer/SRC Senior Officer*

### **Appendices**

#### **Appendix A: Chapter 21 of the Subcommittee Constitutions**

1. Aims
  - 1.1. Approve the affiliation of individual societies to the Association.
  - 1.2. Implement the procedures outlined in the Affiliated Societies section of the Laws of the Association.
  - 1.3. Propose and implement Association policy on societies.
  - 1.4. Ensure that affiliated societies fulfil the aims as defined in their constitutions.
  - 1.5. Ensure that affiliated societies abide by their constitutions and current Association policy.
  - 1.6. Organise Freshers' Fayre in consultation with the DoSDA.
  - 1.7. Inform affiliated societies of the Association services and facilities available to them.
  - 1.8. Make recommendations to the SAF and SAB on the provision of services and facilities for affiliated societies.
  - 1.9. Inform and approve Association publications related to societies.
  - 1.10. Offer discretionary grants to affiliated societies.

1.11. Encourage societies to develop alumni networks, including through alumni mailing lists and semesterly newsletters.

2. Committee

2.1. SAF Societies Officer (Convenor and Chair)

2.2. Secretary

2.3. Grants Officer

2.4. Grants Adviser

2.5. Elections Officer

2.6. Elections Adviser

2.7. Affiliations Officer

2.8. Affiliations Adviser

2.9. Publicity Liaison

2.10. Charities Liaison

2.10.1. Must also hold the Societies Liaison position within the Charities Subcommittee.

2.11. BAME Societies Coordinator

2.12. Two SRC Nominees

2.13. Two SAF Nominees

2.14. DoSDA (line manager)

2.15. Association Management Accountant (non-voting)

3. Appointments

3.1. Interviewed positions

3.1.1. The following positions shall be appointed by interview prior to the AGM:

3.1.1.1. Grants Officer

3.1.1.2. Elections Officer

3.1.1.3. Affiliations Officer

3.1.1.4. BAME Societies Coordinator

3.1.1.5. Charities Liaison

3.1.2. The interview panel shall consist of:

3.1.2.1. Incoming Societies Officer

3.1.2.2. Outgoing Societies Officer

3.1.2.3. DoSDA

3.1.2.4. Relevant outgoing position holder

3.1.3. For the BAME Societies Coordinator, the SRC BAME Officer shall take the place of the outgoing Societies Officer on the interview panel.

3.1.4. For the Charities Liaison, the SAF Charities Officer shall take the place of the outgoing Societies Officer on the interview panel.

3.1.5. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The panel may then decide to invite one additional panel member.

3.2. All remaining vacant positions shall be elected at the AGM.

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

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Committee meetings shall be weekly during the academic year, and at other times if necessary.

## **Appendix B: Amended Chapter 21 of the Subcommittee Constitutions**

1. Aims

1.1. Approve the affiliation of individual societies to the Association.

1.2. Implement the procedures outlined in the Affiliated Societies section of the Laws of the Association.

1.3. Propose and implement Association policy on regarding societies.

1.4. Ensure that affiliated societies fulfil the aims as defined in their constitutions.

1.5. Ensure that affiliated societies abide by their constitutions and current Association policy.

1.6. Organise Freshers' Fayre in consultation with the DoSDA.

1.7. Inform affiliated societies of the Association services and facilities available to them.

1.8. Make recommendations to the SAF and SAB on the provision of services and facilities for affiliated societies.

1.9. Inform and approve Association publications related to societies.

1.10. Offer discretionary grants to affiliated societies.

1.11. Encourage societies to develop alumni networks, including through alumni mailing lists and semesterly newsletters.

## 2. Committee

- 2.1. SAF Societies Officer (Convenor and Chair)
- 2.2. Secretary
- 2.3. Grants Officer
- 2.4. Grants Adviser
- 2.5. Elections Officer
- 2.6. Elections Adviser
- 2.7. Affiliations Officer
- 2.8. Affiliations Adviser Projects Officer
- 2.9. Publicity Liaison Two General Members
- 2.10. Charities Liaison
- 2.10.1. Must also hold the Societies Liaison position within the Charities Subcommittee.
- 2.11. BAME Societies Coordinator
- 2.12. Two SRC Nominees
- 2.13. Two SAF Nominees
- 2.14. DoSDA (line manager)
- 2.15. Association Management Accountant (non-voting)

## 3. Appointments

- 3.1. Interviewed positions
- 3.1.1. The following positions shall be appointed by interview prior to the AGM:
  - 3.1.1.1. Grants Officer
  - 3.1.1.2. Elections Officer
  - 3.1.1.3. Affiliations Officer
  - 3.1.1.4. BAME Societies Coordinator
  - 3.1.1.5. Charities Liaison
- 3.1.2. The interview panel shall consist of:
  - 3.1.2.1. Incoming Societies Officer
  - 3.1.2.2. Outgoing Societies Officer
  - 3.1.2.3. DoSDA
  - 3.1.2.4. Relevant outgoing position holder
- 3.1.3. For the BAME Societies Coordinator, the SRC BAME Officer shall take the place of the outgoing Societies Officer on the interview panel.
- 3.1.4. For the Charities Liaison, the SAF Charities Officer shall take the place of the outgoing Societies Officer on the interview panel.
- 3.1.5. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The panel may then decide to invite one additional panel member.
- 3.2. All remaining vacant positions shall be elected at the AGM.
- 3.3. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

## 4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be weekly during the academic year, and at other times if necessary.