

G-22-01 Motion to change the role of Trans and Non-Binary Officer to a two person role

Owner: *Sofia Johnson*

In Effect From: *Immediately*

Review Date: *26th July 2022*

It is noted that:

1. The role of Trans and Non-Binary officer is to represent the student Trans community in St. Andrews.
2. They undertake the responsibilities of managing the Trans Clothing Drive, representing the Trans community, and organising Transfest (which includes a vigil for Trans Day of Remembrance).
3. The constitution currently only allows for one person to hold this position.

It is believed that:

1. The role is emotionally taxing and highly impactful on the role holder's mental health.
2. The Trans and Non-Binary community is a massive part of the LGBT+ community which deserves more than one representative.
3. Binary and Non-Binary trans experiences are different, having one role holder obstructs the opportunity to have two people from both experiences in the role.

It is resolved that:

1. The Saints LGBT+ constitution be changed to allow two people to fulfil the role of Trans and Non-Binary officer.

Proposer:

Sofia Johnson, LGBT+ Officer

Seconder(s):

Emma Craig, Director of Wellbeing

Rachel Nevinova, Gender Equality Officer

AK Schott, Director of Education

Sana Backer, Student Health Officer

G-22-02 A proposed motion to update the Charities Campaign committee structure and constitution.

In affect from: Immediately

Review date: N/A

Owner: Alice Chapman

It is noted that:

1. The current General committee is made up of 15 members excluding the Convenor and DoSDA.
2. The Postgraduate Coordinator role has not been filled for the past three years.
3. The roles of Societies Liaison, Halls Coordinator and the Sponsorship and Development Coordinator roles have not had a sufficient workload in the past 2 years.
4. Working with halls has lessened over the years.
5. A large job overlap exists between the Societies Liaison, Halls Coordinator and the Sponsorship and Development Coordinator.

It is believed that:

1. Removing the Postgraduate Coordinator role would ensure that we do not have spaces still to fill on the Campaign.
2. Combining the roles of Societies Liaison, Halls Coordinator and Sponsorship and Development Coordinator would create a role of sufficient workload and avoid job overlap.

It is resolved to:

1. Introduce a new Outreach Coordinator role to combine the roles of Societies Liaison, Halls Coordinator and Sponsorship and Development Coordinator.
2. Remove the Postgraduate Coordinator role.
3. Update Chapter 14 of the Laws to remove the current St Andrews Charities Campaign Constitution (Appendix A) and replace it with Appendix B.

Proposer

Alice Chapman – Charities Officer

Seconder

Sam Gorman – DoSDA

Juan Rodriguez – President

AK Schott - DoED

Appendices

Appendix A

Chapter 14: Charities Subcommittee (University Charities Campaign)

The Charities Campaign shall be called the “University of St Andrews Charities Campaign”, hereinafter referred to as “the Campaign”

1. Overview

1.1. Charities Campaign shall facilitate activities for students to engage in charity and fundraising.

1.2. The Executive Committee shall oversee all aspects of Charities Campaign, including the

General Committee and its subgroups.

1.3. Charities Campaign shall have the following subgroups:

1.3.1. CATWALK

1.3.2. Challengers

1.3.3. Events Team

1.3.4. Race2

1.3.5. RAG Week

1.4. The aims, membership, and appointment process for each subgroup shall be determined annually by the Executive Committee.

2. Committee Structure

2.1. Executive Committee

2.1.1. SSC Charities Officer (Convenor and Chair)

2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.1.2. Vice-Convenor

2.1.2.1. Line manage the Societies Liaison, Cloakrooms Coordinator, and

Postgraduate Coordinator.

2.1.2.2. Adopt all responsibilities of the Charities Officer in their absence.

2.1.3. Secretary

2.1.3.1. Line manage the Publicity Coordinator, Graphics Coordinator, and General

Members.

2.1.4. Treasurer

2.1.4.1. Oversee the budget and all spending of Charities Campaign.

2.1.4.2. Line manage the Fundraising Coordinator, Halls Coordinator, and

Sponsorship and Development Coordinator.

2.1.5. DoSDA (line manager)

2.2. General Committee

2.2.1. SRC Charities Officer (Convenor and Chair), and all other members of the Executive Committee

2.2.2. CATWALK Director

2.2.2.1. Oversee all aspects of the CATWALK subgroup.

2.2.3. Challengers Coordinator

2.2.3.1. Oversee all aspects of the Challengers subgroup.

2.2.4. Events Coordinator

2.2.4.1. Oversee all aspects of the Events Team.

2.2.5. RAG Week Coordinator

2.2.5.1. Oversee all aspects of the RAG subgroup, and organise RAG Week in semester two.

2.2.6. Race2 Coordinator

2.2.6.1. Oversee all aspects of the Race2 subgroup.

2.2.7. Publicity Coordinator

2.2.7.1. Publicise all activities and events of Charities Campaign, and its nominated charities.

2.2.8. Societies Liaison

2.2.8.1. Act as the primary point of contact between Charities Campaign, the

Societies Subcommittee, and all charitable societies.

2.2.9. Fundraising Coordinator

2.2.9.1. Manage the online fundraising platform and support fundraising campaigns across the University.

2.2.10. Halls Coordinator

2.2.10.1. Support the charity representatives of each hall of residence

2.2.11. Design Coordinator

2.2.11.1. Create graphics and other publicity materials for Charities

Campaign as required.

2.2.12. Cloakroom Coordinator

2.2.12.1. Organise cloakrooms and the relevant volunteers at events as required.

2.2.13. Sponsorship and Development Coordinator

2.2.13.1. Actively seek external supporters for Charities Campaign.

2.2.14. Postgraduate Coordinator

2.2.14.1. Encourage the engagement of postgraduates in all Charities Campaign activities.

2.2.15. Two General Members

2.2.15.1. Must be first year students

2.2.15.2. Support other committee members as required.

2.3. The Charities Campaign committee shall consist of all Executive Committee members, and other non-voting positions as required.

2.4. Campaign subgroups, such as RAG Week and Race2, shall be managed by their respective committees, which shall be constituted in accordance with a working document approved by the Executive Committee. This document shall cover the committee selection process for subgroups.

3. Appointments

3.1. The Charities 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-Convenor

3.2.1.2. Treasurer

3.2.1.3. Secretary

3.2.1.4. Fundraising Coordinator

3.2.1.5. Publicity Coordinator

3.2.1.6. RAG Week Coordinator

3.2.1.7. Race2 Coordinator

3.2.1.8. Events Coordinator

3.2.1.9. Challengers Coordinator

3.2.1.10. CATWALK Director

3.2.2. The interview panel shall consist of the incoming and outgoing Charities Officers, outgoing holder of the relevant position, and DoSDA or DoSDA-Elect.

3.2.3. The interview panel for the Societies Liaison shall include the SRC Societies Officer in place of the outgoing Charities Officer.

3.3. All other positions shall be elected at the AGM.

3.4. Committee positions that fall vacant shall be filled by co-option. All members of the

Executive Committee shall be eligible to vote in such co-options.

3.5. 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. Meetings shall be fortnightly during the academic year for the General Committee, and twice per semester for the Executive Committee, and at other times if necessary.

4.3. The Executive Committee may decide to invite members of the General Committee to its meetings where appropriate.

4.4. Proxy votes at General Meetings shall only be accepted for Executive Committee positions and must be authorised by a Sabbatical Officer.

5. Finances

5.1. The SAB shall be responsible, and act as the final authority, for all business and financial affairs of Charities Campaign.

5.2. Charities Campaign shall operate in accordance with the relevant statutory laws, as set out in the Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation.

5.3. Charities Campaign shall receive an annual grant from the Association, of an amount proposed by the DoSDA, DoES, and Charities Officer, to cover incentives and administrative expenses.

5.4. Financial records shall be held by the Association Management Accountant and shall not be removed from the Association building except for audit.

5.5. An annual presentation shall be organised to pay the beneficiaries of campaigns for the past year.

6. Supported Charities

6.1. Supported charities shall be elected through the Association elections, following the nomination, application, and shortlisting process described below.

6.2. The election of supported charities shall take place at a specially arranged time, rather than at the AGM.

6.3. Charities Campaign shall support one Fife charity, one UK charity, and one international charity, elected according to the process below.

6.4. Charity nominations

6.4.1. Any Ordinary Member of the Association shall be eligible to nominate a charity. 6.4.2. Nominations shall take place in semester two, and shall be open for at least one week.

6.4.3. Nominations should include a statement to explain why supporting the nominated charity is in the best interest of the student population.

6.5. Charity applications

6.5.1. The committee shall confirm that any nominated charity meets the following

criteria:

6.5.1.1. Has not been elected in the previous two years.

6.5.1.2. Has a UK registered charity number and a UK office address.

6.5.1.3. Has no explicit religious or political affiliations.

6.5.1.4. Does not distribute grants to other causes which Charities Campaign

could fundraise for directly.

6.5.2. If a nominated charity meets the above criteria, the committee will send an application form to gather further information. The nominated charity must reply within a two-week period, to allow shortlisting to proceed without delay.

6.5.3. The Executive Committee reserves the right to disallow nominations for charities deemed inappropriate to support, including those which fail to meet the above criteria, those which fail to provide sufficient information, and those which are incompatible with Association policies.

6.6. Charity shortlisting

6.6.1. Successfully nominated charities will be shortlisted to a maximum of five local, five national, and five international.

6.6.2. The shortlisting panel shall consist of:

6.6.2.1. Charities Officer (mediatory)

6.6.2.2. Secretary (mediatory)

6.6.2.3. DoSDA

6.6.2.4. DoWell

6.6.2.5. Three co-opted members of the General Committee

6.6.2.6. One co-opted Ordinary Member at sub-honours level

6.6.2.7. One co-opted Ordinary Member at honours level

6.6.3. Non-mediatory members of the shortlisting panel shall make decisions based on the following criteria:

6.6.3.1. Charities should be in the interests of the student population.

6.6.3.2. The final shortlist should cover a variety of issues

6.6.3.3. Past actions and beliefs of the charities which may cause backlash to

Charities Campaign or the Association.

7. Relation to Other Groups

7.1. No society affiliated to the Association shall donate any funds to a UK registered charity, unless such funds are processed through the Charities Campaign.

7.2. No single person shall represent the Charities Campaign on any legal document. All binding agreements shall be signed by two or more Executive Committee members.

Appendix B Chapter 14: Charities Subcommittee (University Charities Campaign)

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1.3.3. Events Team

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1.4. The aims, membership, and appointment process for each subgroup shall be determined annually by the Executive Committee.

2. Committee Structure

2.1. Executive Committee

2.1.1. SRC Charities Officer (Convenor and Chair)

2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.1.2. Vice-Convenor

2.1.2.1. Line manage the Outreach Coordinator and Cloakrooms Coordinator.

2.1.2.2. Adopt all responsibilities of the Charities Officer in their absence.

2.1.3. Secretary

2.1.3.1. Line manage the Publicity Coordinator and Graphics Coordinator

2.1.4. Treasurer

2.1.4.1. Oversee the budget and all spending of Charities Campaign.

2.1.4.2. Line manage the Fundraising Coordinator and General Members.

2.1.5. DoSDA (line manager)

2.2. General Committee

2.2.1. SRC Charities Officer (Convenor and Chair), and all other members of the Executive Committee

2.2.2. CATWALK Director

2.2.2.1. Oversee all aspects of the CATWALK subgroup.

2.2.3. Challengers Coordinator

2.2.3.1. Oversee all aspects of the Challengers subgroup.

2.2.4. Events Coordinator

2.2.4.1. Oversee all aspects of the Events Team.

2.2.5. RAG Week Coordinator

2.2.5.1. Oversee all aspects of the RAG subgroup, and organise RAG Week in semester two.

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6.6.2.2. Secretary (mediatory)

6.6.2.3. DoSDA

6.6.2.4. DoWell

6.6.2.5. Three co-opted members of the General Committee

6.6.2.6. One co-opted Ordinary Member at sub-honours level

6.6.2.7. One co-opted Ordinary Member at honours level

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6.6.3.1. Charities should be in the interests of the student population.

6.6.3.2. The final shortlist should cover a variety of issues

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Charities Campaign or the Association.

7. Relation to Other Groups

7.1. No society affiliated to the Association shall donate any funds to a UK registered charity, unless such funds are processed through the Charities Campaign.

7.2. No single person shall represent the Charities Campaign on any legal document. All binding agreements shall be signed by two or more Executive Committee members.

G-22-03 Motion to update the Alumni Subcommittee Constitution

Owner: Aditya Goel

In Effect From: *Immediately*

Review Date: 25 October 2022

It is noted that:

1. There were a significantly smaller number of people on the subcommittee for it to function.

It is believed that:

1. Alumni Subcommittee needs more people to function and make some progress.

It is resolved that:

1. The new constitution be made with more position and passed by the council.

Proposer: Alumni Officer

Secunder(s):

Appendix A: Tracked changes to Alumni Subcommittee

Chapter 2: Alumni Subcommittee

1. Aims

- 1.1. Support the Alumni Officer in meeting their objectives
- 1.2. Enhance Association engagement with Alumni
- 1.3. Oversee the execution of an annual Alumni Weekend Festival

2. Membership

- 2.1. SRC Alumni Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Association President (**Overseer**)
- 2.3. Secretary
 - 2.3.1. The secretary will help the president with any agendas that need to be put forth in the SRC. Secretary has the job of overseeing the subcommittee and its smooth functioning.
- 2.4. Head of Events
 - 2.4.1. It is the job of the head of events to organise events and talks given by the alumni. They also have to book all the travel and stay of the alumni.
- 2.5. Head of Finance
 - 2.5.1. As the head of finance, one needs to maintain the subcommittee budget and save as much as possible on the events we host.
- 2.6. Head of Media and Marketing

- 2.6.1. The head of media and marketing will be in-charge of the social media accounts of the subcommittee and attracting a wider audience to events.
- 2.7. Head of Communication
 - 2.7.1. The head of communication will get in touch with the alumni board and University alumni committee to get as many alumni as possible to the University for talks.

3. Appointments

- 3.1. The Alumni Officer shall be elected through the Association elections.
- 3.2. 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 fortnightly during the academic year, and at other times if necessary.

Appendix B. Current Alumni Subcommittee

Chapter 2: Alumni Subcommittee

1. Aims

- 1.1. Support the Alumni Officer in meeting their objectives
- 1.2. Enhance Association engagement with Alumni
- 1.3. Oversee the execution of an annual Alumni Weekend Festival

2. Membership

- 2.1. SRC Alumni Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. Association President (Line Manager)

3. Appointments

- 3.1. The Alumni Officer shall be elected through the Association elections.
- 3.2. 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 fortnightly during the academic year, and at other times if necessary.

G-22-04 Motion to update the membership of the Environment Subcommittee:

Owner: Marcelina Lekawska, Environment Officer

In Effect From: Immediately

Review Date: N/A

It is noted that:

1. The current Environment Subcommittee structure consists of 12 members, along with the Environment Officer and the Association President and Director of Student Development and Activities (who acts as overseers)
2. During the last Environment Subcommittee elections (June 2022) the position of UnEarth editor-in-chief was split into two co-editor roles
3. The decision to split the editor role into two co-editors was made due to two reasons. Firstly, the role is associated with a large workload including the election and management of a group of writers and the production of an online magazine. Secondly, there were two very strong applicants for the role and the election panel felt they both brought different positive attributes to the role

It is believed that:

1. The Environment Subcommittee's constitution should be updated to allow for two co-editors-in-chief of the UnEarth magazine, to reflect the current structure of the Environment Subcommittee

It is resolved to:

1. Update the constitution to allow for the election of either one Unearth editor-in-chief or two co-editors, depending on the preference of the Environment Officer when electing the subcommittee
2. Update Chapter 7 of the Association Subcommittee Constitutions 2022 (Appendix A) to reflect this change (Appendix B)

Appendix A – Current Environment Subcommittee Constitution:

1. Aims

- 1.1 Formulate and ensure the execution of Association policy on the environment.
- 1.2. Inform the SRC of University environment policy.

- 1.3. Work on environmental and sustainability issues, with a special focus on issues related to environmental justice.
- 1.4. Liaise with other subcommittees on activities to improve awareness on intersectional environmentalism.
- 1.5. Improve students' engagement with the environment through non-traditional means.
- 1.6. Link between University administration to coordinate action on sustainability issues and serve as a link between the University and the student population.
- 1.7. Regularly publish the UnEarth Magazine.
- 1.8. Work on eco-anxiety and the mental wellbeing aspects of environmentalism.

2. Membership

2.1. SRC Environment Officer (Convenor and Chair)

- 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2. Secretary

- 2.2.1. Minutes taking – publishing these online within 3 days after meetings.
- 2.2.2. Managing subcommittee budgets, monitoring mail account, booking spaces etc.
- 2.2.3. Send out weekly emails to mailing list.

2.3. Environmental Justice Representative

- 2.3.1. Will work to ensure that many environment subcommittee events are focused on environmental justice and will with the rest of the team to raise awareness on this front.
- 2.3.2. Collaborate with the Third Generation Project and the Rector's Committee and other relevant societies (DSN, Saints LGBT+, BAME Subcommittee etc.) to hold events on environmental justice.

2.4. Lifestyle Representative

- 2.4.1. Come up with initiatives and events, in collaboration with other societies to promote nature connection and exploration, through various creative means.
- 2.4.2. Collaborate with the Education Officer creating events to educate students on local sustainable lifestyle opportunities such as local produce, slow travel, sustainable clothing.
- 2.4.3. Create events to explore making environmentalism more accessible to various groups of students.
- 2.4.4. Highlights work from and collaborate with activists who are excluded from mainstream environmentalism to show sustainable lifestyles for people who face barriers accessing it.

2.5. UnEarth Editor-in-Chief.

- 2.5.1. Being the creative mind behind putting the Environment Subcommittee magazine together.
- 2.5.2. Recruit and line manage a team of editors, writers, and artists for the magazine.
- 2.5.3. Come up with monthly editions of UnEarth Magazine and plan the vision for each.

2.6. Community, Staff, and Societies Liaison Officer

- 2.6.1. Liaise with local environmental groups within the town.
- 2.6.2. Create forums for collaborations with Schools, Staff, and local initiatives.
- 2.6.3. Liaise with different schools and promote sustainability in the curriculum.
- 2.6.4. Liaise with St Andrews Societies, especially sports societies to set up environmental events and promote sustainability for each society.
- 2.6.5. Set up a list of contacts for all societies wanting to engage and collaborate for sustainability initiatives in St Andrews.
- 2.6.6. Setting up and promoting various citizen science projects.
- 2.6.7. Working with the Student Volunteer Services (SVS) Officer on volunteer opportunities related to sustainability.

2.7. Events Coordinator

- 2.7.1. In charge of running Green Week.
- 2.7.2. Creating a vision for events and themes to focus on in the year.
- 2.7.3. Coordinating and creating collaborations with other environmental societies for events.

2.8. Accommodation Representative

- 2.8.1. Working with the SRC Accommodation Officer
- 2.8.2. Liaising with the Environment Team's Sustainability Intern to train and chair
- 2.8.3. Recruit, train, and chair frequent meetings with the Environment Hall Representatives
- 2.8.4. Making all students in university accommodation are aware of how to be environmentally-friendly – helping the representatives implement initiatives.

2.9. Publicity Officer

- 2.9.1. In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts, in collaboration with the Design Officer
- 2.9.2. Work with all members of the Subcommittee to promote their initiatives and ideas.
- 2.9.3. Publicizing events and initiatives of the Subcommittee and other environmental societies in St Andrews
- 2.9.4 Collaborating with the Wellbeing Officer and Design Officer to showcase the successes of various sustainability initiatives within St Andrews

2.10. Design Officer

- 2.10.1. In charge of designing graphics and social media content for Environment Subcommittee events
- 2.10.2. In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts, in collaboration with the Publicity Officer
- 2.10.3. Taking on a lead role in designing a creative vision for how the Subcommittee presents itself throughout the academic year

2.10.4 Collaborating with the Education Officer and Publicity Officer to create informative graphics about sustainability within St Andrews (for example, recycling tips for students in Halls)

2.10.5 Collaborating with the Wellbeing Officer and Publicity Officer to showcase the successes of various sustainability initiatives within St Andrews

2.11. Education Officer

2.11.1. In charge of promoting education and increasing public awareness of sustainability – including sustainability policies and initiatives at the University, as well as general education about wider problems such as climate change, ocean acidification, fossil fuel reliance, etc.

2.12.2. Collaborating with all other members of the Environment Subcommittee to create workshops and education material about sustainability topics of particular interest to the Subcommittee

2.12.3. Collaborating with the Accommodation Representative to organize recycling workshops for hall residents

2.12.4. Collaborating with the Community, Staff, and Societies Liaison, as well as community-based environmental organizations, such as the St Andrews Environmental Network, to make educational material and subcommittee-run workshops available to the wider St Andrews community

2.12.5. Supporting local secondary school sustainability initiatives, such as the Madras College Eco Committee

2.12. Wellbeing Officer

2.12.1. Working to address eco-anxiety within the student body – continuing collaborations with relevant actors in this area such as the Rector’s Committee and Transition

2.12.2. Working to promote wellbeing and a healthy work-life balance amongst members of the Environment Subcommittee

2.12.3. Collaborating with the Events Coordinator to put on events promoting hope and positivity within climate change activism

2.12.4 Collaborating with the Design Officer and Publicity Officer to showcase the successes of sustainability action within St Andrews

2.13. Association President (line manager)

Appendix B – Proposed Environment Subcommittee Constitution, with tracked changes:

1. Aims

1.1 Formulate and ensure the execution of Association policy on the environment.

1.2. Inform the SRC of University environment policy.

1.3. Work on environmental and sustainability issues, with a special focus on issues related to environmental justice.

- 1.4. Liaise with other subcommittees on activities to improve awareness on intersectional environmentalism.
- 1.5. Improve students' engagement with the environment through non-traditional means.
- 1.6. Link between University administration to coordinate action on sustainability issues and serve as a link between the University and the student population.
- 1.7. Regularly publish the UnEarth Magazine.
- 1.8. Work on eco-anxiety and the mental wellbeing aspects of environmentalism.

2. Membership

2.1. SRC Environment Officer (Convenor and Chair)

- 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2. Secretary

- 2.2.1. Minutes taking – publishing these online within 3 days after meetings.
- 2.2.2. Managing subcommittee budgets, monitoring mail account, booking spaces etc.
- 2.2.3. Send out weekly emails to mailing list.

2.3. Environmental Justice Representative

- 2.3.1. Will work to ensure that many environment subcommittee events are focused on environmental justice and will with the rest of the team to raise awareness on this front.
- 2.3.2. Collaborate with the Third Generation Project and the Rector's Committee and other relevant societies (DSN, Saints LGBT+, BAME Subcommittee etc.) to hold events on environmental justice.

2.4. Lifestyle Representative

- 2.4.1. Come up with initiatives and events, in collaboration with other societies to promote nature connection and exploration, through various creative means.
- 2.4.2. Collaborate with the Education Officer creating events to educate students on local sustainable lifestyle opportunities such as local produce, slow travel, sustainable clothing.
- 2.4.3. Create events to explore making environmentalism more accessible to various groups of students.
- 2.4.4. Highlights work from and collaborate with activists who are excluded from mainstream environmentalism to show sustainable lifestyles for people who face barriers accessing it.

[2.5. UnEarth Editor-in-Chief.](#)

- 2.5.1. Being the creative mind behind putting the Environment Subcommittee magazine together.
- 2.5.2. Recruit and line manage a team of editors, writers, and artists for the magazine.
- 2.5.3. Come up with monthly editions of UnEarth Magazine and plan the vision for each.

[2.5.4 The Environment Officer can opt to elect two co-editors-in-chief to share this role](#)

2.6. Community, Staff, and Societies Liaison Officer

- 2.6.1. Liaise with local environmental groups within the town.
- 2.6.2. Create forums for collaborations with Schools, Staff, and local initiatives.
- 2.6.3. Liaise with different schools and promote sustainability in the curriculum.
- 2.6.4. Liaise with St Andrews Societies, especially sports societies to set up environmental events and promote sustainability for each society.
- 2.6.5. Set up a list of contacts for all societies wanting to engage and collaborate for sustainability initiatives in St Andrews.
- 2.6.6. Setting up and promoting various citizen science projects.
- 2.6.7. Working with the Student Volunteer Services (SVS) Officer on volunteer opportunities related to sustainability.

2.7. Events Coordinator

- 2.7.1. In charge of running Green Week.
- 2.7.2. Creating a vision for events and themes to focus on in the year.
- 2.7.3. Coordinating and creating collaborations with other environmental societies for events.

2.8. Accommodation Representative

- 2.8.1. Working with the SRC Accommodation Officer
- 2.8.2. Liaising with the Environment Team's Sustainability Intern to train and chair
- 2.8.3. Recruit, train, and chair frequent meetings with the Environment Hall Representatives
- 2.8.4. Making all students in university accommodation are aware of how to be environmentally-friendly – helping the representatives implement initiatives.

2.9. Publicity Officer

- 2.9.1. In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts, in collaboration with the Design Officer
- 2.9.2. Work with all members of the Subcommittee to promote their initiatives and ideas.
- 2.9.3. Publicizing events and initiatives of the Subcommittee and other environmental societies in St Andrews
- 2.9.4. Collaborating with the Wellbeing Officer and Design Officer to showcase the successes of various sustainability initiatives within St Andrews

2.10. Design Officer

- 2.10.1. In charge of designing graphics and social media content for Environment Subcommittee events
- 2.10.2. In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts, in collaboration with the Publicity Officer

2.10.3. Taking on a lead role in designing a creative vision for how the Subcommittee presents itself throughout the academic year

2.10.4 Collaborating with the Education Officer and Publicity Officer to create informative graphics about sustainability within St Andrews (for example, recycling tips for students in Halls)

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2.13. Association President (line manager)



1. Overview

1.1. 1.2. 1.3. 1.4. 1.5.

UDS Constitution

The official name of the subcommittee shall be the 'St Andrews Union Debating Society', or 'UDS'.

The official motto of the UDS shall be 'pro amicitia et litteris', translated from Latin as 'for the friendship of learning'.

All Ordinary Members of the Association shall be eligible to stand and vote in elections to the Debates Board and shall also be members of the House.

All members shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.

At the first debate chaired by the incoming Debates Officer, they shall swear upon the sword of UDS the following oath:

1.5.1. "I, (name), Convenor, swear to uphold and protect the ancient traditions and rights of this House of the St Andrews Union Debating Society; and especially, I swear to guard the right of every matriculated student of this seat of learning to attend debates and speak his or her mind in any capacity at no charge or fee whatsoever. This being one of the chief glories of this House."

1.6. 1.7. 1.8.

1.8.1.

2. Committee Structure

2.1. UDS Board of Ten:

2.1.1. Debates Officer (Convenor, and Chair)

2.1.1.1. 2.1.1.2.

The Debates Board shall have responsibility for overseeing all matters concerning the UDS.

The House shall be governed by the Standing Orders of the House, as ratified by the SSG.

Throughout the academic year, there must be an extensive attempt to attract a diverse range of representation of minority groups as official guest speakers.

This applies unless the Debates Officer and Speakers Secretary have both exhaustively invited a diverse range of speakers without success, and if there has been no success in seeking a variety of University students or debaters.

Oversee all aspects of the Union Debating Society and student debates in St Andrews.

Chair meetings of the collective Debates Board and the Board of Ten, or appoint a nominee to do so in their absence.

2.1.1.3. Have the casting vote on the Board. 2.1.2. Treasurer

2.1.2.1. 2.1.2.2. 2.1.2.3.

Oversee the finances of UDS Coordinate sponsorships for UDS Order UDS Clothing and Merchandise

2.1.3. Clerk to the House (Secretary) 2.1.3.1.

2.1.3.2. 2.1.3.3.

2.1.4. Two Media Officers

2.1.4.1. Oversee all aspects of media and advertising for UDS.

5. 2.1.5. Chief Whip

6. 2.1.6. Equity Officer

2.1.6.1.

2.1.6.2.

2.1.7.

2.1.7.1. Represent, and organise social activities for, all first-year

debaters. This shall include any person who has not actively

competed or participated in UDS for more than a year.

8. 2.1.8. Chairman of Ways and Means

9. 2.1.9. DoSDA (line manager)

2.2. Competitive Debates Board:

2.2.1. Chief Whip (Chair) 2.2.1.1.

2.2.2. Training Officer

2.2.2.1. Organise weekly debate training sessions.

2.2.3. Competitions Secretary

2.2.3.1. Arrange the representation and participation of UDS in external

competitions.

2.2.4. Schools Outreach Officer

2.2.4.1. 2.2.5.

2.2.5.1. Organise school debating competitions. 2.3. Public Events Board:

2.3.1. Chairman of Ways and Means (Chair)

2.3.1.1. Organise the public events.

2.3.1.2. Recruit speakers, with support from the Public Events Board.

2.3.2. Public Debates Secretary 2.3.2.1.

2.3.3. Serjeant-at-Arms

2.3.3.1. Enforce order and produce order papers.

Keep accurate minutes of UDS meetings, recording all events

and decisions in the House and of the Debates Board.

Ensure minutes are shared with the committee, Association, and University Library, and are available in an accessible online format. Along with the Debates Officer, sign minutes upon their approval by the Board, thus forming the only authoritative record of the proceedings of UDS.

Work in collaboration with the Chief Whip to provide training on equity in debating and discussing sensitive issues respectfully.

Promote the inclusion of disadvantaged and minority groups in all activities of UDS.

Freshers' Representative

Oversee the competitive and schools-oriented activities of UDS, including training sessions for both casual and competitive purposes.

Oversee outreach and development of debating at local schools.

Schools Competition Convenor

Support the Chairman of Ways and Means in organising public

debates and recruiting speakers.

2.3.3.2. Assist with the recruitment of speakers and the organization of public debates

2.3.3.3. Maintain alumni relations. 2.3.4. Steward to the House

2.3.4.1.

2.4. Parent(s) of the House (honorary, non-voting)

2.4.1. Provide support and advice to UDS at their discretion.

3. Appointments

3.1. 3.2.

3.3. 3.3.1.

3.4.

3.5. The Parents of the House shall be appointed by the Debates Officer. 3.6.

3.6.1. 3.7.

3.8.

3.9.

3.10.

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

4. Meetings

4.1. 4.2.

4.3.

4.4. 4.5. 4.6.

Organise all social events, including the annual Gaudeamus

Party.

The Debates Officer shall be appointed at the AGM.

The outgoing Debates Officer shall serve as Quondam President until the end of the academic year, a non-voting position responsible for ensuring a smooth handover process.

The Treasurer, Media Officers, and Equity Officer shall be appointed by interview following the AGM.

The interview panel shall consist of the incoming and outgoing Debates Officers, DoSDA, and current holder of the relevant position.

The Freshers' Representative shall be elected at an EGM of first -year debaters and members of the Debates Board.

All other positions shall be elected at the AGM.

Positions available at the AGM may be elected as a job share.

Individuals elected at the AGM or appointed by interview following the AGM (except for the convenor) shall serve as 'position' elect until the end of the academic year, when they officially take on the position.

Outgoing position holders (except for the convenor) shall remain in their roles until the end of the academic year, when the 'position' elect officially takes over.

Outgoing position holders shall train their 'position' elect and slowly transfer tasks to them. Ultimate responsibility for the position's remit remains with the outgoing position holder until the end of the academic year.

To fill casual vacancies, the Board shall have the power to appoint positions through co- option, or by election in the House.

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

Meetings of the Board of Ten, Competitive Debating Board, and Public

Debates Board shall be fortnightly during the academic year, and at other times if necessary.

Members must attend all meetings of the Boards they are part of, reporting their actions and planned activities. If unable to attend a meeting, they must send an apology to the Clerk of the House at least 24 hours in advance.

The chairs of the Competitive Debates and Public Debates Boards shall update the Board of Ten on the activities of their respective Boards.

Meetings of the entire Debates Board may be called by the Debates Officer and must be suitably advertised at least five days in advance.

The AGM shall be held before the end of semester two.

4.6.1. The order of proceedings shall be:

Reports of the outgoing committee members
Annual statement of UDS accounts and finances
Valediction of the outgoing Debates Officer
Election of relevant committee positions

Any other competent business

4.6.2. The quorum shall be as defined in the Standing Orders of the House. 4.6.3.

4.7.

4.7.1. 4.7.2. 4.7.3. 4.7.4. 4.7.5.

5. Financial Support

5.1. 5.2.

5.3. 5.4.

5.5. The process for receiving a bursary shall be entirely confidential. 5.6.

6. Affiliation to the Scottish Students' Debating Council

6.1. 6.2. 6.3.

4.6.1.1. 4.6.1.2. 4.6.1.3. 4.6.1.4. 4.6.1.5.

The method of election to the Board shall be determined by the Debates Officer, subject to the approval and monitoring of a Sabbatical Officer.

An EGM may be called by the Debates Officer. An EGM may also be called through written request to the Debates Officer, signed by five members of the Board or twenty Ordinary Members of the Association.

Any request for an EGM must state the purpose and proposed agenda, allowing for any other business that may be discussed.

The form of an EGM must be accepted by both the Debates Officer and those making the request.

An EGM must occur within two weeks following the receipt of a request and must be advertised for at least five days.

The quorum for an EGM shall be as defined in the Standing Orders of the House.

The resolutions of an EGM shall be binding upon the Debates Officer and the Board, subject to oversight of the Association.

UDS is dedicated to ensuring that all interested students are able to participate in at least one debate competition in the coming year, regardless of socioeconomic background.

The Debates Officer and Treasurer shall ensure that a bursary scheme is accessible to students from low-income backgrounds, so they have the opportunity to participate in debate competitions.

There shall be two distinct bursary schemes, for local and international competitions respectively.

The requirements, application process, and further details of the bursary schemes are outlined in the 'UDS Bursary Scheme' document.

The trials and selection process to participate in competitions shall be

entirely separate from the bursary application process. As such, a member will be able to trial for a speaker or judge spot without prior knowledge of their acceptance to the bursary scheme.

UDS shall be affiliated to the Scottish Students' Debating Council (SSDC) and abide by its policies, except where this may conflict with Association policy.

The Chief Whip, or their nominee, shall represent the interests of UDS on the SSDC.

Members of UDS who are also members of the SSDC Executive shall be considered non- voting members of the Debates Board, and may participate in the Competitive Debating Board, though they shall not be subject to attendance requirements.