

G-23-02 Motion to amend Saints LGBT+ Constitution

Owner: Jack Kennedy - Inbound LGBT+ Officer

In Effect From: Immediately

Review Date: N/A

It is noted that:

1. The Saints LGBT+ Constitution was amended in the last SRC sitting to include Saints LGBT+ BAME Officer.
2. The Saints LGBT+ Constitution has been historically amended in 2021, 2014, 2013 in light of changes to the way the subcommittee has worked in the previous cycle.

It is believed that:

1. (5.3, change) Addition of 'obligations of the association as a charity' avoids confusion with the Charities Campaign, or selected Charities the Association is supporting.
2. (1.3, removal) The identities do not need to be listed. The term 'transsexual' is older and being removed from the Equality act at the end of February.
3. (5.2 removal) The requirement of only one bank account is unnecessary although usual practice.
4. (5.2 addition) The signatories statement should be reiterated for clarity and to acknowledge the process of fostering a good relationship and organisation of subcommittee finance.
5. (5.4) this requirement is defined by the Association accountancy and is redundant in the constitution.
6. (2.2.10 addition) It was previously amended that two people may fulfil the role of Trans and Non-Binary Officer. The proposed change to the Constitution was not specifically worded. See appendix B.
7. **(2.2.11 addition)** The committee believes the pride coordinator should be a separate role to not overwhelm committee members working on other projects.

It is resolved that:

1. The LGBT+ Subcommittee Constitution shall be replaced with the Constitution noted in Appendix A.

Proposed by:

Jack Kennedy - Inbound LGBT+ Officer

Sofia Johnson - Outbound LGBT+ Officer

Seconders:

Sam Gorman, Director of Student Development and Activities

Lucy Brook, Director of Events and Services

Katie McAdam, Inbound Widening Access Officer

Caitlin Ridgeway, Inbound Director of Wellbeing

Barry Will, Inbound Association President

Hitanshi Badani, Inbound Arts and Divinity Faculty President

Arlo Bitcon, Inbound Gender Equality Officer
Meagan Neves, Inbound BAME Officer

Endorsed By:

Martin Jernigan, Rector's Committee LGBT+ Coordinator
Nathan Cuttica, Saints LGBT+ Queerfest Coordinator
Chloe Moore, Saints LGBT+ Glitterball Coordinator
Rebecca Hain, Saints LGBT+ Social Officer
Tess Sherlock, Saints LGBT+ Trans and Non-binary Officer
Otto Rhys, Saints LGBT+ Trans and Non-binary officer
Charlotte Grønbech, Saints LGBT+ Postgraduate Officer
Max Grainge, Saints LGBT+ Communications Officer

Appendix A: Tracked changes to the LGBT+ committee constitution

1. Overview

1.1. The St Andrews Lesbian, Gay, Bisexual, and Trans Person Subcommittee, known as 'Saints LGBT+', exists to provide support and resources for the student population and will endeavour to foster a sense of social inclusion.

1.2. Such support and resources will be accessible to the entire student population, regardless of sexuality, gender, age, ethnicity, religious beliefs, political stance, educational background, or social class.

1.3. Saints LGBT+ is opposed to any form of discrimination on the basis of sexual orientation or gender identity, ~~be that homosexual, bisexual, heterosexual, transsexual, transgender, or other.~~ It further commits itself to alleviating, and where possible eliminating, the effects of the existence of such prejudice.

1.4. The official motto of the society shall be: 'Libertas, Aequalitas, Sodalitas', translated from the Latin as 'Liberty, Equality, Fellowship'.

2. Committee Structure

2.1. The Executive Committee shall act as a steering group for Saints LGBT+ and supervise its operation and administration. It shall consist of:

2.1.1. LGBT+ Officer

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

2.1.2. Wellbeing Officer

2.1.2.1. Oversee all wellbeing events and initiatives.

2.1.2.2. Manage a wellbeing subcommittee of non-Executive committee members as deemed appropriate.

2.1.2.3. Ensure that all volunteers, Executive, and non-Executive committee members receive the appropriate training to carry out their roles safely and effectively.

2.1.2.4. Focus on outreach and engagement, and liaise with other wellbeing groups as appropriate.

2.1.2.5. Chair the meetings of the Executive Committee in the absence of the LGBT+ Officer.

2.1.3. Social Officer

2.1.3.1. Oversee all social events and projects.

2.1.3.2. Manage the Saints LGBT+ schedule, ensuring all events are planned in a timely manner and do not clash with each other, or with other important dates.

2.1.3.3. Liaise with the Wellbeing Officer to ensure that all events and projects are carried out safely, and create an inclusive atmosphere.

2.1.3.4. Manage a social subcommittee of non-Executive committee members as deemed appropriate.

2.1.4. Communications Officer

2.1.4.1. Oversee all Saints LGBT+ correspondence, and manage a communications subcommittee of non-Executive members as deemed appropriate.

2.1.4.2. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.

2.1.4.3. Manage the Saints LGBT+ email account and distribute regular updates to any members on the mailing list.

2.1.4.4. Hold a copy of the constitution.

2.1.5. Treasurer

2.1.5.1. Maintain the accounts of Saints LGBT+ and ensure the budget is submitted correctly and punctually.

2.1.5.2. Coordinate fundraising and sponsorship for Saints LGBT+ where appropriate.

2.1.5.3. Be a signatory for the Saints LGBT+ bank account.

2.1.6. DoWell (line manager)

2.1.7. Saints LGBT+ Bame Officer

2.1.7.1. Liaise with the committee to ensure that all events and projects are carried out in light of issues facing BAME and marginalised students

2.1.7.2. Work with relevant subcommittees and societies to make Saints LGBT+ inclusive for all.

2.1.7.3. Lead a working group to achieve these goals with members as deemed appropriate.

2.2. Non-Executive positions may include:

2.2.1. Marketing Officer

2.2.2. Design Officer

2.2.3. Campaigns Officer

2.2.4. Glitterball Coordinator

2.2.5. Queerfest Coordinator

2.2.6. Volunteer and Outreach Officer

2.2.7. First Year Officer

2.2.8. Postgraduate Officer

2.2.9. Gay Saint Head Editor

~~2.2.10. Trans and Non-Binary Officer~~

2.2.10. Two Trans and Non-Binary Officers

2.2.11. Pride Coordinator

3. Appointments

3.1. The LGBT+ 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. Wellbeing Officer
- 3.2.1.2. Social Officer
- 3.2.1.3. Design Officer
- 3.2.1.4. Glitterball Coordinator
- 3.2.1.5. Marketing Officer
- 3.2.1.6. Gay Saint Head Editor
- 3.2.1.7. Saints LGBT+ Bame Officer
- 3.2.1.8. Pride Coordinator

3.2.2. The interview panel shall consist of:

- 3.2.2.1. Current LGBT+ Officer (Convenor and Chair)
- 3.2.2.2. Outgoing LGBT+ Officer
- 3.2.2.3. DoWell
- 3.2.2.4. DoWell-Elect
- 3.2.2.5. Any outgoing committee members or Sabbatical Officers deemed appropriate by the LGBT+ Officer

3.3. The remaining positions shall be elected at the AGM, including the Communications Officer and Treasurer.

3.4. The Executive Committee may approve the creation or discontinuation of additional non Executive positions at their discretion, given sufficient notice.

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. Executive Committee Meetings:

4.2.1. Shall be held at least fortnightly during the academic year, and at other times as required.

4.2.2. The Executive Committee may, at their discretion, invite non-Executive positions to these meetings.

4.3. General Meetings

4.3.1. An AGM shall be held between weeks eight and ten of semester two.

4.3.2. An EGM shall be held between weeks two and four of semester one.

4.3.3. Additional EGMs may be called by the LGBT+ Officer, or by three members of the Executive Committee.

4.3.4. Each member of the Executive Committee shall prepare a written report prior to the AGM.

5. Finances

5.1. The finances of the Group shall be run in accordance with the guidelines set down by the Association Management Accountant.

5.2. The LGBT+ Officer and Treasurer shall be signatories, attend treasurer training and maintain a good working relationship with the Cash Office.

~~5.2. Saints LGBT+ shall have one bank account.~~

5.3. In accordance with ~~current charities regulations~~ the obligations of the Association as a charity, the authorised signatories for this account shall be the LGBT+ Officer, Treasurer and up to two nominees of the Association Cash Office.

~~5.4. Subsequent signatories may be added or removed with joint approval of the DoWell, LGBT+ Officer and Treasurer.~~

Appendix B: Trans and Non-Binary Officer Motion, passed last year.

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

Secunder(s):

Emma Craig, Director of Wellbeing

Rachel Nevinova, Gender Equality Officer

AK Schott, Director of Education

Sana Backer, Student Health Officer

G-23-03 Motion to amend the Performing Arts Subcommittee Constitution

Owner: Sam Gorman, Director of Student Development and Activities

In Effect from: Immediately

Review Date: N/A

It is noted that:

1. These changes have been approved unanimously by a vote of the Mermaids Committee.
2. The Christmas ball bank account no longer exists.
3. The Opera Society is no longer an affiliate of Mermaids.
4. The Fringe representative is a signatory for the main Mermaids bank account during the duration of the Fringe
5. In practice the DoSDA rather than the DoES is the sabbatical overseer of the Barron Management Committee.

It is believed that:

1. The St Andrews new Drama project is no longer active.
2. The Presidents Forum does not need to meet more than once per semester.

It is resolved that:

1. The Presidents Forum shall meet at least once per semester, rather than twice.
2. The Fringe representative shall no longer be a signatory on bank accounts owned by shows supported at the Fringe.
3. The current Performing Arts Subcommittee constitution (Appendix A) shall be replaced by the proposed constitution (Appendix B). Tracked changes are noted separately in Appendix C

Appendix A: Current constitution

1. Aims

- 1.1. Promote performing arts, both within and beyond St Andrews, and organise related events.
- 1.2. Support the activities of other student groups with a performing arts focus that affiliate to Mermaids
 - 1.2.1. Acapella Society
 - 1.2.2. Blind Mirth Improv Comedy Group
 - 1.2.3. Comedy Society
 - 1.2.4. Dance Club
 - 1.2.5. Gilbert and Sullivan Society
 - 1.2.6. Inkligh Creative writing Society
 - 1.2.7. Just so Musical Theatre Society
 - 1.2.8. Opera Society
 - 1.2.9. St Andrews Revue
- 1.3. Support the creation and operation of Student Projects, groups that fill a specific niche of performance arts in St Andrews
 - 1.3.1. The relationship between Mermaids and the Student Projects is outlined in the Student Project Contract, which shall be reviewed and signed annually by the Performing Arts Officer and a representative of each project.
 - 1.3.2. Active projects:
 - 1.3.2.1. St Andrews New Drama (SAND)
- 1.4. Provide funding for events involving, or related to, performing arts in St Andrews, as determined by financial, logistical, and skills-based merit.
 - 1.4.1. Financial merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee votes otherwise.
 - 1.4.2. Logistical merit shall be defined as Mermaids having the appropriate space, dates, potential actors, and other resources for the show.
 - 1.4.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills in performing arts, and for the engagement of new areas of the St Andrews community.
- 1.5. Coordinate the timings of performing arts events and productions in St Andrews, with the aim of avoiding unnecessary clashes
- 1.6. Offer advice to societies and individuals interested in organising performing arts events.
- 1.7. Control the fixed assets of drama in St Andrews, including the Barron Theatre, in conjunction with the Association.
- 1.8. Encourage the transfer of St Andrews productions to venues outwith St Andrews wherever possible
- 1.9. Organise workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in performing arts, and other related areas.
- 1.10. The Performing Arts Officer shall receive one free ticket to all events funded or supported by Mermaids, and shall make due effort to attend every show
- 1.11. The committee shall receive two tickets, to be distributed to any committee members at the discretion of the Box Office Manager. They shall not be permitted to write a review if using these tickets.

- 1.12. The remit of individual committee members shall be as laid out in the Mermaids Roles document, to be reviewed annually.
2. Committee
 - 2.1. Performing Arts Officer (Mermaids President, Convenor, and Chair)
 - 2.2. Vice President
 - 2.3. Secretary
 - 2.4. Productions Treasurer
 - 2.5. Productions Coordinator
 - 2.6. Christmas Ball Convenor
 - 2.7. Fringe Representative
 - 2.8. Barron Manager
 - 2.9. Technical Operations Manager
 - 2.10. Box Office Manager
 - 2.11. Costumes Officer
 - 2.12. Set and Props Officer
 - 2.13. Marketing Officer
 - 2.14. Engagement Officer
 - 2.15. DoES (overseer)
 - 2.16. DoSDA (overseer)
 - 2.17. Association Management Accountant (non voting)
 - 2.18. Union Building Manager (non voting)
3. Appointments
 - 3.1. The Performing Arts Officer shall be elected via online vote prior to interviews for positions.
 - 3.2. Interviewed positions
 - 3.2.1. The following positions shall be appointed by interview, prior to the AGM:
 - 3.2.1.1. Vice President
 - 3.2.1.2. Productions Treasurer
 - 3.2.1.3. Productions Coordinator
 - 3.2.1.4. Fringe Representative
 - 3.2.1.5. Barron Manager
 - 3.2.1.6. Technical Operations Manager
 - 3.2.1.7. Box Office Manager
 - 3.2.1.8. Christmas Ball Convenor
 - 3.2.2. The interview panel shall consist of at least four of the following:
 - 3.2.2.1. Incoming Performing Arts Officer
 - 3.2.2.2. Outgoing Performing Arts Officer
 - 3.2.2.3. DoES
 - 3.2.2.4. DoES-Elect
 - 3.2.2.5. DoSDA
 - 3.2.2.6. DoSDA-Elect
 - 3.2.2.7. The relevant outgoing position holder
 - 3.2.3. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
 - 3.3. Elected Positions
 - 3.3.1. The following positions shall be elected at the AGM:
 - 3.3.1.1. Engagement Officer
 - 3.3.1.2. Secretary
 - 3.3.1.3. Set and Props Officer

- 3.3.1.4. Costumes Officer
 - 3.3.1.5. Marketing Officer
 - 3.3.2. Nominations for posts elected at the AGM may be made at the meeting, provided the candidate is present, along with their proposer and seconder.
 - 3.3.3. Any nominations in absentia may be made up to 24 hours in advance of the AGM. A statement may be read by a nominated person or the Performing Arts Officer.
 - 3.4. Positions that fall vacant may be filled by co-option or by election at an EGM, at the discretion of the Performing Arts Officer.
 - 3.4.1. If no person is forthcoming after every effort has been made to fill the position, a current member of the committee may run for the position, to be held in conjunction with their existing position.
 - 3.4.2. If a member holds more than one position, they shall still only have one vote on the committee.
 - 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. Committee Meetings
 - 4.2.1. Shall be at least fortnightly during the academic year, and at other times if necessary.
 - 4.2.2. Shall be In camera
 - 4.2.3. If a committee member declares a conflict of interest due to their involvement with a production, they shall not be eligible to vote on relevant matters. As such, they shall not be counted in establishing a quorum.
 - 4.3. Public Meetings
 - 4.3.1. Shall be at least fortnightly during the academic year
 - 4.3.2. Attendance shall be mandatory for at least one member of any production team currently benefitting from Mermaids funding.
 - 4.3.3. Attendance shall be open to all Ordinary Members of the Association.
 - 4.4. President's Forum
 - 4.4.1. Shall be at least twice per semester
 - 4.4.2. Shall consist of the Presidents or Producers of all groups affiliated to Mermaids
 - 4.4.3. Any further student group which claims to have a performing arts element shall be eligible to join, at the discretion of the Performing Arts Officer.
 - 4.4.4. Shall act primarily as a point of contact between the Performing Arts Officer and groups affiliated to Mermaids.
 - 4.4.5. Shall aim to promote communication and cooperation between performing arts groups in St Andrews.
 - 4.4.6. Mermaids shall be represented by its Vice President, with the Performing Arts Officer acting as convenor.
 - 4.5. The quorum for the AGM shall be twenty five ordinary members
5. Finances
- 5.1. All loans and investments shall be entirely at the discretion of the committee, within Association guidelines, and shall be covered by the terms of the investment contract.

- 5.2. The Performing Arts Officer, Vice President, Productions Treasurer, Association Management Accountant, and General Manager of the Union shall all be signatories for every Mermaids bank account.
- 5.3. The Barron Manager shall be an additional signatory for the Barron bank account.
- 5.4. The Christmas Ball Convenor shall be an additional signatory for the Events bank account.
- 5.5. The Fringe Representative should be a signatory on all bank accounts to be used by productions at the Edinburgh Festival Fringe
6. Barron Theatre
 - 6.1. The Barron Theatre is an Association satellite venue, and is therefore within the jurisdiction of the SSG. Association policy includes the Barron Theatre.
 - 6.2. The Barron Theatre shall be overseen by the Barron Management Team, which is a Venue Management Team. Their operations are laid out in the management document held in the General Office.
 - 6.3. Barron Management Committee
 - 6.3.1. Barron Manager (Convenor and Chair)
 - 6.3.2. Mermaids Technical Operations Officer (Deputy)
 - 6.3.3. Mermaids Set and Props Officer
 - 6.3.4. Mermaids Costumes Officer
 - 6.3.5. Box Office Manager
 - 6.3.6. Publicity Officer
 - 6.3.7. Barron Technician
 - 6.3.8. Union Building Manager
 - 6.3.9. Association Management Accountant
 - 6.3.10. DoES (overseer)
 - 6.3.11. DoSDA (overseer)
 - 6.3.12. Other non voting positions as deemed appropriate by the committee.
 - 6.4. Members of the Barron Management Committee not appointed by Mermaids shall be appointed by interview, the panel for which shall consist of:
 - 6.4.1. Incoming Barron Manager
 - 6.4.2. Outgoing Barron Manager
 - 6.4.3. DoES
 - 6.4.4. Relevant outgoing position holder
 - 6.5. The DoES shall oversee the Barron Management Committee and report on the Barron Theatre to the SSG and/or SRC

1. Aims

- 1.1. Promote performing arts, both within and beyond St Andrews, and organise related events.
- 1.2. Support the activities of other student groups with a performing arts focus that affiliate to Mermaids
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 - 1.2.7. Musical Theatre Society
 - 1.2.8. St. Andrews Revue
- 1.3. Support the creation and operation of Student Projects, groups that fill a specific niche of performance arts in St Andrews
 - 1.3.1. The relationship between Mermaids and the Student Projects is outlined in the Student Project Contract, which shall be reviewed and signed annually by the Performing Arts Officer and a representative of each project.
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 - 1.4.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills in performing arts, and for the engagement of new areas of the St Andrews community.
- 1.5. Coordinate the timings of performing arts events and productions in St Andrews, with the aim of avoiding unnecessary clashes as far as possible
- 1.6. Offer advice to societies and individuals interested in organising performing arts events.
- 1.7. Control the fixed assets of drama in St Andrews, including the Barron at the Byre , in conjunction with the Association.
- 1.8. Encourage the transfer of St Andrews productions to venues outwith St Andrews wherever possible
- 1.9. Organise workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in performing arts, and other related areas.
- 1.10. The Performing Arts Officer shall receive one free ticket to all performances funded or supported by Mermaids, and shall make due effort to attend every show
- 1.11. The committee shall receive two tickets, to be distributed to any committee members at the discretion of the Box Office Manager. They shall not be permitted to write a review if using these tickets.
- 1.12. The remit of individual committee members shall be as laid out in the Mermaids Roles document, to be reviewed annually.

2. Committee

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- 2.11. Costumes Officer
- 2.12. Set and Props Officer
- 2.13. Marketing Officer
- 2.14. Engagement Officer
- 2.15. DoES (Overseer)
- 2.16. DoSDA (Overseer)
- 2.17. Association Management Accountant (non voting)
- 2.18. Union Building Manager (non voting)

3. Appointments

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- 3.2. Interviewed positions
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 - 3.2.1.5. Barron Manager
 - 3.2.1.6. Technical Operations Manager
 - 3.2.1.7. Box Office Manager
 - 3.2.1.8. Christmas Ball Convenor
 - 3.2.2. The interview panel shall consist of at least four of the following:
 - 3.2.2.1. Incoming Performing Arts Officer
 - 3.2.2.2. Outgoing Performing Arts Officer
 - 3.2.2.3. DoES
 - 3.2.2.4. DoES-Elect
 - 3.2.2.5. DoSDA
 - 3.2.2.6. DoSDA-Elect
 - 3.2.2.7. The relevant outgoing position holder
 - 3.2.3. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
- 3.3. Elected Positions
 - 3.3.1. The following positions shall be elected at the AGM:
 - 3.3.1.1. Engagement Officer
 - 3.3.1.2. Secretary
 - 3.3.1.3. Set and Props Officer
 - 3.3.1.4. Costumes Officer
 - 3.3.1.5. Marketing Officer

- 3.3.2. Nominations for posts elected at the AGM may be made at the meeting, provided the candidate is present, along with their proposer and seconder.
 - 3.3.3. Any nominations in absentia may be made up to 24 hours in advance of the AGM. A statement may be read by a nominated person or the Performing Arts Officer.
 - 3.4. Positions that fall vacant may be filled by co-option or by election at an EGM, at the discretion of the Performing Arts Officer.
 - 3.4.1. If no person is forthcoming after every effort has been made to fill the position, a current member of the committee may run for the position, to be held in conjunction with their existing position.
 - 3.4.2. If a member holds more than one position, they shall still only have one vote on the committee.
 - 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. Committee Meetings
 - 4.2.1. Shall be at least fortnightly during the academic year, and at other times if necessary.
 - 4.2.2. Shall be In camera
 - 4.2.3. If a committee member declares a conflict of interest due to their involvement with a production, they shall not be eligible to vote on relevant matters. As such, they shall not be counted in establishing a quorum.
 - 4.3. Public Meetings
 - 4.3.1. Shall be at least fortnightly during the academic year
 - 4.3.2. Attendance shall be mandatory for at least one member of any production team currently benefitting from Mermaids funding.
 - 4.3.3. Attendance shall be open to all Ordinary Members of the Association.
 - 4.4. President's Forum
 - 4.4.1. Shall be at least once per semester
 - 4.4.2. Shall consist of the Presidents or Producers of all groups affiliated to Mermaids
 - 4.4.3. Any further student group which claims to have a performing arts element shall be eligible to join, at the discretion of the Performing Arts Officer.
 - 4.4.4. Shall act primarily as a point of contact between the Performing Arts Officer and groups affiliated to Mermaids.
 - 4.4.5. Shall aim to promote communication and cooperation between performing arts groups in St Andrews.
 - 4.4.6. Mermaids shall be represented by its Vice President, with the Performing Arts Officer acting as convenor.
 - 4.5. The quorum for the AGM shall be twenty five ordinary members
- 5. Finances
 - 5.1. All loans and investments shall be entirely at the discretion of the committee, within Association guidelines, and shall be covered by the terms of the investment contract.
 - 5.2. The Performing Arts Officer, Vice President, Productions Treasurer, Association Management Accountant, and General Manager of the Union shall all be signatories for the Mermaids bank account.

- 5.3. The Fringe Representative should be a signatory on the Mermaids bank account for the period between Fringe show proposals and the start of the new academic year.
- 5.4. The Barron at the Byre is an Association satellite venue, and is therefore within the jurisdiction of the SSG. Association policy includes the Barron Theatre.
- 5.5. The Barron Theatre shall be overseen by the Barron Management Team, which is a Venue Management Team. Their operations are laid out in the management document held in the General Office.
- 5.6. Barron Management Committee
 - 5.6.1. Barron Manager (Convenor and Chair)
 - 5.6.2. Mermaids Technical Operations Officer (Deputy)
 - 5.6.3. Mermaids Set and Props Officer
 - 5.6.4. Mermaids Costumes Officer
 - 5.6.5. Box Office Manager
 - 5.6.6. Publicity Officer
 - 5.6.7. Barron Technician
 - 5.6.8. Union Building Manager
 - 5.6.9. Association Management Accountant
 - 5.6.10. DoSDA (Overseer)
 - 5.6.11. Other non voting positions as deemed appropriate by the committee.
- 5.7. Members of the Barron Management Committee not appointed by Mermaids shall be appointed by interview, the panel for which shall consist of:
 - 5.7.1. Incoming Barron Manager
 - 5.7.2. Outgoing Barron Manager
 - 5.7.3. DoSDA
 - 5.7.4. Relevant outgoing position holder
- 5.8. The DoSDA shall oversee the Barron Management Committee and report on the Barron Theatre to the SSG and/or SRC

Appendix C: Tracked changes

1. Aims

- 1.1. Promote performing arts, both within and beyond St Andrews, and organise related events.
- 1.2. Support the activities of other student groups with a performing arts focus that affiliate to Mermaids
 - 1.2.1. Acapella Society
 - 1.2.2. Blind Mirth Improv Comedy Group
 - 1.2.3. Comedy Society
 - 1.2.4. Dance Club
 - 1.2.5. Gilbert and Sullivan Society

- 1.2.6. Inklight Creative writing Society
 - 1.2.7. Just so Musical Theatre Society
 - ~~1.2.8. Opera Society~~
 - 1.2.9. St Andrews Revue
 - 1.3. Support the creation and operation of Student Projects, groups that fill a specific niche of performance arts in St Andrews
 - 1.3.1. The relationship between Mermaids and the Student Projects is outlined in the Student Project Contract, which shall be reviewed and signed annually by the Performing Arts Officer and a representative of each project.
 - 1.3.2. Active projects:
 - ~~1.3.2.1. St Andrews New Drama (SAND)~~
 - 1.4. Provide funding for events involving, or related to, performing arts in St Andrews, as determined by financial, logistical, and skills-based merit.
 - 1.4.1. Financial merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee votes otherwise.
 - 1.4.2. Logistical merit shall be defined as Mermaids having the appropriate space, dates, potential actors, and other resources for the show.
 - 1.4.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills in performing arts, and for the engagement of new areas of the St Andrews community.
 - 1.5. Coordinate the timings of performing arts events and productions in St Andrews, with the aim of avoiding unnecessary clashes **as far as possible**
 - 1.6. Offer advice to societies and individuals interested in organising performing arts events.
 - 1.7. Control the fixed assets of drama in St Andrews, including the Barron **at the Byre Theatre**, in conjunction with the Association.
 - 1.8. Encourage the transfer of St Andrews productions to venues outwith St Andrews wherever possible
 - 1.9. Organise workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in performing arts, and other related areas.
 - 1.10. The Performing Arts Officer shall receive one free ticket to all **events performances** funded or supported by Mermaids, and shall make due effort to attend every show
 - 1.11. The committee shall receive two tickets, to be distributed to any committee members at the discretion of the Box Office Manager. They shall not be permitted to write a review if using these tickets.
 - 1.12. The remit of individual committee members shall be as laid out in the Mermaids Roles document, to be reviewed annually.
2. Committee
- 2.1. Performing Arts Officer (Mermaids President, Convenor, and Chair)
 - 2.2. Vice President
 - 2.3. Secretary
 - 2.4. Productions Treasurer
 - 2.5. Productions Coordinator
 - 2.6. Christmas Ball Convenor
 - 2.7. Fringe Representative

- 2.8. Barron Manager
 - 2.9. Technical Operations Manager
 - 2.10. Box Office Manager
 - 2.11. Costumes Officer
 - 2.12. Set and Props Officer
 - 2.13. Marketing Officer
 - 2.14. Engagement Officer
 - 2.15. DoES (overseer)
 - 2.16. DoSDA (overseer)
 - 2.17. Association Management Accountant (non voting)
 - 2.18. Union Building Manager (non voting)
3. Appointments
- 3.1. The Performing Arts Officer shall be elected via online vote prior to interviews for positions.
 - 3.2. Interviewed positions
 - 3.2.1. The following positions shall be appointed by interview, prior to the AGM:
 - 3.2.1.1. Vice President
 - 3.2.1.2. Productions Treasurer
 - 3.2.1.3. Productions Coordinator
 - 3.2.1.4. Fringe Representative
 - 3.2.1.5. Barron Manager
 - 3.2.1.6. Technical Operations Manager
 - 3.2.1.7. Box Office Manager
 - 3.2.1.8. Christmas Ball Convenor
 - 3.2.2. The interview panel shall consist of at least four of the following:
 - 3.2.2.1. Incoming Performing Arts Officer
 - 3.2.2.2. Outgoing Performing Arts Officer
 - 3.2.2.3. DoES
 - 3.2.2.4. DoES-Elect
 - 3.2.2.5. DoSDA
 - 3.2.2.6. DoSDA-Elect
 - 3.2.2.7. The relevant outgoing position holder
 - 3.2.3. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
 - 3.3. Elected Positions
 - 3.3.1. The following positions shall be elected at the AGM:
 - 3.3.1.1. Engagement Officer
 - 3.3.1.2. Secretary
 - 3.3.1.3. Set and Props Officer
 - 3.3.1.4. Costumes Officer
 - 3.3.1.5. Marketing Officer
 - 3.3.2. Nominations for posts elected at the AGM may be made at the meeting, provided the candidate is present, along with their proposer and seconder.
 - 3.3.3. Any nominations in absentia may be made up to 24 hours in advance of the AGM. A statement may be read by a nominated person or the Performing Arts Officer.
 - 3.4. Positions that fall vacant may be filled by co-option or by election at an EGM, at the discretion of the Performing Arts Officer.

- 3.4.1. If no person is forthcoming after every effort has been made to fill the position, a current member of the committee may run for the position, to be held in conjunction with their existing position.
- 3.4.2. If a member holds more than one position, they shall still only have one vote on the committee.
- 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. Committee Meetings
 - 4.2.1. Shall be at least fortnightly during the academic year, and at other times if necessary.
 - 4.2.2. Shall be In camera
 - 4.2.3. If a committee member declares a conflict of interest due to their involvement with a production, they shall not be eligible to vote on relevant matters. As such, they shall not be counted in establishing a quorum.
 - 4.3. Public Meetings
 - 4.3.1. Shall be at least fortnightly during the academic year
 - 4.3.2. Attendance shall be mandatory for at least one member of any production team currently benefitting from Mermaids funding.
 - 4.3.3. Attendance shall be open to all Ordinary Members of the Association.
 - 4.4. President's Forum
 - 4.4.1. Shall be at least ~~twice~~ once per semester
 - 4.4.2. Shall consist of the Presidents or Producers of all groups affiliated to Mermaids
 - 4.4.3. Any further student group which claims to have a performing arts element shall be eligible to join, at the discretion of the Performing Arts Officer.
 - 4.4.4. Shall act primarily as a point of contact between the Performing Arts Officer and groups affiliated to Mermaids.
 - 4.4.5. Shall aim to promote communication and cooperation between performing arts groups in St Andrews.
 - 4.4.6. Mermaids shall be represented by its Vice President, with the Performing Arts Officer acting as convenor.
 - 4.5. The quorum for the AGM shall be twenty five ordinary members
- 5. Finances
 - 5.1. All loans and investments shall be entirely at the discretion of the committee, within Association guidelines, and shall be covered by the terms of the investment contract.
 - 5.2. The Performing Arts Officer, Vice President, Productions Treasurer, Association Management Accountant, and General Manager of the Union shall all be signatories for ~~every~~ the Mermaids bank account.
 - ~~5.3. The Barron Manager shall be an additional signatory for the Barron bank account.~~
 - ~~5.4. The Christmas Ball Convenor shall be an additional signatory for the Events bank account.~~
 - ~~5.5. The Fringe Representative should be a signatory on all bank accounts to be used by productions at the Edinburgh Festival Fringe—the Mermaids bank account for the period between Fringe show proposals and the start of the new academic year.~~
- 6. Barron Theatre

- 6.1. The Barron ~~at the Byre Theatre~~ is an Association satellite venue, and is therefore within the jurisdiction of the SSG. Association policy includes the Barron Theatre.
- 6.2. The Barron Theatre shall be overseen by the Barron Management Team, which is a Venue Management Team. Their operations are laid out in the management document held in the General Office.
- 6.3. Barron Management Committee
 - 6.3.1. Barron Manager (Convenor and Chair)
 - 6.3.2. Mermaids Technical Operations Officer (Deputy)
 - 6.3.3. Mermaids Set and Props Officer
 - 6.3.4. Mermaids Costumes Officer
 - 6.3.5. Box Office Manager
 - 6.3.6. Publicity Officer
 - 6.3.7. Barron Technician
 - 6.3.8. Union Building Manager
 - 6.3.9. Association Management Accountant
 - ~~6.3.10. DoES (overseer)~~
 - 6.3.11. DoSDA (overseer)
 - 6.3.12. Other non voting positions as deemed appropriate by the committee.
- 6.4. Members of the Barron Management Committee not appointed by Mermaids shall be appointed by interview, the panel for which shall consist of:
 - 6.4.1. Incoming Barron Manager
 - 6.4.2. Outgoing Barron Manager
 - 6.4.3. ~~DoES DoSDA~~
 - 6.4.4. Relevant outgoing position holder
- 6.5. The ~~DoES DoSDA~~ shall oversee the Barron Management Committee and report on the Barron Theatre to the SSG and/or SRC

G-23-04

Motion to update the Community Relations Subcommittee's Constitution

Owner: Jack McNealy, Community Relations Officer

In Effect From: Immediately

Review Date: N/A

It is noted that:

1. The Community Relations Subcommittee's constitution includes a role for a deputy Head of Events.
2. The Community Relations Subcommittee's constitution includes the roles of Head of Graphics and Publicity Officer.

It is believed that:

1. The Community Relations Subcommittee does not have a need for a deputy Head of Events.
2. The roles of Head of Graphics and Publicity Officer should be joint into a single role of Head of Marketing to ensure efficiency between the production of graphics and their use in social media and other outreach platforms.

It is resolved to:

1. Update Chapter 4 of the Association Subcommittee Constitutions to remove the current Community Relations Subcommittee Constitution (Appendix A) and replace it with the proposed Community Relations Subcommittee Constitution (Appendix B).
2. Remove the role of Deputy Head of Events.
3. Merge the roles of Head of Graphics and Publicity Officer into the role of Head of Marketing.

Proposer

Jack McNealy, Community Relations Officer

Seconders

Juan Pablo Rodriguez, Association President

Annex A

Chapter 4: Community Relations Subcommittee

1. Aims

- 1.1. Formulate Association policy on community relations issues
- 1.2. Organise events to enhance town-gown relations
- 1.3. Liaise with other subcommittees on activities to improve town-gown relations

2. Committee

2.1. SRC Community Relations Officer

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

2.2. Secretary

- 2.2.1. Taking minutes and writing agendas for committee meetings

2.3. Deputy Community Relations Officer

- 2.3.1. Assist the SRC Community Relations Officer in organisation of the committee and effective management of affairs
- 2.3.2. Attend events and meetings on behalf of the SRC Community Relations Officer and the committee
- 2.3.3. Represent the Community Relations Subcommittee and the Students' Association on St Andrews Community Council as a co-opted position

2.4. Head of Events

- 2.4.1. Organise events throughout the year, and complete the necessary admin
- 2.4.2. Complete risk-assessments for up-coming events
- 2.4.3. Lead on the organisation of St Andrews Day celebrations and Community Relations Week

2.5. Deputy Head of Events

- 2.5.1. Assist the Head of Events in organising and putting on events

2.6. Head of Graphics

- 2.6.1. Create the graphics required for the Community Relations subcommittee social media, events, and campaigns

2.7. Publicity Officer

- 2.7.1. Maintain and develop the subcommittee's social media channels

2.8. Town Liaison Officer

- 2.8.1. Will focus on maintaining town-gown relations
- 2.8.2. Maintain relationships with local groups and organisations
- 2.8.3. Stay up to date on local events and press, and regularly report to the committee on local issues

2.9. Student Group Liaison Officer

- 2.9.1. In charge of reaching out to student groups and societies to find areas of collaboration, particularly for St Andrews Day and Community Relations Week

2.10. Political Engagement Officer

- 2.10.1. Maintain relationships with student political societies and other local political groups

- 2.10.2. To chair regular meetings with representatives from student political societies in order to identify areas of collaboration on non-partisan events and campaigns, such as voter registration
- 2.11. Association President (line manager)
- 3. Appointments
 - 3.1. The SRC Community Relations Officer shall be appointed 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 as required

Annex B

Chapter 4: Community Relations Subcommittee

1. Aims

- 1.1. Formulate Association policy on community relations issues
- 1.2. Organise events to enhance town-gown relations
- 1.3. Liaise with other subcommittees on activities to improve town-gown relations

2. Committee

2.1. SRC Community Relations Officer

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

2.2. Secretary

- 2.2.1. Taking minutes and writing agendas for committee meetings

2.3. Deputy Community Relations Officer

- 2.3.1. Assist the SRC Community Relations Officer in organisation of the committee and effective management of affairs
- 2.3.2. Attend events and meetings on behalf of the SRC Community Relations Officer and the committee
- 2.3.3. Represent the Community Relations Subcommittee and the Students' Association on St Andrews Community Council as a co-opted position

2.4. Head of Events

- 2.4.1. Organise events throughout the year, and complete the necessary admin
- 2.4.2. Complete risk-assessments for up-coming events

2.4.3. Lead on the organisation of St Andrews Day celebrations and Community Relations Week

~~2.5. Deputy Head of Events~~

~~2.5.1. Assist the Head of Events in organising and putting on events~~

~~2.6. Head of Graphics~~

~~2.6.1. Create the graphics required for the Community Relations subcommittee social media, events, and campaigns~~

~~2.7. Publicity Officer~~

~~2.7.1. Maintain and develop the subcommittee's social media channels~~

2.5 Head of Marketing

2.5.1 Create the graphics required for the Community Relations Subcommittee social media, events and campaigns

2.5.2 Maintain and develop the subcommittee's social media channels

2.6. Town Liaison Officer

2.6.1. Will focus on maintaining town-gown relations

2.6.2. Maintain relationships with local groups and organisations

2.6.3. Stay up to date on local events and press, and regularly report to the committee on local issues

2.7. Student Group Liaison Officer

2.7.1. In charge of reaching out to student groups and societies to find areas of collaboration, particularly for St Andrews Day and Community Relations Week

2.8. Political Engagement Officer

2.8.1. Maintain relationships with student political societies and other local political groups

2.8.2. To chair regular meetings with representatives from student political societies in order to identify areas of collaboration on non-partisan events and campaigns, such as voter registration

2.9. Association President (line manager)

3. Appointments

3.1. The SRC Community Relations Officer shall be appointed 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 as required

Amendment:

Amended text is included as blue.

This amendment clarifies that all positions other than the Community Relations Officer and Association President shall be appointed by interview and sets out the composition of the interview panel.

G-23-04

Motion to update the Community Relations Subcommittee's Constitution

Owner: Jack McNealy, Community Relations Officer

In Effect From: Immediately

Review Date: N/A

It is noted that:

1. The Community Relations Subcommittee's constitution includes a role for a deputy Head of Events.
2. The Community Relations Subcommittee's constitution includes the roles of Head of Graphics and Publicity Officer.

It is believed that:

1. The Community Relations Subcommittee does not have a need for a deputy Head of Events.
2. The roles of Head of Graphics and Publicity Officer should be joint into a single role of Head of Marketing to ensure efficiency between the production of graphics and their use in social media and other outreach platforms.

It is resolved to:

1. Update Chapter 4 of the Association Subcommittee Constitutions to remove the current Community Relations Subcommittee Constitution (Appendix A) and replace it with the proposed Community Relations Subcommittee Constitution (Appendix B).
2. Remove the role of Deputy Head of Events.
3. Merge the roles of Head of Graphics and Publicity Officer into the role of Head of Marketing.

Proposer

Jack McNealy, Community Relations Officer

Seconders

Juan Pablo Rodriguez, Association President

Annex A: [Current Constitution](#)

Chapter 4: Community Relations Subcommittee

1. Aims

- 1.1. Formulate Association policy on community relations issues
- 1.2. Organise events to enhance town-gown relations
- 1.3. Liaise with other subcommittees on activities to improve town-gown relations

2. Committee

2.1. SRC Community Relations Officer

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

2.2. Secretary

- 2.2.1. Taking minutes and writing agendas for committee meetings

2.3. Deputy Community Relations Officer

- 2.3.1. Assist the SRC Community Relations Officer in organisation of the committee and effective management of affairs
- 2.3.2. Attend events and meetings on behalf of the SRC Community Relations Officer and the committee

- 2.3.3. Represent the Community Relations Subcommittee and the Students' Association on St Andrews Community Council as a co-opted position
 - 2.4. Head of Events
 - 2.4.1. Organise events throughout the year, and complete the necessary admin
 - 2.4.2. Complete risk-assessments for up-coming events
 - 2.4.3. Lead on the organisation of St Andrews Day celebrations and Community Relations Week
 - 2.5. Deputy Head of Events
 - 2.5.1. Assist the Head of Events in organising and putting on events
 - 2.6. Head of Graphics
 - 2.6.1. Create the graphics required for the Community Relations subcommittee social media, events, and campaigns
 - 2.7. Publicity Officer
 - 2.7.1. Maintain and develop the subcommittee's social media channels
 - 2.8. Town Liaison Officer
 - 2.8.1. Will focus on maintaining town-gown relations
 - 2.8.2. Maintain relationships with local groups and organisations
 - 2.8.3. Stay up to date on local events and press, and regularly report to the committee on local issues
 - 2.9. Student Group Liaison Officer
 - 2.9.1. In charge of reaching out to student groups and societies to find areas of collaboration, particularly for St Andrews Day and Community Relations Week
 - 2.10. Political Engagement Officer
 - 2.10.1. Maintain relationships with student political societies and other local political groups
 - 2.10.2. To chair regular meetings with representatives from student political societies in order to identify areas of collaboration on non-partisan events and campaigns, such as voter registration
 - 2.11. Association President (line manager)
3. Appointments
- 3.1. The SRC Community Relations Officer shall be appointed 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 as required

Annex B: Proposed constitution

Chapter 4: Community Relations Subcommittee

1. Aims

- 1.1. Formulate Association policy on community relations issues
- 1.2. Organise events to enhance town-gown relations
- 1.3. Liaise with other subcommittees on activities to improve town-gown relations

2. Committee

2.1. SRC Community Relations Officer

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

2.2. Secretary

- 2.2.1. Taking minutes and writing agendas for committee meetings

2.3. Deputy Community Relations Officer

- 2.3.1. Assist the SRC Community Relations Officer in organisation of the committee and effective management of affairs
- 2.3.2. Attend events and meetings on behalf of the SRC Community Relations Officer and the committee
- 2.3.3. Represent the Community Relations Subcommittee and the Students' Association on St Andrews Community Council as a co-opted position

2.4. Head of Events

- 2.4.1. Organise events throughout the year, and complete the necessary admin
- 2.4.2. Complete risk-assessments for up-coming events
- 2.4.3. Lead on the organisation of St Andrews Day celebrations and Community Relations Week

2.5 Head of Marketing

- 2.5.1 Create the graphics required for the Community Relations Subcommittee social media, events and campaigns
- 2.5.2 Maintain and develop the subcommittee's social media channels

2.6. Town Liaison Officer

- 2.6.1. Will focus on maintaining town-gown relations
- 2.6.2. Maintain relationships with local groups and organisations
- 2.6.3. Stay up to date on local events and press, and regularly report to the committee on local issues

2.7. Student Group Liaison Officer

- 2.7.1. In charge of reaching out to student groups and societies to find areas of collaboration, particularly for St Andrews Day and Community Relations Week
 - 2.8. Political Engagement Officer
 - 2.8.1. Maintain relationships with student political societies and other local political groups
 - 2.8.2. To chair regular meetings with representatives from student political societies in order to identify areas of collaboration on non-partisan events and campaigns, such as voter registration
 - 2.9. Association President (Overseer)
3. Appointments
- 3.1. The SRC Community Relations Officer and Association President shall be appointed through the Association elections
 - 3.2. All other positions shall be interviewed
 - 3.3. The interview panel shall consist of at least three of (provided one of them is the incoming Community Relations Officer, and one of them is the Association President or Association President-Elect):
 - 3.3.1 Incoming Community Relations Officer
 - 3.3.2 Outgoing Community Relations Officer
 - 3.3.3 Association President
 - 3.3.4 Association President-Elect
 - 3.3.5 Relevant outgoing position holder
 - 3.3.5.1 If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
 - 3.4. 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 as required

Annex C: [Tracked changes](#)

Chapter 4: Community Relations Subcommittee

1. Aims

- 1.1. Formulate Association policy on community relations issues
- 1.2. Organise events to enhance town-gown relations
- 1.3. Liaise with other subcommittees on activities to improve town-gown relations
2. Committee
 - 2.1. SRC Community Relations Officer
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association
 - 2.2. Secretary
 - 2.2.1. Taking minutes and writing agendas for committee meetings
 - 2.3. Deputy Community Relations Officer
 - 2.3.1. Assist the SRC Community Relations Officer in organisation of the committee and effective management of affairs
 - 2.3.2. Attend events and meetings on behalf of the SRC Community Relations Officer and the committee
 - 2.3.3. Represent the Community Relations Subcommittee and the Students' Association on St Andrews Community Council as a co-opted position
 - 2.4. Head of Events
 - 2.4.1. Organise events throughout the year, and complete the necessary admin
 - 2.4.2. Complete risk-assessments for up-coming events
 - 2.4.3. Lead on the organisation of St Andrews Day celebrations and Community Relations Week
 - ~~2.5. Deputy Head of Events~~
 - ~~2.5.1. Assist the Head of Events in organising and putting on events~~
 - ~~2.6. Head of Graphics~~
 - ~~2.6.1. Create the graphics required for the Community Relations subcommittee social media, events, and campaigns~~
 - ~~2.7. Publicity Officer~~
 - ~~2.7.1. Maintain and develop the subcommittee's social media channels~~
 - 2.5 Head of Marketing
 - 2.5.1 Create the graphics required for the Community Relations Subcommittee social media, events and campaigns
 - 2.5.2 Maintain and develop the subcommittee's social media channels
 - 2.6. Town Liaison Officer
 - 2.6.1. Will focus on maintaining town-gown relations
 - 2.6.2. Maintain relationships with local groups and organisations
 - 2.6.3. Stay up to date on local events and press, and regularly report to the committee on local issues
 - 2.7. Student Group Liaison Officer
 - 2.7.1. In charge of reaching out to student groups and societies to find areas of collaboration, particularly for St Andrews Day and Community Relations Week
 - 2.8. Political Engagement Officer
 - 2.8.1. Maintain relationships with student political societies and other local political groups
 - 2.8.2. To chair regular meetings with representatives from student political societies in order to identify areas of collaboration on non-partisan events and campaigns, such as voter registration

2.9. Association President (~~line manager~~ Overseer)

3. Appointments

3.1. The SRC Community Relations Officer and Association President shall be appointed through the Association elections

3.2. All other positions shall be interviewed

3.3. The interview panel shall consist of at least three of (provided one of them is the incoming Community Relations Officer, and one of them is the Association President or Association President-Elect):

3.3.1 Incoming Community Relations Officer

3.3.2 Outgoing Community Relations Officer

3.3.3 Association President

3.3.4 Association President-Elect

3.3.5 Relevant outgoing position holder

3.3.5.1 If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.

3.4. 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 as required

G-23-05

Motion to amend the Debates Subcommittee Constitution

Owner: Parth Pandya, President

In Effect from: Immediately

Review Date: N/A

It is noted that:

1. The changes to the UDS constitution proposed in this motion have been approved unanimously by vote of the Board of Ten

It is believed that:

1. The Changes proposed will allow for a more efficient running of the Subcommittee

It is resolved that:

1. A section will be added to the Constitution regarding an equity policy
2. A point will be added on the voting requirements for constitutional changes
3. A point will be changed on voting powers if also sitting on the SSDC executive
4. The current Debates Subcommittee constitution (Appendix A) shall be replaced by the proposed constitution (Appendix B). Tracked changes are noted separately in Appendix C

Resources:

<https://docs.google.com/document/d/1YhbiFwl6FQ2ZdiQi8KiRceXcWiBhjTnp/edit?usp=sharing&oid=102116363479796421000&rtpof=true&sd=true>

https://docs.google.com/document/d/1b1O1ytY21-NJjlmw3QBfbx6XocjwQ_ShrXEroW5s3e4/edit

<https://static1.squarespace.com/static/625718a1bf8c5d5387978973/t/62583be8fc49283333adab2a/1649949673632/Standing+Orders+.pdf>

<https://www.st-andrews.ac.uk/media/registry/policydocuments/code-of-student-conduct-%2029-09-2022.pdf>

<https://www.yourunion.net/about/policies/zero-tolerance/>

Appendix A: Current constitution of the Debates Subcommittee



UDS Constitution

1. Overview

- 1.1. The official name of the subcommittee shall be the 'St Andrews Union Debating Society', or 'UDS'.
- 1.2. The official motto of the UDS shall be 'pro amicitia et litteris', translated from Latin as 'for the friendship of learning'.
- 1.3. 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.
- 1.4. All members shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.
- 1.5. 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. The Debates Board shall have responsibility for overseeing all matters concerning the UDS.
 - 1.7. The House shall be governed by the Standing Orders of the House, as ratified by the SSG.
 - 1.8. Throughout the academic year, there must be an extensive attempt to attract a diverse range of representation of minority groups as official guest speakers.
 - 1.8.1. 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.
2. Committee Structure
- 2.1. UDS Board of Ten:
 - 2.1.1.1. Debates Officer (Convenor, and Chair)
 - 2.1.1.2. Oversee all aspects of the Union Debating Society and student debates in St Andrews.
 - 2.1.1.3. Chair meetings of the collective Debates Board and the Board of Ten, or appoint a nominee to do so in their absence.
 - 2.1.1.4. Have the casting vote on the Board.
 - 2.1.2. Treasurer
 - 2.1.2.1. Oversee the finances of UDS
 - 2.1.2.2. Coordinate sponsorships for UDS
 - 2.1.2.3. Order UDS Clothing and Merchandise
 - 2.1.3. Clerk to the House (Secretary)
 - 2.1.3.1. Keep accurate minutes of UDS meetings, recording all events and decisions in the House and of the Debates Board.
 - 2.1.3.2. Ensure minutes are shared with the committee, Association, and University Library, and are available in an accessible online format.
 - 2.1.3.3. Along with the Debates Officer, sign minutes upon their approval by the Board, thus forming the only authoritative record of the proceedings of UDS.
 - 2.1.3.4. Take responsibility for keeping a record of all handover documents, and ensuring new handover documents are added to this record.
 - 2.1.4. Two Media Officers
 - 2.1.4.1. Oversee all aspects of media and advertising for UDS.
 - 2.1.5. Chief Whip
 - 2.1.6. Inclusions and Diversity Officer
 - 2.1.6.1. Promote the inclusion of disadvantaged and minority groups in all activities of UDS.
 - 2.1.7. Freshers' Representative
 - 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.
 - 2.1.8. Chairman of Ways and Means
 - 2.1.9. Steward to the House
 - 2.1.9.1. Organise all social events, including the annual Gaudeamus Party.
 - 2.1.10. DoSDA (Overseer)
 - 2.2. Competitive Debates Board:
 - 2.2.1. Chief Whip (Chair)

- 2.2.1.1. Oversee the competitive and schools-oriented activities of UDS, including training sessions for both casual and competitive purposes.
 - 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. Oversee outreach and development of debating at local schools.
 - 2.2.5. Schools Competition Convenor
 - 2.2.5.1. Organise school debating competitions.
 - 2.2.6. Equity Officer
 - 2.2.6.1. Work in collaboration with the Chief Whip to provide training on equity in debating and discussing sensitive issues respectfully.
 - 2.2.6.2. Act as an equity officer at all internal competitions held and as one of the equity officers at the St Andrews Open
- 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. Support the Chairman of Ways and Means in organising public debates and recruiting speakers.
 - 2.3.3. Serjeant-at-Arms
 - 2.3.3.1. Enforce order and produce order papers.
 - 2.3.3.2. Assist with the recruitment of speakers and the organization of public debates
 - 2.3.3.3. Maintain alumni relations.
- 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. The Debates Officer shall be appointed at the AGM.
- 3.2. 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.
- 3.3. The Treasurer, Diversity and Inclusions Officer, and Equity Officer shall be appointed by interview following the AGM.
 - 3.3.1. The interview panel shall consist of the incoming and outgoing Debates Officers, DoSDA, and current holder of the relevant position.
- 3.4. The Freshers' Representative shall be elected at an EGM of first -year debaters and members of the Debates Board.
- 3.5. The Parents of the House shall be appointed by the Debates Officer.
- 3.6. All other positions shall be elected at the AGM.
 - 3.6.1. Positions available at the AGM may be elected as a job share.

- 3.7. 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.
- 3.8. 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.
- 3.9. 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.
 - 3.9.1. It is the responsibility of the outgoing position holder to create handover documents detailing the responsibilities of their position and to pass these on to the position elect as well as the newly elected convenor.
- 3.10. To fill casual vacancies, the Board shall have the power to appoint positions through co- option, or by election in the House.
- 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. All meetings shall operate as outlined in the Laws of the Association.
 - 4.2. Meetings of the Board of Ten, Competitive Debating Board, and Public Debates Board shall be weekly during the academic year, and at other times if necessary.
 - 4.3. 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.
 - 4.4. The chairs of the Competitive Debates and Public Debates Boards shall update the Board of Ten on the activities of their respective Boards.
 - 4.5. Meetings of the entire Debates Board may be called by the Debates Officer and must be suitably advertised at least five days in advance.
 - 4.6. The AGM shall be held before the end of semester two.
 - 4.6.1. The order of proceedings shall be:
 - 4.6.2. Reports of the outgoing committee members
 - 4.6.3. Annual statement of UDS accounts and finances
 - 4.6.4. Valediction of the outgoing Debates Officer
 - 4.6.5. Election of relevant committee positions
 - 4.6.6. Any other competent business
 - 4.6.7. The quorum shall be as defined in the Standing Orders of the House.
 - 4.6.8. The method of election to the Board shall be determined by the Debates Officer, subject to the approval and monitoring of a Sabbatical Officer.
 - 4.7. 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.
 - 4.7.1. Any request for an EGM must state the purpose and proposed agenda, allowing for any other business that may be discussed.
 - 4.7.2. The form of an EGM must be accepted by both the Debates Officer and those making the request.
 - 4.7.3. An EGM must occur within two weeks following the receipt of a request and must be advertised for at least five days.
 - 4.7.4. The quorum for an EGM shall be as defined in the Standing Orders of the House.

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

5. Financial Support

- 5.1. 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.
 - 5.2. 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.
 - 5.3. There shall be two distinct bursary schemes, for local and international competitions respectively.
 - 5.4. The requirements, application process, and further details of the bursary schemes are outlined in the 'UDS Bursary Scheme' document.
 - 5.5. The process for receiving a bursary shall be entirely confidential.
 - 5.6. 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.
6. Affiliation to the Scottish Students' Debating Council
- 6.1. UDS shall be affiliated to the Scottish Students' Debating Council (SSDC) and abide by its policies, except where this may conflict with Association policy.
 - 6.2. The Chief Whip, or their nominee, shall represent the interests of UDS on the SSDC.
 - 6.3. 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

Appendix B: Proposed constitution of the Debates Subcommittee



UDS Constitution

1. Overview

- 1.1. The official name of the subcommittee shall be the 'St Andrews Union Debating Society', or 'UDS'.
- 1.2. The official motto of the UDS shall be 'pro amicitia et litteris', translated from Latin as 'for the friendship of learning'.
- 1.3. 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.
- 1.4. All members shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.
- 1.5. 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. The Debates Board shall have responsibility for overseeing all matters concerning the UDS.
- 1.7. The House shall be governed by the Standing Orders of the House, as ratified by the SSG.
- 1.8. Throughout the academic year, there must be an extensive attempt to attract a diverse range of representation of minority groups as official guest speakers.
 - 1.8.1. 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.

2. Committee Structure

2.1. UDS Board of Ten:

- 2.1.1.1. Debates Officer (Convenor, and Chair)

- 2.1.1.2. Oversee all aspects of the Union Debating Society and student debates in St Andrews.
- 2.1.1.3. Chair meetings of the collective Debates Board and the Board of Ten, or appoint a nominee to do so in their absence.
- 2.1.1.4. Have the casting vote on the Board.
- 2.1.2. Treasurer
 - 2.1.2.1. Oversee the finances of UDS
 - 2.1.2.2. Coordinate sponsorships for UDS
 - 2.1.2.3. Order UDS Clothing and Merchandise
- 2.1.3. Clerk to the House (Secretary)
 - 2.1.3.1. Keep accurate minutes of UDS meetings, recording all events and decisions in the House and of the Debates Board.
 - 2.1.3.2. Ensure minutes are shared with the committee, Association, and University Library, and are available in an accessible online format.
 - 2.1.3.3. Along with the Debates Officer, sign minutes upon their approval by the Board, thus forming the only authoritative record of the proceedings of UDS.
 - 2.1.3.4. Take responsibility for keeping a record of all handover documents, and ensuring new handover documents are added to this record.
- 2.1.4. Two Media Officers
 - 2.1.4.1. Oversee all aspects of media and advertising for UDS.
- 2.1.5. Chief Whip
- 2.1.6. Inclusions and Diversity Officer
 - 2.1.6.1. Promote the inclusion of disadvantaged and minority groups in all activities of UDS.
- 2.1.7. Freshers' Representative
 - 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.
- 2.1.8. Chairman of Ways and Means
- 2.1.9. Steward to the House
 - 2.1.9.1. Organise all social events, including the annual Gaudeamus Party.
- 2.1.10. DoSDA (Overseer)
- 2.2. Competitive Debates Board:
 - 2.2.1. Chief Whip (Chair)
 - 2.2.1.1. Oversee the competitive and schools-oriented activities of UDS, including training sessions for both casual and competitive purposes.
 - 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. Oversee outreach and development of debating at local schools.
 - 2.2.5. Schools Competition Convenor
 - 2.2.5.1. Organise school debating competitions.

2.2.6. Equity Officer

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

2.2.6.2. Act as an equity officer at all internal competitions held and as one of the equity officers at the St Andrews Open

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. Support the Chairman of Ways and Means in organising public debates and recruiting speakers.

2.3.3. Serjeant-at-Arms

2.3.3.1. Enforce order and produce order papers.

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

2.3.3.3. Maintain alumni relations.

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. The Debates Officer shall be appointed at the AGM.

3.2. 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.

3.3. The Treasurer, Diversity and Inclusions Officer, and Equity Officer shall be appointed by interview following the AGM.

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

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

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

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

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

3.7. 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.

3.8. 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.

3.9. 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.

3.9.1. It is the responsibility of the outgoing position holder to create handover documents detailing the responsibilities of their position and to pass these on to the position elect as well as the newly elected convenor.

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

- 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. All meetings shall operate as outlined in the Laws of the Association.
 - 4.2. Meetings of the Board of Ten, Competitive Debating Board, and Public Debates Board shall be weekly during the academic year, and at other times if necessary.
 - 4.3. 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.
 - 4.4. The chairs of the Competitive Debates and Public Debates Boards shall update the Board of Ten on the activities of their respective Boards.
 - 4.5. Meetings of the entire Debates Board may be called by the Debates Officer and must be suitably advertised at least five days in advance.
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 - 4.6.5. Election of relevant committee positions
 - 4.6.6. Any other competent business
 - 4.6.7. The quorum shall be as defined in the Standing Orders of the House.
 - 4.6.8. The method of election to the Board shall be determined by the Debates Officer, subject to the approval and monitoring of a Sabbatical Officer.
 - 4.7. 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.
 - 4.7.1. Any request for an EGM must state the purpose and proposed agenda, allowing for any other business that may be discussed.
 - 4.7.2. The form of an EGM must be accepted by both the Debates Officer and those making the request.
 - 4.7.3. An EGM must occur within two weeks following the receipt of a request and must be advertised for at least five days.
 - 4.7.4. The quorum for an EGM shall be as defined in the Standing Orders of the House.
 - 4.7.5. The resolutions of an EGM shall be binding upon the Debates Officer and the Board, subject to oversight of the Association.
 - 4.8. To amend the UDS constitution, a vote must take place at a board meeting that is announced to the Board of Ten at least 5 days in advance. The amendment will go to SSG if the Board of Ten votes in favour with a two-thirds majority. The President acts as a tie-breaker in the event the vote is evenly split. It is heavily encouraged for the President to invite the full board to the meeting to seek advice.
5. Financial Support
 - 5.1. 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.
 - 5.2. 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.

- 5.3. There shall be two distinct bursary schemes, for local and international competitions respectively.
 - 5.4. The requirements, application process, and further details of the bursary schemes are outlined in the 'UDS Bursary Scheme' document.
 - 5.5. The process for receiving a bursary shall be entirely confidential.
 - 5.6. 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.
6. Affiliation to the Scottish Students' Debating Council
 - 6.1. UDS shall be affiliated to the Scottish Students' Debating Council (SSDC) and abide by its policies, except where this may conflict with Association policy.
 - 6.2. The Chief Whip, or their nominee, shall represent the interests of UDS on the SSDC.
 - 6.3. Non-Board of Ten members of UDS who are also members of the SSDC Executive shall be considered non-voting members of the Board of Ten, and may participate in the Competitive Debating Board, though they shall not be subject to attendance requirements
7. Equity
 - 7.1. This policy only applies to board members. If the transgression involves non-board members and/or involves concerns about non-board or board member attendance at non-paid UDS events, the transgression must be referred to the Union.
 - 7.2. The President is ultimately responsible for managing the equity resolution process and does so in conjunction with the Diversity & Inclusion Officer & Competitive Equity Officer at the President's discretion unless the equity violation involves one of the board members listed above. It remains at the discretion of the President which supporting equity officer is included in the process.
 - 7.3. In the situation that all board members listed above are involved, the equity resolution process will be managed by the Director of Student Development and Activities (with advice from the Union HR Manager).
 - 7.4. In the event that the relevant officers deem the concern to be too proximate to themselves or they become too personally impacted by these concerns, they may choose to recuse themselves from the process. In the event that all relevant officers choose to do so, the process will be completed by the Director of Student Development and Activities in consultation with the Union HR Manager.
 - 7.5. All equity resolutions are completed in consultation with the Director of Student Development and Activities.
 - 7.6. All Board members are expected to abide by and read the UDS equity policy, SSDC equity policy, standing orders of the House, the Union zero tolerance policy once taking office. A failure to do so will be considered a failure to fulfil their constitutional duties.
 - 7.7. The following equity resolution process policy will be used to address failure of a board member to fulfil their constitutional duties:
 - 7.7.1. **Actions before sending a written warning:**
 - 7.7.1.1. A meeting with the complainant(s) by the Diversity & Inclusions Officer (if the complaint is in regard to non-competitive events) /Competitive Equity Officer (if the complaint is in regard to competitions) and President (and Director of Student Development and Activities, if relevant) must take place to formalise an equity complaint and to gather information related to the equity

- complaint. This can be requested through any means such as verbal request, request over text message and/or request through email;
- 7.7.1.2. If this meeting cannot occur, except for extraordinary circumstances, the complaint cannot be treated as official i.e., hearsay from an individual not involved in the transgression cannot be used as the basis for an equity complaint (but can be factored into evidence collection after the complaint has been made). However, the following support measures can be adopted without the launching of a formal disciplinary process:
- 7.7.1.2.1. The relevant officers (e.g. Chief Whip, Training Officer, etc.) can be required to never partner together individuals at a training session and/or for competitions;
 - 7.7.1.2.2. The Diversity and Inclusions Officer and/or Competitions Equity Officer can have a conversation with the individual in question about the specific concern at hand in an educational and non-disciplinary fashion. For example, conversation about appropriate pronoun usage or language to be adopted in the chamber;
 - 7.7.1.2.3. The Diversity and Inclusions Officer and/or Competitions Equity Officer can facilitate a mediated conversation between the individuals in question and/or can direct these individuals to other resources that can facilitate such a conversation, for example, the Student Services mediated conversation facility.
- 7.7.1.3. An equity complaint that is not formalised cannot result in disciplinary action that is more substantial than a written warning with improvement required;
- 7.7.1.4. A meeting with the individual(s) accused of wrongdoing in the equity complaint by the Diversity & Inclusions Officer/Competitive Equity Officer and President (and Director of Student Development and Activities, if relevant);
- 7.7.1.5. These meetings must take place after the raising of a formal complaint and any meeting held prior (e.g., an equity meeting at a competition) is insufficient to meet this requirement;
- 7.7.1.6. Meetings with the individual(s) accused must take place as part of fair & due process unless one of the following condition sets are satisfied:
- 7.7.1.6.1. Concrete evidence of transgression e.g., a text message or e-mail;
 - 7.7.1.6.2. If there is a large, complainant-expressed safety concern, the UDS cannot be responsible for this transgression and must go through the Union or University channels.
 - 7.7.1.6.3. Note: even if condition (a) is satisfied, it is encouraged to still hold meetings as part of fair & due process.
- 7.7.1.7. Having two meetings is a minimum. If further meetings are required to ensure clarity and further certainty of the transgression then further meetings should take place;
- 7.7.1.8. All meetings must be requested with a 72 hour minimum notice to individuals giving individuals the flexibility to reschedule

the meeting if they cannot attend (however this should be soon after the original date);

7.7.1.9. Participants may bring a trusted person to the meeting however the following conditions must be satisfied:

7.7.1.9.1. They have to agree to the same confidentiality agreement as those already in the equity process;

7.7.1.9.2. They can only attend with a written request outlining a justification for attendance and with approval by those who are managing the equity process (this is, mainly, a formality);

7.7.1.9.3. They cannot answer questions, give their opinions and/or speak for those who are directly involved with the equity process in the meeting (unless the individual involved in the equity process has requested that the friend speaks for them (this is not applicable to raising a formal complaint as this must be done by the complainant). If the friend has evidence they can request a separate meeting).

7.7.1.10. After information has been collected, a consultation regarding the contents and wording of the written warning with the Director of Student Development and Activities must take place as a checks and balance mechanism.

7.7.2. **Content of the written warning:**

7.7.2.1. The written warning must reference the transgression in relation to a violation of the UDS equity policy, SSDC equity policy, the standing orders of the house, University Code of Conduct policy and/or the Union zero-tolerance policy and/or failure to fulfil constitutional duties;

7.7.2.2. The written warning must also include an explicit reference and detail of the transgression that was committed (the complainant name(s) should be included however can only be included with direct consent of the complainant(s));

7.7.2.3. The written warning must include a statement on the ability to appeal the decision to the relevant Union body;

7.7.2.4. The written warning must include a statement on the necessity for confidentiality (the existence of the disciplinary process and the content of the warning itself) from all parties involved during and after the equity process;

7.7.2.5. The written warning must include details for help and support including Student Services and Chaplaincy contact details;

7.7.2.6. The written warning must clearly include the specific outcome (e.g., the potential future consequences, suspension, etc.) of the written warning.

7.7.3. **Disciplinary actions:**

7.7.3.1. Strong recommendation of behavioural improvement & detailing of future potential consequences if behaviour is not improved;

7.7.3.2. Suspension from competition(s) or any UDS paid activity;

7.7.3.3. Suspension for a certain length of time from board position;

7.7.3.4. Removal from board position;

- 7.7.3.5. Anonymously reporting the transgression (does not start a University discipline procedure) <https://reportandsupport.st-andrews.ac.uk/>;
- 7.7.3.6. Reporting the transgression to Union discipline (if specific incident happened on Union premises or at sub-committee event) samisconduct@st-andrews.ac.uk;
- 7.7.3.7. Reporting the transgression with contact details included <https://reportandsupport.st-andrews.ac.uk/>.
- 7.7.4. **Advice on choice of disciplinary action:**
 - 7.7.4.1. Disciplinary action **must be** proportionate (up to discretion of those managing the equity process) to the severity of the transgression and/or the quantity of past written warnings;
 - 7.7.4.2. Those who are managing the equity process must weigh information collected from both meetings in a fair and equitable manner when deciding the course of disciplinary action such as, but not limited to, weighing certainty against severity of claims levied;
 - 7.7.4.3. If the transgression concerns a breaking of Union or University rules that is also not a breach of UDS, SSDC policies & standing orders of the House then the transgression must be referred to the Union to let them deal with the issue;
 - 7.7.4.4. If this is the first written warning, disciplinary action 7.7.3.1 must be the course of action unless the transgression is illegal and requires police involvement;
 - 7.7.4.5. If a first written warning has been given but the second written warning is of a different issue, defer to the severity of the second transgression while taking the wording of the first written warning into account;
 - 7.7.4.6. If a first written warning has been given and the second written warning is of the same issue, those managing the equity process should follow the potential consequences laid out in the first written warning;
 - 7.7.4.7. If the first and second written warnings occur during different board tenures, a serious consideration by those managing the equity process must be given to the potential consequences laid out in the first written warning;
 - 7.7.4.8. If the first and second written warnings occur during the same board tenure, the potential consequences detailed in the first written warning should be carried through;
 - 7.7.4.9. Only the President can authorise a suspension or removal of a board member (with consultation from the Director of Student Development & Activities). Other individuals managing the equity process can, however, advise on suspension or removal. If the President is being considered for suspension or dismissal, this decision lies with the Director of Student Development & Activities;
 - 7.7.4.10. If there is a disagreement between those managing the equity process regarding disciplinary action, the Director of Student Development & Activities can act as a tie-breaker;
 - 7.7.4.11. If disciplinary action 7.7.3.1 is the chosen course of disciplinary action, a meeting must be offered to the accused individual(s) to ensure that the violation is fully understood and a discussion of next steps for improvement. Further meetings can be

offered to the accused individual(s) to aid personal development and ensure that the violation does not occur again at the discretion of the relevant parties;

7.7.4.12. If suspension or dismissal is the chosen course of disciplinary action, a meeting must be set up with the relevant parties to notify the accused individual(s) about suspension or dismissal. They also have a chance to give a statement and comments. Suspension and dismissal cannot be sent through an email;

7.7.4.13. In the event that the equity concern raised is deemed to be too significant or far reaching for the relevant officers to evaluate and resolve, these officers reserve the right to forward the concern to more relevant bodies.

7.7.4.14. Where the UDS equity policy, SSDC equity policy, the standing orders of the house, and/or the Union zero tolerance policy cannot deliver a proportionate response to the transgression, relevant university bodies will be contacted. For context, these mechanisms should be used rarely relative to other disciplinary mechanisms.

7.7.4.15. In the event that a formal disclosure of an illegal activity takes place, the UDS cannot evaluate and resolve these concerns and must defer to the relevant Union or University mechanisms.

7.7.4.16. If a case has been opened by the Union or the University, those who are managing the equity resolution process cannot pass an outcome on the issue or send a written warning to the accused individual without the case being concluded by the Union or the University i.e., referral comes before any internal disciplinary action. Only a temporary suspension of the board member for the length of the Union or University case can be authorised by the President.

7.7.4.17. This advice is, naturally, subject to flexibility for those who are managing the equity process but this advice follows past precedent and the likely outcomes in most scenarios.

7.8. Minutes must be kept of all meetings and uploaded onto the debatesequity@ email which is only accessible to the President, the Diversity & Inclusion Officer, and the Competitive Equity Officer. Individuals may request to see the minutes of their own meeting but they must give a justification (as a formality) for wanting to view the minutes. Requesting to see sensitive information from another individuals' meeting will be automatically denied. Minutes will be deleted from the debatesequity@ email after every presidential term;

7.9. The equity resolution process policy is specifically for violations of the UDS equity policy, SSDC equity policy, standing orders of the House, and/or the Union zero tolerance policy and/or for one's frequent lack of attendance at Board meetings and/or failure to fulfil one's role description.

7.10. This equity policy applies always to all board members and attempts to undermine this equity resolution process policy will not be tolerated and will constitute a failure to fulfil constitutional duties.

Appendix C: Tracked Changes



University of St Andrews
UDS
1 7 9 4
Union Debating Society

UDS Constitution

1. Overview

- 1.1. The official name of the subcommittee shall be the 'St Andrews Union Debating Society', or 'UDS'.
- 1.2. The official motto of the UDS shall be 'pro amicitia et litteris', translated from Latin as 'for the friendship of learning'.
- 1.3. 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.
- 1.4. All members shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.
- 1.5. 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. The Debates Board shall have responsibility for overseeing all matters concerning the UDS.
- 1.7. The House shall be governed by the Standing Orders of the House, as ratified by the SSG.
- 1.8. Throughout the academic year, there must be an extensive attempt to attract a diverse range of representation of minority groups as official guest speakers.
 - 1.8.1. 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.

2. Committee Structure

2.1. UDS Board of Ten:

- 2.1.1.1. Debates Officer (Convenor, and Chair)
- 2.1.1.2. Oversee all aspects of the Union Debating Society and student debates in St Andrews.
- 2.1.1.3. Chair meetings of the collective Debates Board and the Board of Ten, or appoint a nominee to do so in their absence.

- 2.1.1.4. Have the casting vote on the Board.
- 2.1.2. Treasurer
 - 2.1.2.1. Oversee the finances of UDS
 - 2.1.2.2. Coordinate sponsorships for UDS
 - 2.1.2.3. Order UDS Clothing and Merchandise
- 2.1.3. Clerk to the House (Secretary)
 - 2.1.3.1. Keep accurate minutes of UDS meetings, recording all events and decisions in the House and of the Debates Board.
 - 2.1.3.2. Ensure minutes are shared with the committee, Association, and University Library, and are available in an accessible online format.
 - 2.1.3.3. Along with the Debates Officer, sign minutes upon their approval by the Board, thus forming the only authoritative record of the proceedings of UDS.
 - 2.1.3.4. Take responsibility for keeping a record of all handover documents, and ensuring new handover documents are added to this record.
- 2.1.4. Two Media Officers
 - 2.1.4.1. Oversee all aspects of media and advertising for UDS.
- 2.1.5. Chief Whip
- 2.1.6. Inclusions and Diversity Officer
 - 2.1.6.1. Promote the inclusion of disadvantaged and minority groups in all activities of UDS.
- 2.1.7. Freshers' Representative
 - 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.
- 2.1.8. Chairman of Ways and Means
- 2.1.9. Steward to the House
 - 2.1.9.1. Organise all social events, including the annual Gaudeamus Party.
- 2.1.10. DoSDA (Overseer)
- 2.2. Competitive Debates Board:
 - 2.2.1. Chief Whip (Chair)
 - 2.2.1.1. Oversee the competitive and schools-oriented activities of UDS, including training sessions for both casual and competitive purposes.
 - 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. Oversee outreach and development of debating at local schools.
 - 2.2.5. Schools Competition Convenor
 - 2.2.5.1. Organise school debating competitions.
 - 2.2.6. Equity Officer
 - 2.2.6.1. Work in collaboration with the Chief Whip to provide training on equity in debating and discussing sensitive issues respectfully.

2.2.6.2. Act as an equity officer at all internal competitions held and as one of the equity officers at the St Andrews Open

- 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. Support the Chairman of Ways and Means in organising public debates and recruiting speakers.
 - 2.3.3. Serjeant-at-Arms
 - 2.3.3.1. Enforce order and produce order papers.
 - 2.3.3.2. Assist with the recruitment of speakers and the organization of public debates
 - 2.3.3.3. Maintain alumni relations.
 - 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. The Debates Officer shall be appointed at the AGM.
 - 3.2. 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.
 - 3.3. The Treasurer, Diversity and Inclusions Officer, and Equity Officer shall be appointed by interview following the AGM.
 - 3.3.1. The interview panel shall consist of the incoming and outgoing Debates Officers, DoSDA, and current holder of the relevant position.
 - 3.4. The Freshers' Representative shall be elected at an EGM of first -year debaters and members of the Debates Board.
 - 3.5. The Parents of the House shall be appointed by the Debates Officer.
 - 3.6. All other positions shall be elected at the AGM.
 - 3.6.1. Positions available at the AGM may be elected as a job share.
 - 3.7. 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.
 - 3.8. 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.
 - 3.9. 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.
 - 3.9.1. It is the responsibility of the outgoing position holder to create handover documents detailing the responsibilities of their position and to pass these on to the position elect as well as the newly elected convenor.
 - 3.10. To fill casual vacancies, the Board shall have the power to appoint positions through co- option, or by election in the House.
 - 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. All meetings shall operate as outlined in the Laws of the Association.

- 4.2. Meetings of the Board of Ten, Competitive Debating Board, and Public Debates Board shall be weekly during the academic year, and at other times if necessary.
 - 4.3. 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.
 - 4.4. The chairs of the Competitive Debates and Public Debates Boards shall update the Board of Ten on the activities of their respective Boards.
 - 4.5. Meetings of the entire Debates Board may be called by the Debates Officer and must be suitably advertised at least five days in advance.
 - 4.6. The AGM shall be held before the end of semester two.
 - 4.6.1. The order of proceedings shall be:
 - 4.6.2. Reports of the outgoing committee members
 - 4.6.3. Annual statement of UDS accounts and finances
 - 4.6.4. Valediction of the outgoing Debates Officer
 - 4.6.5. Election of relevant committee positions
 - 4.6.6. Any other competent business
 - 4.6.7. The quorum shall be as defined in the Standing Orders of the House.
 - 4.6.8. The method of election to the Board shall be determined by the Debates Officer, subject to the approval and monitoring of a Sabbatical Officer.
 - 4.7. 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.
 - 4.7.1. Any request for an EGM must state the purpose and proposed agenda, allowing for any other business that may be discussed.
 - 4.7.2. The form of an EGM must be accepted by both the Debates Officer and those making the request.
 - 4.7.3. An EGM must occur within two weeks following the receipt of a request and must be advertised for at least five days.
 - 4.7.4. The quorum for an EGM shall be as defined in the Standing Orders of the House.
 - 4.7.5. The resolutions of an EGM shall be binding upon the Debates Officer and the Board, subject to oversight of the Association.
 - 4.8. To amend the UDS constitution, a vote must take place at a board meeting that is announced to the Board of Ten at least 5 days in advance. The amendment will go to SSG if the Board of Ten votes in favour with a two-thirds majority. The President acts as a tie-breaker in the event the vote is evenly split. It is heavily encouraged for the President to invite the full board to the meeting to seek advice.
5. Financial Support
 - 5.1. 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.
 - 5.2. 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.
 - 5.3. There shall be two distinct bursary schemes, for local and international competitions respectively.
 - 5.4. The requirements, application process, and further details of the bursary schemes are outlined in the 'UDS Bursary Scheme' document.

- 5.5. The process for receiving a bursary shall be entirely confidential.
- 5.6. 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.
6. Affiliation to the Scottish Students' Debating Council
 - 6.1. UDS shall be affiliated to the Scottish Students' Debating Council (SSDC) and abide by its policies, except where this may conflict with Association policy.
 - 6.2. The Chief Whip, or their nominee, shall represent the interests of UDS on the SSDC.
 - 6.3. Non-Board of Ten members of UDS who are also members of the SSDC Executive shall be considered non-voting members of the Board of Ten, and may participate in the Competitive Debating Board, though they shall not be subject to attendance requirements

7. Equity

- 7.1. This policy only applies to board members. If the transgression involves non-board members and/or involves concerns about non-board or board member attendance at non-paid UDS events, the transgression must be referred to the Union.
- 7.2. The President is ultimately responsible for managing the equity resolution process and does so in conjunction with the Diversity & Inclusion Officer & Competitive Equity Officer at the President's discretion unless the equity violation involves one of the board members listed above. It remains at the discretion of the President which supporting equity officer is included in the process.
- 7.3. In the situation that all board members listed above are involved, the equity resolution process will be managed by the Director of Student Development and Activities (with advice from the Union HR Manager).
- 7.4. In the event that the relevant officers deem the concern to be too proximate to themselves or they become too personally impacted by these concerns, they may choose to recuse themselves from the process. In the event that all relevant officers choose to do so, the process will be completed by the Director of Student Development and Activities in consultation with the Union HR Manager.
- 7.5. All equity resolutions are completed in consultation with the Director of Student Development and Activities.
- 7.6. All Board members are expected to abide by and read the UDS equity policy, SSDC equity policy, standing orders of the House, the Union zero tolerance policy once taking office. A failure to do so will be considered a failure to fulfil their constitutional duties.
- 7.7. The following equity resolution process policy will be used to address failure of a board member to fulfil their constitutional duties:
 - 7.7.1. **Actions before sending a written warning:**
 - 7.7.1.1. A meeting with the complainant(s) by the Diversity & Inclusions Officer (if the complaint is in regard to non-competitive events) /Competitive Equity Officer (if the complaint is in regard to competitions) and President (and Director of Student Development and Activities, if relevant) must take place to formalise an equity complaint and to gather information related to the equity complaint. This can be requested through any means such as verbal request, request over text message and/or request through email;
 - 7.7.1.2. If this meeting cannot occur, except for extraordinary circumstances, the complaint cannot be treated as official i.e.,

hearsay from an individual not involved in the transgression cannot be used as the basis for an equity complaint (but can be factored into evidence collection after the complaint has been made). However, the following support measures can be adopted without the launching of a formal disciplinary process:

- 7.7.1.2.1. The relevant officers (e.g. Chief Whip, Training Officer, etc.) can be required to never partner together individuals at a training session and/or for competitions;
- 7.7.1.2.2. The Diversity and Inclusions Officer and/or Competitions Equity Officer can have a conversation with the individual in question about the specific concern at hand in an educational and non-disciplinary fashion. For example, conversation about appropriate pronoun usage or language to be adopted in the chamber;
- 7.7.1.2.3. The Diversity and Inclusions Officer and/or Competitions Equity Officer can facilitate a mediated conversation between the individuals in question and/or can direct these individuals to other resources that can facilitate such a conversation, for example, the Student Services mediated conversation facility.
- 7.7.1.3. An equity complaint that is not formalised cannot result in disciplinary action that is more substantial than a written warning with improvement required;
- 7.7.1.4. A meeting with the individual(s) accused of wrongdoing in the equity complaint by the Diversity & Inclusions Officer/Competitive Equity Officer and President (and Director of Student Development and Activities, if relevant);
- 7.7.1.5. These meetings must take place after the raising of a formal complaint and any meeting held prior (e.g., an equity meeting at a competition) is insufficient to meet this requirement;
- 7.7.1.6. Meetings with the individual(s) accused must take place as part of fair & due process unless one of the following condition sets are satisfied:
 - 7.7.1.6.1. Concrete evidence of transgression e.g., a text message or e-mail;
 - 7.7.1.6.2. If there is a large, complainant-expressed safety concern, the UDS cannot be responsible for this transgression and must go through the Union or University channels.
 - 7.7.1.6.3. Note: even if condition (a) is satisfied, it is encouraged to still hold meetings as part of fair & due process.
- 7.7.1.7. Having two meetings is a minimum. If further meetings are required to ensure clarity and further certainty of the transgression then further meetings should take place;
- 7.7.1.8. All meetings must be requested with a 72 hour minimum notice to individuals giving individuals the flexibility to reschedule the meeting if they cannot attend (however this should be soon after the original date);
- 7.7.1.9. Participants may bring a trusted person to the meeting however the following conditions must be satisfied:

- 7.7.1.9.1. They have to agree to the same confidentiality agreement as those already in the equity process;
- 7.7.1.9.2. They can only attend with a written request outlining a justification for attendance and with approval by those who are managing the equity process (this is, mainly, a formality);
- 7.7.1.9.3. They cannot answer questions, give their opinions and/or speak for those who are directly involved with the equity process in the meeting (unless the individual involved in the equity process has requested that the friend speaks for them (this is not applicable to raising a formal complaint as this must be done by the complainant). If the friend has evidence they can request a separate meeting).
- 7.7.1.10. After information has been collected, a consultation regarding the contents and wording of the written warning with the Director of Student Development and Activities must take place as a checks and balance mechanism.
- 7.7.2. **Content of the written warning:**
 - 7.7.2.1. The written warning must reference the transgression in relation to a violation of the UDS equity policy, SSDC equity policy, the standing orders of the house, University Code of Conduct policy and/or the Union zero-tolerance policy and/or failure to fulfil constitutional duties;
 - 7.7.2.2. The written warning must also include an explicit reference and detail of the transgression that was committed (the complainant name(s) should be included however can only be included with direct consent of the complainant(s));
 - 7.7.2.3. The written warning must include a statement on the ability to appeal the decision to the relevant Union body;
 - 7.7.2.4. The written warning must include a statement on the necessity for confidentiality (the existence of the disciplinary process and the content of the warning itself) from all parties involved during and after the equity process;
 - 7.7.2.5. The written warning must include details for help and support including Student Services and Chaplaincy contact details;
 - 7.7.2.6. The written warning must clearly include the specific outcome (e.g., the potential future consequences, suspension, etc.) of the written warning.
- 7.7.3. **Disciplinary actions:**
 - 7.7.3.1. Strong recommendation of behavioural improvement & detailing of future potential consequences if behaviour is not improved;
 - 7.7.3.2. Suspension from competition(s) or any UDS paid activity;
 - 7.7.3.3. Suspension for a certain length of time from board position;
 - 7.7.3.4. Removal from board position;
 - 7.7.3.5. Anonymously reporting the transgression (does not start a University discipline procedure) <https://reportandsupport.st-andrews.ac.uk/>;
 - 7.7.3.6. Reporting the transgression to Union discipline (if specific incident happened on Union premises or at sub-committee event) samisconduct@st-andrews.ac.uk;

- 7.7.3.7. Reporting the transgression with contact details included <https://reportandsupport.st-andrews.ac.uk/>.
- 7.7.4. **Advice on choice of disciplinary action:**
- 7.7.4.1. Disciplinary action **must be** proportionate (up to discretion of those managing the equity process) to the severity of the transgression and/or the quantity of past written warnings;
- 7.7.4.2. Those who are managing the equity process must weigh information collected from both meetings in a fair and equitable manner when deciding the course of disciplinary action such as, but not limited to, weighing certainty against severity of claims levied;
- 7.7.4.3. If the transgression concerns a breaking of Union or University rules that is also not a breach of UDS, SSDC policies & standing orders of the House then the transgression must be referred to the Union to let them deal with the issue;
- 7.7.4.4. If this is the first written warning, disciplinary action 7.7.3.1 must be the course of action unless the transgression is illegal and requires police involvement;
- 7.7.4.5. If a first written warning has been given but the second written warning is of a different issue, defer to the severity of the second transgression while taking the wording of the first written warning into account;
- 7.7.4.6. If a first written warning has been given and the second written warning is of the same issue, those managing the equity process should follow the potential consequences laid out in the first written warning;
- 7.7.4.7. If the first and second written warnings occur during different board tenures, a serious consideration by those managing the equity process must be given to the potential consequences laid out in the first written warning;
- 7.7.4.8. If the first and second written warnings occur during the same board tenure, the potential consequences detailed in the first written warning should be carried through;
- 7.7.4.9. Only the President can authorise a suspension or removal of a board member (with consultation from the Director of Student Development & Activities). Other individuals managing the equity process can, however, advise on suspension or removal. If the President is being considered for suspension or dismissal, this decision lies with the Director of Student Development & Activities;
- 7.7.4.10. If there is a disagreement between those managing the equity process regarding disciplinary action, the Director of Student Development & Activities can act as a tie-breaker;
- 7.7.4.11. If disciplinary action 7.7.3.1 is the chosen course of disciplinary action, a meeting must be offered to the accused individual(s) to ensure that the violation is fully understood and a discussion of next steps for improvement. Further meetings can be offered to the accused individual(s) to aid personal development and ensure that the violation does not occur again at the discretion of the relevant parties;
- 7.7.4.12. If suspension or dismissal is the chosen course of disciplinary action, a meeting must be set up with the relevant parties to notify the accused individual(s) about suspension or

dismissal. They also have a chance to give a statement and comments. Suspension and dismissal cannot be sent through an email;

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7.10. This equity policy applies always to all board members and attempts to undermine this equity resolution process policy will not be tolerated and will constitute a failure to fulfil constitutional duties.

G-23-06 Motion to amend the Environment Subcommittee Constitution

Owner: Eva Neill, Environment Officer

In effect from: Immediately

Review date: N/A

It is noted that:

1. The Environment Subcommittee's constitution currently has a membership capacity of 11 roles, including the elected Environment Officer and the Association President as Line Manager.
2. The constitution is out-of-date and does not reflect the 2022/23 year's Subcommittee configuration which had 12 members, not including those elect in Students' Association Elections.
3. The current roles structure of the constitution requires updating to balance the workload of Subcommittee members and improve the overall efficacy of Subcommittee work.

It is believed that:

1. Updating the constitution is necessary to reflect the current structure of the Subcommittee.
2. Restructuring the Subcommittee with the inclusion of new roles and exclusion or redevelopment of existing roles will ease Subcommittee decisions, improve yearly planning, and consequently, student body representation.
3. Editing the responsibilities of the current version of the constitution will reflect changes that have taken place in the University's and the Association's sustainability initiatives and representation, and thus the Subcommittee's place in supporting these projects.

It is resolved to:

1. Update Chapter 7.2 ('Membership') of the Association Subcommittee Constitutions to remove the current Environment Subcommittee Constitution (Appendix A) and replace it with the proposed Environment Subcommittee Constitution (Appendix B).

Proposer:

Eva Neill, Environment Officer

Seconders:

Appendix A:

Chapter 7: Environment Subcommittee

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 Wellbeing and 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 Create events to explore making environmentalism more accessible to various groups of students.
 - 2.4.3 Highlights work from and collaborate with activists who are excluded from mainstream environmentalism to show sustainable lifestyles for people who face barriers accessing it.
 - 2.4.4 Work with Environment Officer to make sure that the Subcommittee and its events are inclusive and accessible.
 - 2.4.5 Setting up and promoting various citizen science projects.
- 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.
- 2.7 Volunteer and Campaign Coordinator
 - 2.7.1 Coordinating volunteers that want to help and get involved in the Environment Subcommittee.
 - 2.7.2 Working with the Student Volunteer Services (SVS) Officer on volunteer opportunities related to sustainability.
 - 2.7.3 Promoting and supporting local St Andrews environmental campaigns.
 - 2.7.4 Setting up and promoting various citizen science projects.
- 2.8 Events Coordinator
 - 2.8.1 In charge of running Green Week.
 - 2.8.2 Creating a vision for events and themes to focus on in the year.
 - 2.8.3 Coordinating and creating collaborations with other environmental societies for events.
- 2.9 Accommodation Representative

- 2.9.1 Working with the SRC Accommodation Officer
- 2.9.2 Liaising with the Environment Team’s Sustainability Intern to train and chair.
- 2.9.3 Recruit, team, and chair frequent meetings with the Environment Hall Representatives.
- 2.9.4 Making all students in University accommodation are aware of how to be environmentally- friendly – helping the representatives implement initiatives.
- 2.10 Publicity Officer
 - 2.10.1 In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts.
 - 2.10.2 Work with all members of the subcommittee to promote their initiatives and ideas.
 - 2.10.3 Publicising events and initiatives of the Subcommittee and other environmental societies in St Andrews.
- 2.11 Association President (line manager).

Appendix B:

Chapter 7: Environment Subcommittee

2. Membership

- 2.1 SRC Environment Officer (Convenor and Chair)
 - 2.1.1 Fulfil the responsibilities as defined in the Laws of the Association.
 - 2.2.2 Manage the Subcommittee budget.
- 2.2 Secretary
 - 2.2.1 Minutes taking – publishing these online within 3 days after meetings.
 - 2.2.2 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 advocate for environmental justice in Environment Subcommittee events and campaigns, as well as work with the Environment Officer to oversee environmental justice in larger Association and University policy.
 - 2.3.2 Collaborate with the Third Generation Project, the Rector’s Committee and other relevant societies (BAME Subcommittee, Saints LGBT, DSN, etc.) to develop strategies and forums for students to voice concerns on issues of environmental justice.
- 2.4 Staff and Societies Representative
 - 2.4.1 Liaise with environmental and sustainability societies within the University.
 - 2.4.2 Set up a list of contacts for all societies wanting to engage and collaborate for sustainability initiatives in St Andrews.
 - 2.4.3 Liaise with the Environment Team, in particular, the Sustainability Coordinator, to keep the Subcommittee informed on carbon and biodiversity policy and projects.
 - 2.4.4 Work with student petitions and School Sustainability Representatives, where appropriate, to provide support and a voice within the Students Association to campaigns and concerns.
 - 2.4.5 Establish and maintain a good working relationship with the Careers Centre to continue promotion of employers and work experience opportunities that prioritise social and environmental impact.
- 2.5 Green Sports Representative

2.5.1 Establish, in cooperation with the Athletics Union President, a Green Sports Advocacy Group, which will include members of AU-affiliated sports clubs, AU Finance and Operations representatives, and any other relevant stakeholders.

2.5.2 Chair the Green Sports Advocacy Group to introduce greater sustainability discourse into AU Operations and enact change in both student and administrative bodies of the AU.

2.6 Accommodation Representative

2.6.1 Working with the SRC Accommodation Officer

2.6.2 Liaising with the Environment Team's Sustainability Coordinator on environmental and energy initiatives in Halls.

2.6.3 Chair frequent meetings with the Environment Hall Representatives.

2.6.4 Making all students in University accommodation are aware of how to be environmentally-friendly – helping the representatives implement initiatives.

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 Subcommittee members or green societies for events. In this case, this should be done in cooperation with the matter-relevant Subcommittee member or with an Events Coordinator from the collaborating society.

2.8 UnEarth Editor-in-Chief

2.8.1 Being the creative mind behind putting the Environment Subcommittee magazine together.

2.8.2 Recruit and line manage a team of editors, writers, and artists for the magazine.

2.8.3 Come up with regular editions of UnEarth Magazine and plan the vision for each.

2.8.4 Where two strong candidates are eligible for this position, both may be recruited as a team to share responsibilities.

2.9 Lifestyle and Wellbeing Representative

2.9.1 Come up with initiatives and events, in collaboration with other societies to promote nature connection and exploration, through various creative means.

2.9.2 Work with the Environment Officer to make sure that the Subcommittee and its events are inclusive and accessible.

2.9.3 Organise and change the Subcommittee's 'Climate Conversation Cafes' (the incoming rebranded version of our current Eco-Anxiety Cafes) to offer a safe, inclusive, and reassuring space for conversations on issues such as eco-anxiety, environmental injustice, nature crisis, etc.

2.10 Education Representative

2.10.1 Work with the Union, the Environment Team's Sustainability Coordinator, School Sustainability Representatives, and the Sustainability in the Curriculum committee to improve interdisciplinary sustainability and environment-conscious education.

2.10.2 Promote and organise speaker events, workshops, and open forums for sustainability education and discussion.

2.11 Community Projects Representative

2.11.1 Promoting and supporting local St Andrews environmental groups, projects and campaigns. Examples include (but are not limited to): Transition, St Andrews

Environmental Network, the St Andrews Churches Eco Network, St Andrews Botanic Garden, Rewilding Kinkell, Fife Coast and Countryside Trust.

2.11.2 Feeding back on these projects and scope for town-gown collaborations to the Environment Subcommittee.

2.12 Publicity Coordinator

2.12.1 In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts.

2.12.2 Work with all members of the subcommittee to promote their initiatives and ideas through engaging and informative online posts and graphics.

2.12.3 Publicising events and initiatives of the Subcommittee and other environmental societies in St Andrews where appropriate.

2.12.4 Sharing 'in-a-nutshell' posts summarising the main projects or discussion points after each Subcommittee meeting to improve transparency between the Subcommittee and the student body.

2.13 Association President (line manager).

2.14 Director of Student Development and Activities (line manager).

Amendment:

Amended text is included as blue.

This amendment clarifies that all positions other than the Environment Officer, Association President, and DoSDA shall be appointed by interview and sets out the composition of the interview panel.

G-23-06 Motion to amend the Environment Subcommittee Constitution

Owner: Eva Neill, Environment Officer

In effect from: Immediately

Review date: N/A

It is noted that:

4. The Environment Subcommittee's constitution currently has a membership capacity of 11 roles, including the elected Environment Officer and the Association President as Line Manager.
5. The constitution is out-of-date and does not reflect the 2022/23 year's Subcommittee configuration which had 12 members, not including those elect in Students' Association Elections.
6. The current roles structure of the constitution requires updating to balance the workload of Subcommittee members and improve the overall efficacy of Subcommittee work.

It is believed that:

4. Updating the constitution is necessary to reflect the current structure of the Subcommittee.
5. Restructuring the Subcommittee with the inclusion of new roles and exclusion or redevelopment of existing roles will ease Subcommittee decisions, improve yearly planning, and consequently, student body representation.
6. Editing the responsibilities of the current version of the constitution will reflect changes that have taken place in the University's and the Association's sustainability initiatives and representation, and thus the Subcommittee's place in supporting these projects.

It is resolved to:

2. Update Chapter 7.2 ('Membership') of the Association Subcommittee Constitutions to remove the current Environment Subcommittee Constitution (Appendix A) and replace it with the proposed Environment Subcommittee Constitution (Appendix B).

Proposer:

Eva Neill, Environment Officer

Seconders:

Appendix A: Current constitution (a copy of the most recent environment Subcommittee constitution is not available therefore the constitution listed on the Association website was used as a baseline)

Chapter 7: Environment Subcommittee

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.

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 Wellbeing and 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 Create events to explore making environmentalism more accessible to various groups of students.
- 2.4.3 Highlights work from and collaborate with activists who are excluded from mainstream environmentalism to show sustainable lifestyles for people who face barriers accessing it.
- 2.4.4 Work with Environment Officer to make sure that the Subcommittee and its events are inclusive and accessible.
- 2.4.5 Setting up and promoting various citizen science projects.

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.
- 2.7 Volunteer and Campaign Coordinator
 - 2.7.1 Coordinating volunteers that want to help and get involved in the Environment Subcommittee.
 - 2.7.2 Working with the Student Volunteer Services (SVS) Officer on volunteer opportunities related to sustainability.
 - 2.7.3 Promoting and supporting local St Andrews environmental campaigns.
 - 2.7.4 Setting up and promoting various citizen science projects.
- 2.8 Events Coordinator
 - 2.8.1 In charge of running Green Week.
 - 2.8.2 Creating a vision for events and themes to focus on in the year.
 - 2.8.3 Coordinating and creating collaborations with other environmental societies for events.
- 2.9 Accommodation Representative
 - 2.9.1 Working with the SRC Accommodation Officer
 - 2.9.2 Liaising with the Environment Team's Sustainability Intern to train and chair.
 - 2.9.3 Recruit, team, and chair frequent meetings with the Environment Hall Representatives.
 - 2.9.4 Making all students in University accommodation are aware of how to be environmentally- friendly – helping the representatives implement initiatives.
- 2.10 Publicity Officer
 - 2.10.1 In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts.
 - 2.10.2 Work with all members of the subcommittee to promote their initiatives and ideas.
 - 2.10.3 Publicising events and initiatives of the Subcommittee and other environmental societies in St Andrews.
- 2.11 Association President (line manager).

Appendix B: Proposed Constitution

Chapter 7: Environment Subcommittee

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.

2. Membership

2.1 SRC Environment Officer (Convenor and Chair)

- 2.1.1 Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2.2 Manage the Subcommittee budget.

2.2 Secretary

- 2.2.1 Minutes taking – publishing these online within 3 days after meetings.
- 2.2.2 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 advocate for environmental justice in Environment Subcommittee events and campaigns, as well as work with the Environment Officer to oversee environmental justice in larger Association and University policy.
- 2.3.2 Collaborate with the Third Generation Project, the Rector's Committee and other relevant societies (BAME Subcommittee, Saints LGBT, DSN, etc.) to develop strategies and forums for students to voice concerns on issues of environmental justice.

2.4 Staff and Societies Representative

- 2.4.1 Liaise with environmental and sustainability societies within the University.
- 2.4.2 Set up a list of contacts for all societies wanting to engage and collaborate for sustainability initiatives in St Andrews.
- 2.4.3 Liaise with the Environment Team, in particular, the Sustainability Coordinator, to keep the Subcommittee informed on carbon and biodiversity policy and projects.

2.4.4 Work with student petitions and School Sustainability Representatives, where appropriate, to provide support and a voice within the Students Association to campaigns and concerns.

2.4.5 Establish and maintain a good working relationship with the Careers Centre to continue promotion of employers and work experience opportunities that prioritise social and environmental impact.

2.5 Green Sports Representative

2.5.1 Establish, in cooperation with the Athletics Union President, a Green Sports Advocacy Group, which will include members of AU-affiliated sports clubs, AU Finance and Operations representatives, and any other relevant stakeholders.

2.5.2 Chair the Green Sports Advocacy Group to introduce greater sustainability discourse into AU Operations and enact change in both student and administrative bodies of the AU.

2.6 Accommodation Representative

2.6.1 Working with the SRC Accommodation Officer

2.6.2 Liaising with the Environment Team's Sustainability Coordinator on environmental and energy initiatives in Halls.

2.6.3 Chair frequent meetings with the Environment Hall Representatives.

2.6.4 Making all students in University accommodation are aware of how to be environmentally-friendly – helping the representatives implement initiatives.

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 Subcommittee members or green societies for events. In this case, this should be done in cooperation with the matter-relevant Subcommittee member or with an Events Coordinator from the collaborating society.

2.8 UnEarth Editor-in-Chief

2.8.1 Being the creative mind behind putting the Environment Subcommittee magazine together.

2.8.2 Recruit and line manage a team of editors, writers, and artists for the magazine.

2.8.3 Come up with regular editions of UnEarth Magazine and plan the vision for each.

2.8.4 Where two strong candidates are eligible for this position, both may be recruited as a team to share responsibilities.

2.9 Lifestyle and Wellbeing Representative

2.9.1 Come up with initiatives and events, in collaboration with other societies to promote nature connection and exploration, through various creative means.

2.9.2 Work with the Environment Officer to make sure that the Subcommittee and its events are inclusive and accessible.

2.9.3 Organise and change the Subcommittee's 'Climate Conversation Cafes' (the incoming rebranded version of our current Eco-Anxiety Cafes) to offer a safe, inclusive, and reassuring space for conversations on issues such as eco-anxiety, environmental injustice, nature crisis, etc.

2.10 Education Representative

- 2.10.1 Work with the Union, the Environment Team's Sustainability Coordinator, School Sustainability Representatives, and the Sustainability in the Curriculum committee to improve interdisciplinary sustainability and environment-conscious education.
- 2.10.2 Promote and organise speaker events, workshops, and open forums for sustainability education and discussion.
- 2.11 Community Projects Representative
 - 2.11.1 Promoting and supporting local St Andrews environmental groups, projects and campaigns. Examples include (but are not limited to): Transition, St Andrews Environmental Network, the St Andrews Churches Eco Network, St Andrews Botanic Garden, Rewilding Kinkell, Fife Coast and Countryside Trust.
 - 2.11.2 Feeding back on these projects and scope for town-gown collaborations to the Environment Subcommittee.
- 2.12 Publicity Coordinator
 - 2.12.1 In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts.
 - 2.12.2 Work with all members of the subcommittee to promote their initiatives and ideas through engaging and informative online posts and graphics.
 - 2.12.3 Publicising events and initiatives of the Subcommittee and other environmental societies in St Andrews where appropriate.
 - 2.12.4 Sharing 'in-a-nutshell' posts summarising the main projects or discussion points after each Subcommittee meeting to improve transparency between the Subcommittee and the student body.
- 2.13 Association President (Overseer).
- 2.14 DoSDA (Overseer).

3.Appointments

- 3.1. The SRC Environment Officer, Association President, and DoSDA shall be appointed through the Association elections
- 3.2. All other positions shall be interviewed
- 3.3. The interview panel shall consist of at least three of (provided one of them is the incoming Environment Officer, and one of them is the Association President, DoSDA, Association President-Elect, or DoSDA-Elect):
 - 3.3.1 Incoming Environment Officer
 - 3.3.2 Outgoing Environment Officer
 - 3.3.3 Association President
 - 3.3.4 Association President-Elect
 - 3.3.4 DoSDA
 - 3.3.5 DoSDA-Elect
 - 3.3.6 Relevant outgoing position holder
 - 3.3.5.1 If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
- 3.4. 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 as required

Appendix C: Tracked Changes

Chapter 7: Environment Subcommittee

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.

2. Membership

2.1 SRC Environment Officer (Convenor and Chair)

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

2.2.2 Manage the Subcommittee budget.

2.2 Secretary

2.2.1 Minutes taking – publishing these online within 3 days after meetings.

2.2.2 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 **advocate for environmental justice in Environment Subcommittee events and campaigns, as well as work with the Environment Officer to oversee environmental justice in larger Association and University policy.**

2.3.2 Collaborate with the Third Generation Project, the Rector's Committee and other relevant societies (BAME Subcommittee, Saints LGBT, DSN, etc.) to develop strategies and forums for students to voice concerns on issues of environmental justice.

2.4 Staff and Societies Representative

2.4.1 Liaise with environmental and sustainability societies within the University.

2.4.2 Set up a list of contacts for all societies wanting to engage and collaborate for sustainability initiatives in St Andrews.

2.4.3 Liaise with the Environment Team, in particular, the Sustainability Coordinator, to keep the Subcommittee informed on carbon and biodiversity policy and projects.

2.4.4 Work with student petitions and School Sustainability Representatives, where appropriate, to provide support and a voice within the Students Association to campaigns and concerns.

2.4.5 Establish and maintain a good working relationship with the Careers Centre to continue promotion of employers and work experience opportunities that prioritise social and environmental impact.

2.5 Green Sports Representative

2.5.1 Establish, in cooperation with the Athletics Union President, a Green Sports Advocacy Group, which will include members of AU-affiliated sports clubs, AU Finance and Operations representatives, and any other relevant stakeholders.

2.5.2 Chair the Green Sports Advocacy Group to introduce greater sustainability discourse into AU Operations and enact change in both student and administrative bodies of the AU.

2.6 Accommodation Representative

2.6.1 Working with the SRC Accommodation Officer

2.6.2 Liaising with the Environment Team's Sustainability Coordinator on environmental and energy initiatives in Halls.

2.6.3 Chair frequent meetings with the Environment Hall Representatives.

2.6.4 Making all students in University accommodation are aware of how to be environmentally-friendly – helping the representatives implement initiatives.

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 Subcommittee members or green societies for events. In this case, this should be done in cooperation with the matter-relevant Subcommittee member or with an Events Coordinator from the collaborating society.

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2.8.1 Being the creative mind behind putting the Environment Subcommittee magazine together.

2.8.2 Recruit and line manage a team of editors, writers, and artists for the magazine.

2.8.3 Come up with regular editions of UnEarth Magazine and plan the vision for each.

2.8.4 Where two strong candidates are eligible for this position, both may be recruited as a team to share responsibilities.

2.9 Lifestyle and Wellbeing Representative

2.9.1 Come up with initiatives and events, in collaboration with other societies to promote nature connection and exploration, through various creative means.

2.9.2 Work with the Environment Officer to make sure that the Subcommittee and its events are inclusive and accessible.

2.9.3 Organise and change the Subcommittee's 'Climate Conversation Cafes' (the incoming rebranded version of our current Eco-Anxiety Cafes) to offer a safe, inclusive, and reassuring space for conversations on issues such as eco-anxiety, environmental injustice, nature crisis, etc.

2.10 Education Representative

- 2.10.1 Work with the Union, the Environment Team’s Sustainability Coordinator, School Sustainability Representatives, and the Sustainability in the Curriculum committee to improve interdisciplinary sustainability and environment-conscious education.
- 2.10.2 Promote and organise speaker events, workshops, and open forums for sustainability education and discussion.
- 2.11 Community Projects Representative
 - 2.11.1 Promoting and supporting local St Andrews environmental groups, projects and campaigns. Examples include (but are not limited to): Transition, St Andrews Environmental Network, the St Andrews Churches Eco Network, St Andrews Botanic Garden, Rewilding Kinkell, Fife Coast and Countryside Trust.
 - 2.11.2 Feeding back on these projects and scope for town-gown collaborations to the Environment Subcommittee.
- 2.12 Publicity Coordinator
 - 2.12.1 In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts.
 - 2.12.2 Work with all members of the subcommittee to promote their initiatives and ideas through engaging and informative online posts and graphics.
 - 2.12.3 Publicising events and initiatives of the Subcommittee and other environmental societies in St Andrews where appropriate.
 - 2.12.4 Sharing ‘in-a-nutshell’ posts summarising the main projects or discussion points after each Subcommittee meeting to improve transparency between the Subcommittee and the student body.
- 2.13 Association President (~~line manager~~ Overseer)
- 2.14 ~~Director of Student Development and Activities~~ DoSDA (~~line manager~~ Overseer).

3.Appointments

- 3.1. The SRC Environment Officer, Association President, and DoSDA shall be appointed through the Association elections
- 3.2. All other positions shall be interviewed
- 3.3. The interview panel shall consist of at least three of (provided one of them is the incoming Environment Officer, and one of them is the Association President, DoSDA, Association President-Elect, or DoSDA-Elect):
 - 3.3.1 Incoming Environment Officer
 - 3.3.2 Outgoing Environment Officer
 - 3.3.3 Association President
 - 3.3.4 Association President-Elect
 - 3.3.4 DoSDA
 - 3.3.5 DoSDA-Elect
 - 3.3.6 Relevant outgoing position holder
 - 3.3.5.1 If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
- 3.4. 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 as required

G-23-07 MOTION TO UPDATE THE ACCOMMODATION SUBCOMMITTEE CONSTITUTION **72**

APPENDIX A: CURRENT CONSTITUTION **74**

APPENDIX B: UPDATED CONSTITUTION **76**

ADDITION TO THE MOTION: **79**

G-23-07 Motion to update the Accommodation Subcommittee constitution

Owner: AK Schott, Accommodation Officer

In effect: Immediately

Review date: April 2024

It is noted that:

1. The Accommodation Subcommittee constitution has changed every year for the past 4 years to account for Officers' plans.
2. The Accommodation subcommittee has been unaffected by issues with recruitment that have affected other subcommittees,

It is believed that:

1. The constitution should be flexible and adaptable year-on-year rather than prescribe certain ways of working and engaging with the student body.
2. The Accommodation Subcommittee plays a key role in the provision of accurate information regarding housing in St Andrews for our students.
3. There is huge interest in housing from students, and having additional options for engagement will be beneficial to the work of the subcommittee.

It is resolved to:

1. Update Chapter 1 of the Association Subcommittee Constitutions to replace the current Accommodation Subcommittee Constitution (Appendix A) with the proposed Accommodation Subcommittee Constitution (Appendix B).
3. Include 'Provide accurate and relevant information to students' as one of the subcommittee's aims to reflect current practice.
4. Include Town Halls as another format for open meetings of the subcommittee to inform students about housing updates.

Proposer

AK Schott, Accommodation Officer

Seconders

Juan Pablo Rodriguez, Association President
DoEd

Appendix A: current constitution

Chapter 1: Accommodation Subcommittee

1 Aims

- 1.1 Formulate and recommend SRC policy on accommodation issues.
- 1.2 Ensure the execution of SRC policy on student accommodation.

2 Membership

2.1 SRC Accommodation Officer

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

2.2 Deputy Accommodation Officer (Halls)

- 2.2.1 Supporting the Accommodation Officer in representing students living in halls.
- 2.2.2 Chair the Senior Students Forum
- 2.2.3 Liaise between the Association, hall committees, and relevant University Departments
- 2.2.4 Oversee the aspects of Accommodation Week relevant to halls

2.3 Deputy Accommodation Officer (Private Accommodation)

- 2.3.1 Support the Accommodation Officer in representing students living in private housing
- 2.3.2 Liaise with landlords and renting agents
- 2.3.3 Oversee aspects of the How to Rent guide and Accommodation Week relevant to private rented accommodation.

2.4 Secretary

- 2.4.1 Keep accurate minutes of meetings, ensuring they are shared with the Subcommittee and the Association Chair, and available in an accessible online format.

2.5 Information Officer

- 2.5.1 Co-ordinate the distribution of information regarding private and University provided accommodation, including the How to Rent Guide

2.6 Events Officer

- 2.6.1 Organise all Accommodation Subcommittee events
- 2.6.2 Co-ordinate with other subcommittees and societies to organise collaborative events

2.7 Social Officer

- 2.7.1 Run all the subcommittee social media channels

2.8 Policy coordinator

2.8.1 Support the Accommodation Officer on liaising with external organisations, such as local council and national government, on matters relating to policy regarding accommodation

2.9 Volunteer coordinator

2.9.1 Co-ordinate the volunteers for the Private Accommodation Viewing scheme

2.10 Association President (line manager)

3 Appointments

3.1 The Accommodation 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: updated constitution

Chapter 1: Accommodation Subcommittee

1 Aims

- 1.1 Formulate and recommend SRC policy on accommodation issues
- 1.2 Ensure the execution of SRC policy on student accommodation
- 1.3 Provide accurate and relevant information to students

2 Membership

2.1 Accommodation Officer

- 2.1.1 Fulfil the responsibilities as defined in the Laws of the Association
- 2.1.2 Convene and chair meetings of the subcommittee

2.2 Deputy Accommodation Officer (Halls)

- 2.2.1 Aid the Accommodation Officer in supporting students living in halls.
- 2.2.2 Convene and chair the Senior Students Forum at the discretion of Senior Students
- 2.2.3 Support halls who want to set up new hall committees
- 2.2.4 Liaise between the Association, hall committees, and relevant University Departments in the absence of the Accommodation Officer
- 2.2.5 Oversee the aspects of Accommodation Week relevant to halls

2.3 Deputy Accommodation Officer (Private Accommodation)

- 2.3.1 Aid the Accommodation Officer in supporting students living in private housing
- 2.3.2 Liaise with landlords and renting agents in the absence of the Accommodation Officer
- 2.3.3 Update the How to Rent guide as appropriate
- 2.3.4 Oversee aspects of Accommodation Week relevant to private rented accommodation

2.4 Secretary

- 2.4.1 Keep and share as appropriate, accurate minutes of subcommittee meetings and other relevant meetings as decided by the Accommodation Officer
- 2.4.2 Keep track of subcommittee finances and spending
- 2.4.3 Aid in email correspondence as necessary
- 2.4.4 Help subcommittee members with practical and administrative tasks

2.5 Creative lead(s)

- 2.5.1 Keep subcommittee social media up-to-date with information and events
- 2.5.2 Publicise the work of the subcommittee in organised, engaging, and accessible formats

2.6 Policy Officer(s)

- 2.6.1 Work on campaigns, events and resources as agreed with the Accommodation Officer
- 2.6.2 Facilitate feedback from students on their work, and the work of the subcommittee
- 2.6.3 Research, create and advertise resources and events for students, in collaboration with other student groups, University departments, or external bodies as appropriate
- 2.6.4 Oversee other volunteers as part of larger projects (if relevant)

2.7 Association President (line manager)

- 2.7.1 Share relevant updates with the subcommittee and/or Accommodation Officer
- 2.7.2 Work with the subcommittee to share updates on their work with the student community

3 Appointments

- 3.1 The Accommodation 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 at least fortnightly during the academic year, and at other times if necessary

4.3 Town halls to update students and get feedback on work shall be held as appropriate throughout the academic year

Addition to the motion:

For aid in the meeting, here's what I have in mind for the structure of the subcommittee and its meetings:



All subcommittee members would attend weekly meetings, but the students who are signed up to wider projects would hear about the work of the subcommittee at monthly town halls, to which other students are also invited.

For more information please see [recruitment form](#) and the [list of projects for policy officers](#).

Amendment:

Amended text is included as blue.

This amendment clarifies that all positions other than the Accommodation Officer and Association President shall be appointed by interview and sets out the composition of the selection panel, as well as the method for choosing the appointee.

The amendment also clarifies the maximum number of creative leads and project officers that may be appointed

**G-23-07 MOTION TO UPDATE THE ACCOMMODATION SUBCOMMITTEE
CONSTITUTION** **72**

APPENDIX A: CURRENT CONSTITUTION **74**

APPENDIX B: UPDATED CONSTITUTION **76**

**APPENDIX C: TRACKED
CHANGES**

4

ADDITION TO THE MOTION: **79**

G-23-07 Motion to update the Accommodation Subcommittee constitution

Owner: AK Schott, Accommodation Officer

In effect: Immediately

Review date: April 2024

It is noted that:

1. The Accommodation Subcommittee constitution has changed every year for the past 4 years to account for Officers' plans.
2. The Accommodation subcommittee has been unaffected by issues with recruitment that have affected other subcommittees,

It is believed that:

1. The constitution should be flexible and adaptable year-on-year rather than prescribe certain ways of working and engaging with the student body.
2. The Accommodation Subcommittee plays a key role in the provision of accurate information regarding housing in St Andrews for our students.
3. There is huge interest in housing from students, and having additional options for engagement will be beneficial to the work of the subcommittee.

It is resolved to:

1. Update Chapter 1 of the Association Subcommittee Constitutions to replace the current Accommodation Subcommittee Constitution (Appendix A) with the proposed Accommodation Subcommittee Constitution (Appendix B).
3. Include 'Provide accurate and relevant information to students' as one of the subcommittee's aims to reflect current practice.
4. Include Town Halls as another format for open meetings of the subcommittee to inform students about housing updates.

Proposer

AK Schott, Accommodation Officer

Seconders

Juan Pablo Rodriguez, Association President

DoEd

Appendix A: current constitution

Chapter 1: Accommodation Subcommittee

1 Aims

- 1.1 Formulate and recommend SRC policy on accommodation issues.
- 1.2 Ensure the execution of SRC policy on student accommodation.

2 Membership

2.1 SRC Accommodation Officer

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

2.2 Deputy Accommodation Officer (Halls)

- 2.2.1 Supporting the Accommodation Officer in representing students living in halls.
- 2.2.2 Chair the Senior Students Forum
- 2.2.3 Liaise between the Association, hall committees, and relevant University Departments
- 2.2.4 Oversee the aspects of Accommodation Week relevant to halls

2.3 Deputy Accommodation Officer (Private Accommodation)

- 2.3.1 Support the Accommodation Officer in representing students living in private housing
- 2.3.2 Liaise with landlords and renting agents
- 2.3.3 Oversee aspects of the How to Rent guide and Accommodation Week relevant to private rented accommodation.

2.4 Secretary

- 2.4.1 Keep accurate minutes of meetings, ensuring they are shared with the Subcommittee and the Association Chair, and available in an accessible online format.

2.5 Information Officer

- 2.5.1 Co-ordinate the distribution of information regarding private and University provided accommodation, including the How to Rent Guide

2.6 Events Officer

- 2.6.1 Organise all Accommodation Subcommittee events
- 2.6.2 Co-ordinate with other subcommittees and societies to organise collaborative events

2.7 Social Officer

- 2.7.1 Run all the subcommittee social media channels

2.8 Policy coordinator

- 2.8.1 Support the Accommodation Officer on liaising with external organisations, such as local council and national government, on matters relating to policy regarding accommodation

2.9 Volunteer coordinator

2.9.1 Co-ordinate the volunteers for the Private Accommodation Viewing scheme

2.10 Association President (line manager)

3 Appointments

3.1 The Accommodation 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: updated constitution

Chapter 1: Accommodation Subcommittee

1 Aims

4.4 Formulate and recommend SRC policy on accommodation issues

4.5 Ensure the execution of SRC policy on student accommodation

4.6 Provide accurate and relevant information to students

5 Membership Committee

5.1 Accommodation Officer

5.1.1 Fulfil the responsibilities as defined in the Laws of the Association

5.1.2 Convene and chair meetings of the subcommittee

5.2 Deputy Accommodation Officer (Halls)

5.2.1 Aid the Accommodation Officer in supporting students living in halls.

5.2.2 Convene and chair the Senior Students Forum at the discretion of Senior Students

5.2.3 Support halls who want to set up new hall committees

5.2.4 Liaise between the Association, hall committees, and relevant University Departments in the absence of the Accommodation Officer

5.2.5 Oversee the aspects of Accommodation Week relevant to halls

5.3 Deputy Accommodation Officer (Private Accommodation)

5.3.1 Aid the Accommodation Officer in supporting students living in private housing

5.3.2 Liaise with landlords and renting agents in the absence of the Accommodation Officer

5.3.3 Update the How to Rent guide as appropriate

5.3.4 Oversee aspects of Accommodation Week relevant to private rented accommodation

5.4 Secretary

- 5.4.1 Keep and share as appropriate, accurate minutes of subcommittee meetings and other relevant meetings as decided by the Accommodation Officer
- 5.4.2 Keep track of subcommittee finances and spending
- 5.4.3 Aid in email correspondence as necessary
- 5.4.4 Help subcommittee members with practical and administrative tasks

5.5 Up to four Creative lead(s)

- 5.5.1 Keep subcommittee social media up-to-date with information and events
- 5.5.2 Publicise the work of the subcommittee in organised, engaging, and accessible formats

5.6 Up to eight Policy Officer(s)

- 5.6.1 Work on campaigns, events and resources as agreed with the Accommodation Officer
- 5.6.2 Facilitate feedback from students on their work, and the work of the subcommittee
- 5.6.3 Research, create and advertise resources and events for students, in collaboration with other student groups, University departments, or external bodies as appropriate
- 5.6.4 Oversee other volunteers as part of larger projects (if relevant)

5.7 Association President (Overseer)

- 5.7.1 Share relevant updates with the subcommittee and/or Accommodation Officer
- 5.7.2 Work with the subcommittee to share updates on their work with the student community

6 Appointments

- 6.1 The Accommodation Officer and Association President shall be elected through the Association elections
- 6.2 All other positions shall be appointed by interview
- 6.3 The selection panel shall consist of at least three of (provided one of them is the incoming Accommodation Officer, and one of them is the Association President or Association President-Elect):

- 6.3.1 Incoming Accommodation Officer
- 6.3.2 Outgoing Accommodation Officer
- 6.3.3 Association President
- 6.3.4 Association President-Elect
- 6.3.5 Relevant outgoing position holder
 - 6.3.5.1 If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel for that position. The remaining panel members may decide to invite one other member.
- 6.4 The selection panel should attempt to reach a consensus for each position, but in the case of disagreement shall each receive one vote.
- 6.5 In the case of a tie, the incoming officer shall receive an additional vote to break the tie.
- 6.6 All appointment-related matters, including interviews, elections, and co-options shall run as outlined in the Laws of the Association.

7 Meetings

- 7.1 All meetings shall operate as outlined in the Laws of the Association
- 7.2 Committee meetings shall be at least fortnightly during the academic year, and at other times if necessary
- 7.3 Town halls to update students and get feedback on work shall be held as appropriate throughout the academic year

Appendix C: Tracked changes

Chapter 1: Accommodation Subcommittee

1 Aims

- 1.1 Formulate and recommend SRC policy on accommodation issues
- 1.2 Ensure the execution of SRC policy on student accommodation
- 1.3 Provide accurate and relevant information to students

~~2 Membership Committee~~

2.1 Accommodation Officer

- 2.1.1 Fulfil the responsibilities as defined in the Laws of the Association
- 2.1.2 Convene and chair meetings of the subcommittee

2.2 Deputy Accommodation Officer (Halls)

- 2.2.1 Aid the Accommodation Officer in supporting students living in halls.
- 2.2.2 Convene and chair the Senior Students Forum at the discretion of Senior Students
- 2.2.3 Support halls who want to set up new hall committees
- 2.2.4 Liaise between the Association, hall committees, and relevant University Departments in the absence of the Accommodation Officer
- 2.2.5 Oversee the aspects of Accommodation Week relevant to halls

2.3 Deputy Accommodation Officer (Private Accommodation)

- 2.3.1 Aid the Accommodation Officer in supporting students living in private housing
- 2.3.2 Liaise with landlords and renting agents in the absence of the Accommodation Officer
- 2.3.3 Update the How to Rent guide as appropriate

- 2.3.4 Oversee aspects of Accommodation Week relevant to private rented accommodation

2.4 Secretary

- 2.4.1 Keep and share as appropriate, accurate minutes of subcommittee meetings and other relevant meetings as decided by the Accommodation Officer
- 2.4.2 Keep track of subcommittee finances and spending
- 2.4.3 Aid in email correspondence as necessary
- 2.4.4 Help subcommittee members with practical and administrative tasks

2.5 Up to four Creative leads

- 2.5.1 Keep subcommittee social media up-to-date with information and events
- 2.5.2 Publicise the work of the subcommittee in organised, engaging, and accessible formats

2.6 Up to eight Policy Officers

- 2.6.1 Work on campaigns, events and resources as agreed with the Accommodation Officer
- 2.6.2 Facilitate feedback from students on their work, and the work of the subcommittee
- 2.6.3 Research, create and advertise resources and events for students, in collaboration with other student groups, University departments, or external bodies as appropriate
- 2.6.4 Oversee other volunteers as part of larger projects (if relevant)

2.7 Association President (~~line manager~~ Overseer)

- 2.7.1 Share relevant updates with the subcommittee and/or Accommodation Officer
- 2.7.2 Work with the subcommittee to share updates on their work with the student community

3 Appointments

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 - 3.3.2 Outgoing Accommodation Officer
 - 3.3.3 Association President
 - 3.3.4 Association President-Elect
 - 3.3.5 Relevant outgoing position holder
 - 3.3.5.1 If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.
- 3.4 The selection panel should attempt to reach a consensus for each position, but in the case of disagreement shall each receive one vote.
- 3.5 In the case of a tie, the incoming officer shall receive an additional vote to break the tie.
- 3.6 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 at least fortnightly during the academic year, and at other times if necessary
- 4.3 Town halls to update students and get feedback on work shall be held as appropriate throughout the academic year

Addition to the motion:

For aid in the meeting, here's what I have in mind for the structure of the subcommittee and its meetings:



All subcommittee members would attend weekly meetings, but the students who are signed up to wider projects would hear about the work of the subcommittee at monthly town halls, to which other students are also invited.

For more information please see [recruitment form](#) and the [list of projects for policy officers](#).

G-23-XX Motion to amend the Music Fund Subcommittee Constitution

Owner: Lucy Brook, Director of Events and Services. In Effect from: Immediately
Review Date: N/A

It is noted that:

1. The changes to the Music Fund constitution proposed in this motion have been approved by the outgoing and incoming Music Officer

It is believed that:

1. The Changes proposed will allow for a more efficient running of the Subcommittee

It is resolved that:

1. The current Music Fund Subcommittee constitution shall be replaced by the proposed (Appendix A).
2. The new constitution will allow for the selection assistance to help committee members complete the tasks assigned to their role.

1

Appendix

A

Chapter 18: Music Subcommittee (Music Fund)

1. Name

1.1. The Music Subcommittee shall be known as the 'St Andrews Music Fund', 'Music Fund', or 'MF'.

1.2.

1. 2.1. Promote the St Andrews music scene, both within and beyond the Association.
2. 2.2. Organise events such as gigs, open mics, festivals and music-related workshops.
3. 2.3. Provide and promote funding for student musicians and music groups.
4. 2.4. Act as a liaison between music-based societies, and provide a network for anything related to music in St Andrews.
5. 2.5. Provide access to quality instruments for students.
6. 2.6. Incentivise the music culture in St Andrews.
7. 2.7. Be a reference point for town and gown relations.

2.8.

3. Committee

3.1. Music Officer (Convenor and Chair)

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

3.2. Vice-President

1. 3.2.1. Shares the lead of the committee with the Music Officer
2. 3.2.2. Contact point between the Music Fund and other subcommittees or institutions such as the Music Centre (Sounds of St Andrews Album Project manager).

3.3. Secretary

1. 3.3.1. Keeps accurate minutes of all meetings, ensuring they are shared with the committee and the Association, and are made available in an accessible format online.
2. 3.3.2. Maintain the mailing list, and send a weekly email.
3. 3.3.3. Maintain a list of active musicians available to perform at events.
4. 3.3.4. Maintain a database for the 'Learn an Instrument Buddy' scheme.

2. Aims

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3.4. Treasurer

1. 3.4.1. Plan the annual budget in collaboration with the Music Officer.
2. 3.4.2. Oversee all MF spending, ensuring the committee keeps to the annual budget.
3. 3.4.3. Oversee applications for grants with the Music Officer.

3.5. Head of Tech

1. 3.5.1. Assess, fix and maintain all equipment belonging to the subcommittee
2. 3.5.2. Oversee with the Treasurer the purchase of new equipment.
3. 3.5.3. Oversee the lending of equipment.
4. 3.5.4. The Head of Tech will be in charge of their own subcommittee which will set up the equipment for our events.

3.6. Head of Events

1. 3.6.1. Organise regular MF events throughout the year such as Open Mics.
2. 3.6.2. Work together with Societies Music Officer to liaise with other student groups to avoid event clashes.

3.7. Marketing Officer

1. 3.7.1. Manage all MF social media accounts.
2. 3.7.2. Create graphics for our events.

3.8. Web Development Officer

3.8.1. In charge of developing and managing the web page of the Music Fund.

3.9. Festivals Officer

1. 3.9.1. In charge of organising the 'St Andrews Music Festival', which will take place during the Candlemas Semester.
2. 3.9.2. Will oversee their own subcommittee which will help in the organisation of the event.
3. 3.9.3. Main point of contact with On the Rocks.

3.10. Societies Music Officer

3.10.1. Main point of contact with music-oriented societies.

3.10.2. In charge of elaborating and updating the calendar of music events with the Head of Events.

3.10.3. Shall act as a liaison between MF and other groups within their remit.

3

3.11. Radio Officer

1. 3.11.1. Main point of contact between the Music Fund and STAR.
2. 3.11.2. In charge of preparing the weekly Music Fund Radio Programme.

3.12. Halls Music Officer

1. 3.12.1. Point of contact between the Music Fund and the committees of student halls.
2. 3.12.2. Responsible for the implementation of the programme to renovate and create Music Rooms within student halls together with the committees of said halls.
3. 3.12.3. Work with the Treasurer and the Head of Tech in the assessment and purchase of equipment for halls.

3.13. Assistant positions

3.13.1. Shall help their respective Head in the completion of their tasks.

3.14. DoES (line manager) 3.15.

4. Appointments

4.1. All positions of the committee with the exception of Music Officer shall be appointed through an application and interview process, the panel for which shall include:

4.1.1. Incoming Music Officer 4.1.2. DoES

5. Subcommittees

5.1. Tech Subcommittee

1. 5.1.1. Will be in charge of setting up the equipment used in gigs and open mics.
2. 5.1.2. Comprised of volunteers

5.2. Festivals Subcommittee

1. 5.2.1. Under the supervision of the Festivals Officer, will be in charge of aiding the aforementioned officer in the process of organising the First St Andrews Music Festival
2. 5.2.2. Members of the subcommittee will be appointed through an application and interview process overseen by the Festivals Officer and the Music Officer.

5.3. *Ad hoc* Subcommittees

5.3.1. The Music Fund may create, with the consent of the Committee, ad hoc

4

subcommittees with defined jurisdictions, which shall continue and have the power to act for a fixed term of up to twelve months, and which shall operate in the same manner as a standing subcommittee.

6. Meetings

1. 6.1. Committee meetings shall be weekly during the academic year, and at other times if necessary.
2. 6.2. Presidents of other music societies shall be invited to attend committee meetings at least once per month as non-voting members.
3. 6.3. The quorum shall be three fifths of voting committee members.

6.4.

7. Funding

1. 7.1. The MF budget shall dedicate funding to supporting student music.
2. 7.2. Student musicians and music groups shall be able to apply for funding. Applications shall include details of how much funding is requested, and how it will be spent.
3. 7.3. Funding applications may be accepted for: 7.3.1. Equipment

7.3.2. Venue hire

7.4. Funding applications must be proposed and seconded by a committee member. All applications shall be reviewed by the committee, and shall be approved if the committee comes to a majority decision.

5

