



Union Council Agenda

Thursday 18 October 2018

7pm

Lecture Theatre 4



Section 1: Housekeeping

This part of the agenda includes notices, membership, minutes, matters arising, new Clubs and Societies and appointments.

Expenses

Remember – the Union (of UEA students) may be able to reimburse you for travel or carer expenses that you incur attending this meeting. Please contact Xenia, the Campaigns & Democracy Coordinator at x.levantis@uea.ac.uk for more details.

Online meeting facility

If you cannot attend in person on Thursday and would like to use the online facility, please email Xenia at x.levantis@uea.ac.uk before 5pm on the day of the meeting.

Articles of Association & Bye-Laws

The SU is governed by the [Articles of Association](#), and its attached rule book, the [Bye-Laws](#).

To note Starred items are, ordinarily not for discussion in the meeting; any queries on these items should be addressed to the Chair prior to the meeting.

2272 Membership

To receive The list of members notified to the Campaigns & Democracy Coordinator, by 12pm on Monday 15 October 2018 who together with the Student Officers make up the Council.

2273 Appointment of Chair & Deputy Chair

To appoint A Chair under clause 1.8.1 of the Bye-Laws.

To appoint A Deputy Chair to act on behalf of the Chair in their absence.

To note That candidates, including non-members of Council should register interest by emailing the Campaigns & Democracy Coordinator at x.levantis@uea.ac.uk

2274 Notices

To note In line with the requirements laid out in Bye-Law 4 an update will be provided by the uea(su) acting CEO.

2275 Remit of Union Council

To note That pages 5-8 of the SU [Bye-Laws](#) outline the functions and responsibilities of the Union Council and are available.

2276 Standing Orders Governing the Conduct of Union Meetings

To note That the standing orders governing the conduct of SU meetings are on pages 13-18 of the SU [Bye-Laws](#).

2277 Code of conduct video

(As part of this item, we will be showing a short video explaining the expectations for behaviour at meetings.)

2278 Minutes of the Meeting held on Thursday 10 May 2018

To receive The minutes of the meeting held on Thursday 10 May 2018. (see pages 10-21)

To approve The minutes as a true and accurate record of the meeting.

2279 Matters Arising

To receive Any matters arising from previous minutes not covered elsewhere on the agenda.

2280 Club, Society and Peer Support Group Constitutions

To approve That standard Constitutions have been received from:

a) **Armed Forces Society** whose objects shall be: "To represent the interests and provide opportunities to all those with an interest in the Armed Forces, whether for career purposes, general interest or leadership training. We will provide information about the military and military careers, external speakers to discuss leadership and management skills learnt from their service and social opportunities to meet other like-minded individuals interested in the Armed Forces"

b) **Beatbox Society** whose objects shall be: "educate, inspire, challenge, assist development, compete, practice, socialize, perform"

c) **Documentary Society** whose objects shall be: "to focus entirely on documentaries and educational movies with the aim of both entertaining and education in regards to important topic"

d) **ELSA (European Law Students' Association) Society** whose objects shall be: "aim to promote, establish and develop mutual understanding, cooperation and personal contacts between law enthusiasts"

e) **Forex Trading Society** whose objects shall be: "will focus specifically on teaching/analyzing both the technical and fundamental details of the foreign exchange market "

f) **Forro Society** whose objects shall be: "to learn and teach the dance Forró, listen to the according music, informing members of events across the country and the globe and organizing dance parties and workshops with professional teachers from outside of Norwich/UEA."

g) **Nepal Society** whose objects shall be: "The aim of this club is to introduce to UEA Nepalese community and culture. We want other students to see various cultures and cast associated with Nepal and introduce all the beauty and wonders. We want to be part of Go Global, introducing Nepalese music, dance and Nepalese clothes. We want students to experience what is like to be Nepalese from food to

cultures”

h) **Norwich Medical Research Society** whose objects shall be: “to promote medical research at UEA, to help students engage with research and to run events to support research assignments on the MBBS course.”

i) **Gastroenterology Society** whose objects shall be: “To provide peer-assisted support and teaching relevant to the Gastroenterology Module (Module 8) taught during year 3 of Norwich Medical School.

To aid as a resource for medical students who have already studied or are currently studying Gastroenterology seeking revision opportunities”

j) **Our Future Our Choice Society** whose objects shall be: “Our Future; Our Choice’ is a national, grassroots political movement dedicated to having the voice of young people particularly students, heard on issues involving the UK’s departure from the European Union. OFOC is non-partisan, and its members and supporters include people from across the political spectrum united in ensuring young people are represented in the Brexit negotiations.”

k) **Physical Education Society** whose objects shall be: “to organise events, such as: zig challenge, socials for sports student and non-sports students, playing sports socially or competitively, course socials for all years to meet each other”

l) **Rounders Society** whose objects shall be: “an inclusive sport for all, beginners or experts, to get fit and be part of a team activity.”

m) **We Are Donors UEA Society** whose objects shall be: “Aims to increase the number of organ donors across the UK by student led education at schools in the area. By achieving the above hopes to save more lives through organ donation. Raise awareness about organ donation. Empower young people to make an informed decision on whether they wish to become an organ donor”

To note

Before new Societies, Clubs and Peer Support Groups are sent to Union Council for approval the Societies Executive will consider them and make recommendations.

Any recommendations made by the Societies Executive will be passed to the Chair at the meeting, who will advise Union Council of these recommendations.

2281

Appointments

To note

Union Council has representatives on some University and SU committees and we elect these representatives. (See pages 22 - 23 for full list of the positions and descriptions of the work of the committees).

To appoint

Members of the Union Council to the vacant posts identified on the list for the year 2017-18.

Section 2: Reports

In this part of the meeting, Councillors receive reports on what the elected Officers and the Trustee Board have been doing.

Reports from University Committees

The Full Time Officers and some Councillors sit on key University Committees, if any big issues are coming up that will affect students, they report them to Council.

Student Officer Committee (SOC) Report

The elected Student Officers meet as the Student Officer Committee (SOC) where they decide on how to run campaigns and on how to implement the policies passed by Union Council. This section is your chance to scrutinise the work of SOC and to hold the Student Officers to account for the work they have been doing on your behalf.

Trustee Board Report

The Trustee Board is the governing body of the Union and is responsible for setting the strategy of the Union, ensuring its good governance, overseeing its financial performance and its legal compliance. The Board is made up of Student Officers, Student Trustees elected by Union Council and four outside external expert Trustees. The Chair who is a Student Officer reports to Council and, as with SOC, you can scrutinise the work of the Trustees and hold them to account.

Reports from Representatives

This is where Councillors can bring any matter of concern to their constituents directly to the attention of Council.

2282 University Committee Reports

- | | |
|-------------|--|
| To receive | Any reports from Union Council Representatives on University Committees. |
| To consider | Appropriate action. |

2283 Student Officer Committee Report

- | | |
|-------------|---|
| To receive | Reports from the Full Time Officers. (see pages 25 – 35) |
| To note | That the approved minutes of all meetings of SOC can be viewed at https://www.uea.su/union/governance/studentofficercommittee/ |
| To consider | Appropriate action. |

2284 **Trustee Board**

To receive A verbal report from the Chair of the Trustee Board

To note That the approved minutes of all meetings of the Board can be viewed at <https://www.uea.su/union/governance/trusteeboarddocuments/>

To consider Appropriate action.

2285 **Reports from Representatives**

To receive Reports from representatives, on issues not covered elsewhere in the Agenda; that Councillors wish to draw to the attention of Union Council.
Reports include updates on issues require support or action by the SU, or which are likely to be discussed at University Committee meetings on which the Union is represented.

To consider Appropriate action.

Section 3: Open Discussion

The Open Discussion section of the agenda is an opportunity for informal discussion about a topic proposed by the Student Officer Committee.

Engagement

The open discussion topic for this meeting is student engagement in SU democracy. This item will be led by the Student Officer Committee.

Section 4: Policy Making

In the final part of the agenda, Union Council debates policy proposals known as *motions*. After they are debated, Councillors vote on the motions and, if passed, they become SU policy for 3 years. Councillors can propose changes to the *motions*, these are called *amendments*.

Submitting an amendment

If you would look to propose an amendment to any of the resolutions please send it to the Proposer of the Motion and the Chair at the earliest opportunity before the meeting to see if the Proposer is willing to incorporate it into their resolution.

If the Proposer reject your amendment, please send it to Xenia, the Campaigns & Democracy Coordinator, x.levantis@uea.ac.uk as soon as possible after you find out it has been rejected. The deadline for amendments to reach Xenia is 48 hours before the start of the meeting.

Current policy

All SU [Policy](#) is adopted for a 3 year period. All active and historic SU policy is available on our website.

2286

Practice Resolution & Debate

To note

Sophie Atherton (Campaigns & Democracy Officer) will lead a practice debate where Union Councillors will consider a mock motion to demonstrate to new Councillors how motions are debated to form policy.

2287

No to Endorsement Culture

To receive

A motion Proposed by Sophie Atherton (Campaigns & Democracy Officer) and Jenna Chapman (Undergraduate Education Officer). (see page 37 – 38)

To consider

Appropriate action.

2288

Time, Date and Place of Next Meeting

7pm, Thursday 1 November 2018, Lecture Theatre 4



housekeeping

- minutes of last meeting
- societies exec recommendation of new societies
- list of vacancies for council representatives on university and union committees



Subject:	Union Council
Date:	Thursday 10 May 18
Paper:	UC 2 18 14
Author:	Tony Moore
Purpose:	Record of decision making

Key Points

- Approved constitutions of Harry Potter, Musical Theatre, and Persian Societies
 - Passed policy on the following:
 - extenuating circumstances for library loans
 - bridging the BAME attainment gap
 - Better support for 'Academic Councillors'
 - Restricting entry to the Postgraduate Centre to students over 21 by swipe card
 - Rejected resolution on Brexit to work with For Our Future's Sake
 - Better research into the PGR experience
 - Triggering immediate support for the UCU when they call for industrial good
 - Specialist, jocular proposal predicated on an intimate knowledge of the Star Wars series of science fiction films
 - Introduced a code of conduct for course reps
-

Union of UEA Students Purpose:

“To enrich the life of every UEA student”

Minutes of Union Council

10 May 2018

Voting Members present:

Due to a technical problem, there was a failure to record the details of members attending: apologies for the error.

Chair: S Lam

Apologies: N Stokes (Chair of Council)

In Attendance:

E Folan (Campaigns and Democracy Policy Analyst), Jim Dickinson (Chief Executive), J Clare (Head of Campaigns and Policy) T Moore (Democracy and Governance Coordinator)

Section 1 – Housekeeping

Quorum

Chair noted apologies from N Stokes (Chair of Council) and that as Deputy Chair they would be chairing the meeting.

Chair noted the quorum count of 41 Councillors in the room and 7 online.

2253 Membership

Council noted the new members added to the Register.

2254 Minutes of the Meeting held on 20 April

Minutes agreed.

2255 Matters Arising

None noted.

2256 Club, Society, and Peer Support Group Constitutions

There were no objections to any of the proposed Societies.

Council approved the constitutions of Harry Potter Society, Musical Theatre Society and Persian Society by 39 votes for, no votes against with 3 abstentions.

No objections – all voted for at once 39 0 1

2257 Appointments

No Councillor put themselves forward for the vacant Committee positions.

2258 Vacancies

C Koosyal, (Activities & Opportunities Officer) noted that, as part of implementing a policy passed by Council, SOC were putting together an ad hoc working group to try to tackle the endorsement culture prevailing at Officer elections and asked Councillors who wished to be involved to get in contact.

CK noted that there was a University group being formed, the Student Sport Physical Activity Committee, and the group wanted to reach out to students who were not involved in sport; CK asked Councillors who would be interested in working in this area to get in contact.

Chair noted that the Campaigns and Democracy Officer had not yet arrived and the Union's Chief of Staff could brief Council on the next vacancy.

Council approved the invitation for the Chief of Staff to address Council by 27 votes for, 12 votes against with 3 abstentions.

J Dickinson, Chief of Staff, gave a short description of the Aurora Network of European universities. JD advised that Aurora looked at the big higher education issues that Councillors were concerned about. JD noted that the group had a project on ending sexual harassment on campuses and that student representatives helped inform discussions on equality and diversity and learning and teaching. JD noted that the Union was part of Aurora and would be sending the Campaigns and Democracy along with another, to be elected, delegate to next year's conference in Amsterdam.

Note: in a subsequent online election J Goddard (Nightline Society) was elected as delegate to the Aurora Conference.

Section 2 – Reports

2259 University Committee Reports

There were no reports received.

2260 Student Officer Committee (SOC) Report

C Ball (Non-Portfolio Officer), as Chair of SOC, gave a verbal report highlighting the work of the Full Time Officers and Part Time Officers.

CB highlighted the work of the following Part time Officers:

L Deary (LGBT+ Officer [Trans & Non-Binary]) – attendance at NUS Trans Conference and working on policy revisions to come to Council;

A Atkinson (Women's Officer) – working on Women's Action Day and the Changing the Culture task force;

R Purtil (Environment Officer) – working on the submission for the Green Impact award and on cycling promotion.

CB reported they had attended a HUM Course Review and had been distributing allergen survey cards.

D Box (LDC YR3 UG) noted that, under the Bye Laws, a Councillor who missed two meetings lost their place on Council; DB wondered why the rule was not, currently, being enforced.

M Colledge (PG Education Officer) thought the rule should be enforced; MC noted that the matter was under the remit of the Campaigns and Democracy Officer and should be raised with them when they arrived later in the meeting.

T Howard (HUM Faculty Convenor) noted that waiting times to see Student Services had been reduced but that if a student needed Cognitive Behavioural Therapy (CBT) there was a waiting list of several months.

I Edwards (Welfare, Community & Diversity Officer) reported that Student Support Services had made some great improvements but there was still work to be done and the Full Time Officers would continue to lobby for better services.

T Howard (HUM Faculty Convenor) reported that Campus Kitchen had eliminated nuts from food production and wondered when this would be Union policy.

C Ball (Non-Portfolio Officer) noted there was currently the allergen survey being conducted and would ask the Chair of Management Committee as to what the situation with regard to nuts was.

Trustee Board

2261

Council noted the Chair of Trustees' written report without comment.

A questioner from the floor wondered as to the present status of the BDS/Palestine policy.

I Edwards (Welfare, Community & Diversity Officer), as Chair of Trustees, reported that the Board had not changed its judgement on the policy's legality but that SOC had been asked to take great care when implementing the policy to stay within charity law.

Reports from Representatives

2262

There were no reports.

Section 3 – Open Discussions

Due to time considerations, this item had been omitted from the agenda.

Section 4 – Policy Making

Council voted by 36 votes for, 2 votes against with 4 abstentions to hear an Emergency Resolution on Library Book Loans.

Council voted by 26 votes for, 14 votes against with 2 abstentions to hear the Emergency Resolution at the start of the policy making section.

Council rejected by 18 votes for, 23 votes against with 5 abstentions a procedural motion to move the jocular resolution "End the Trade Federation Blockade of Naboo" down the agenda."

Chair noted that there had been a mistake in a policy that had been passed at the previous meeting (2249 'Changes to the Trustee Board Composition') and this could be corrected in a matter of moments so they would be asking the proposer to highlight a correction and for Council to consider taking action.

M Leishman (UG Education Officer), as Chair of the Appointments and HR Committee, reminded Council that the policy had increased the number of External Trustees on the Board from four to six. ML noted that it had since been pointed out that if the composition changed it would impact on the quorum for Trustee meetings. ML proposed that this could easily be remedied by Council approving the proposed amendment to the Articles of Association. ML noted the proposal was to simply change the number of External Trustees needed for quorum: to increase this from one to two.

T Barker (PG Assembly) wondered as to present External Trustees' attendance at meetings and whether the proposed increase might mean a danger of Board meetings not making quorum.

ML stated that the present Trustees' attendance record was good and the change would not endanger quorum.

There were no speeches against.

The amendment to policy 2249 was adopted by 39 votes for, none against with 5 abstentions.

Emergency Resolution: Library Loans

R Pitt (HUM School Convenor), proposing, thanked Council for hearing the Emergency Resolution. RP stated the aim of the resolution would be to help students with special circumstances, such as mature students, students with disabilities, distance learners, students living off campus, or students facing financial difficulty, in how they accessed library resources. RP noted the aim would be to provide a system of extenuating circumstances similar to that in place for course work.

There were no speeches against.

Council adopted the Emergency Resolution by 42 votes for, one against with 1 abstention.

Meaningfully Tackling the BAME Attainment Gap at UEA

2263

T Braddick (Momentum), proposing, noted that the 'Gap' referred to BAME students receiving lower grades than their peers even if they had had similar grades to their peers at A-level. TB noted that the Attainment Gap, as declared by the University, was around 17% but that other sources indicated it could be as high as 25%. TB believed the University was letting down its BAME students and this failure was due to bias and discrimination. TB argued there was institutionalised racism throughout the University. TB urged Councillors to ask their BAME constituents whether they felt comfortable using the University's services. TB characterised the problem as a festering wound on the University's façade of equality. TB noted they wanted to see Councillors vote for a resolution which would begin to address the 'Gap'.

There were no speeches against.

Council adopted the resolution by 40 votes for, none against with 4 abstentions.

Academic Union Councillor reform

2264

D Box (LDC UG Other Year), proposing, noted this was their first year on Council and, as a rep for LDC students, they had found it hard to represent their constituents effectively. DB argued the resolution would help future 'Academic' Councillors by: publicising their elections, helping them communicate effectively with their

constituents and addressing the present disconnect between the Education Officers, SSLC Councillors and 'Academic' Councillors. DB noted that the proposal would bring these Councillors together to discuss and formulate policy.

R Pitt (HUM School Convenor), for clarification, noted they and other 'Academic Councillors' had, in fact, good communications with the Education Officers and had been working, effectively, together. RP noted they had worked well together during the recent UCU strike. RP wondered whether rather than create a new policy it might be easier to take the matter to the Education Sub-Committee and develop a strategy there.

DB, in clarification, agreed that there had been some good work done but believed it important to have a concrete policy in place for the coming year.

B Herdman (Big C), for clarification, noted in their School, HSC, there was a huge disconnect as reps on the SSLC knew nothing about Union Council or who their Union Councillor was. BH noted that the reps did not have any faith in the Union. BH further noted that there was no training available for HSC Councillors.

There were no speeches against.

Council adopted the resolution by 28 votes for, 6 against with 8 abstentions.

It's More than Just a Space: Use of the Graduate Centre

2265

M Colledge (Postgraduate Education Officer), proposing, noted that when the Union merged with the Graduate Students Association in 2015 the Graduate Centre had been created and the refurbished Grad Bar had been renamed Scholars. MC noted that, as part of the merger, postgraduates had been assured management of the centre would remain in the hands of postgraduates.

MC noted that, because of the lack of study and social space on campus, undergraduate students were increasingly using the Centre and this had led to complaints from postgraduates.

MC noted that PGR students, in particular, had reported feeling deeply uncomfortable and having their social space invaded by undergraduates. Many PGR students were Associate Tutors (ATs) and felt it inappropriate that they might be forced to share a space with students they might be teaching.

MC thought that the campus seemed to be designed for undergraduates and that Council should be aware that postgraduates had a different set of needs from their undergraduate colleagues.

MC noted that an overwhelming majority of postgraduates surveyed had backed the proposal in the resolution to restrict entry and to implement this through the use of swipe cards.

MC assured Council that access from the lift for wheelchair users would remain in place as a signal of respect for their community.

D Box (LDC UG Other Year), for clarification, wondered what would happen to poetry reading events as these were a really valuable resource for LDC students.

MC, in clarification, acknowledged the value of these events but noted they had not taken place for some time. MC noted they were organised by LDC staff and, in talks with the University, it would be emphasised that the onus should be on the University to provide the venues for its own events.

A questioner from the floor, for clarification, noted they would support the restriction during daytime but believed the bar to be relatively quiet after 8 30 pm and that banning undergraduates might impact on bar takings. The questioner believed there should be some flexibility in applying the restriction. The questioner noted an added complication in that some ATs were undergraduates. MC, in clarification, noted that undergraduates as guests would be welcome in the evening. As to the loss of revenue, the statistics showed that any restriction would not have a significant impact. MC thought there were no undergraduate ATs. The questioner noted that in their School, CMP, undergraduates acted as ATs. MC noted they would investigate.

A questioner from the floor, for clarification, noted they and their constituents would support a flexible approach particularly in the evenings. The questioner noted their constituents were MED students and were 23 or older and were on a five year course. MC, in clarification, noted that the Resolves were based on age.

M Mahmoudi (Bio Society) for clarification, wondered as to the working definition of mature student. MC, in clarification, noted that the working definition of a mature student was any student over the age of twenty-one and this would be used in the entry requirements and would be easy to implement.

There were no speeches against.

Council adopted the resolution by 34 votes for, 4 against with 6 abstentions.

For Our Future's Sake

2266

J Robinson (Campaigns and Democracy Officer), proposing, argued that, in the Brexit referendum, people had been given a yes or no choice and subsequently been presented with a swathe of possibilities about what Brexit would actually mean. JR noted the resolution proposed that the British people should have a say in what the final Brexit deal should be.

JR argued that the process of Brexit meant that student opportunities were being lost and Britain was closing off from the world. JR believed the Leave campaign had been full of lies and deceit. JR argued that Councillors could take responsibility for the future and concluded: 'it doesn't have to be this way'.

A Councillor from the floor, for clarification, wondered whether there would be any affiliation fees to pay for joining the national For Our Future's Sake (FFS) campaign.

JR, in clarification, noted they did not know whether there would be any fee.

The Councillor believed that this could commit the Union to paying an indefinite amount.

F Northrop (Non Portfolio Officer) tabled an amendment to take out Resolves 2 which affiliated the Union to FFS. FN, proposing, argued that FFS was a bogus organisation which purported to be an across party consensus building initiative but was in fact a front for a particular Labour party faction with close ties to Labour Students or Nolsies as they were often referred to.

JR, against, noted that the Union had taken out similar affiliations in the past and the fee would be minimal.

Council adopted the amendment by 25 votes for, 10 against with 6 abstentions.

D Box (LDC UG Other Year), moved a procedural motion to send the resolution for consideration by referendum.

DB, proposing, argued that this was a huge and divisive topic that should be decided by the entire student body.

JR, against, thought a referendum might be fun but that most students favoured Remain and there was the matter of timing: the Union needed to organise and get out campaigning.

The procedural motion fell with 18 votes for, 22 against with 3 abstentions.

L Martin (Mature Students' Officer), against the amended resolution, argued that the thrust of its proposal would be to commit the Union to working with a Labour Party front organisation hiding behind a neutral sounding name. LM argued that there were better organisations, such as Another Europe is Possible, that the Union could work with to greater benefit.

R Purtill (Environment Officer), in favour, disagreed with L Martin as to FFS' position noting they were proud of Labour's role within the organisation. RP noted it was Council's job to set the political direction of the Union and the Brexit question was the key political decision that would affect the current generation.

T Howard (HUM Faculty Convenor) challenged the Chair's ruling to not to take a point of clarification.

Council upheld the challenge by 19 votes for, 12 against with 10 abstentions.

T Howard (HUM Faculty Convenor), for clarification, deplored the use of acronyms in debate and asked what the initials OI stood for as mentioned in the previous speaker's speech.

RP, in clarification, noted that they stood for 'Organised Independents' a political grouping within the National Union of Students (NUS).

A Mulcairn (Leeway Society), against the amended resolution, argued that FFS was a niche organisation on the right of the Labour Party which happened to be the same faction that the Campaigns

and Democracy Officer currently belonged to. AM argued that this was a small grouping favoured by the Officer. AM believed there were a million more important things the Campaigns and Democracy Officer should be doing than campaigning for a faction within the Labour Party. AM argued that the Officer's promotion of FFS represented a conflict of interest.

J Robinson (Campaigns and Democracy Officer), in summation, denied that FFS was a front organisation; JR argued that its members were drawn from across the political spectrum. JR believed that the Union's aim should be to ensure that students' views on Brexit would be heard at the national level. JR stated that they would not be spending an inordinate amount of time on implementation if the resolution were to become Union policy. JR argued that the key part of the proposal would be that the Union would be able to work to set policy so that the NUS could effectively get the student voice heard across the country.

The amended resolution fell by 13 votes for, 22 against with 7 abstentions.

There was a point of order quorum call: the number of voting members was counted as 41.

Investigating PGR Engagement with the Students' Union

2267

M Colledge (PG Education Officer), proposing, noted that since their Officer position had been introduced it had never been held by a Ph.D. student. MC believed that the Union knew a reasonable amount about the needs of Taught Masters students but knew little about those of PGR students and this represented a huge gap in knowledge about a large group of the Union's members. MC argued that the resolution's proposals would enable the Union to find out a lot more about the views of PGR students, help it to engage with these students and help it create policy tailored to their needs.

D Box (LDC UG Other Year), for clarification, noted that the Union had special arrangement for first year UG students to become candidates for Club and Society Committee and wondered whether a similar arrangement could be made for PGR students to become representatives.

MC thought this was a great idea but doubted whether the positions would be filled. MC noted, however, that they would take the matter to the PG Committee for discussion.

There were no speeches against.

Council adopted the resolution by 42 votes for, none against with 1 abstention.

Increasing our efficiency when supporting students' lecturers and university staff

2268

F Northrop (Non Portfolio Officer), proposing, argued that the resolution would give the Union the chance to lend immediate support to the academic staff trade union, the University and College Union (UCU) when industrial action needed to be taken. FN argued that the proposal would help during the difficult period when a strike was proposed and the action took place as the Union would be able to campaign straight away rather than having to wait for a meeting of Union Council. FN noted that, as a failsafe, Council would still be able to reverse any actions that had been taken on its behalf.

There were no speeches against.

Council adopted the resolution by 30 votes for, 10 against with 2 abstentions.

End the Trade Federation Blockade of Naboo

2269

F Northrop (Non Portfolio Officer), proposing, argued that the student movement was oppressed and that an important element that was missing was students having fun. FM argued that, during the current year, Council had been a misery pit. FM believed that Council had been too serious: there had been an overwhelming feeling of the imminence of death and the passing of time during a year that had been characterised by a sense of loss. FN asked Council to lighten up, have fun and vote for the resolution.

J Robinson (Campaigns and Democracy Officer), against, argued that revoking the Trade Federation would be illegal and deplored the fact that this might lead to a Jedi takeover. JR argued, as to the fun aspect that the proposer had referred to, that this had been impacted by the prohibition of drinking alcohol in Council meetings.

The proposer waived the summation.

Council adopted the resolution by 30 votes for, 11 against with one abstention.

Code of Conduct for Course Reps

2270

M Leishman (UG Education Officer), proposing, argued that the Code would ensure a set of expectations for the work of Course Reps and would lay out their role clearly. ML noted the aim would be for the Code to be included in the Bye Laws and this would be brought to Council in the Autumn Semester. ML thought the Code would increase accountability as it would give students the ability to raise any concerns they might have about the performance of their reps. ML argued that the Code would ensure that support for reps would be in place for the coming academic year.

There were no speeches against.

Council adopted the resolution by 41 votes for, none against with one abstention.

Time, Date and Place of Next Meeting

2271 Chair noted the next meeting would take place on at a time, date and place to be arranged near the start of the Autumn Semester.

Chair noted that this would be the last meeting where Tony Moore would be acting as staff support and thanked TM for their work over the years.

Committee Appointments

Union Council has representation on some Union and some University Committees.

Councillors work on two Committees of the Trustee Board, our governing body, as well as being core players on a key committee that is responsible for shaping our democracy.

As a vital part of the University community, Councillors take part in several parts of the University decision making process.

We will be holding elections following the first Council – have a look at the Committees listed below and if want to be a candidate for a place on any of them– simply fill in the nomination form below- and away you go. (If you would like to, you can include a campaign statement, max 300 words)

Democratic Procedures Committee (DPC)

The DPC works to help Council run smoothly and ensure that it is as open and inclusive as we can make it.

Committee members support and advise the Chair during the meeting. After Council they meet to analyse what went wrong and what worked and then suggest changes to the Chair.

DPC also have a strategic role: they look at all of our democratic processes and how to improve them.

Places for up to eight Councillors. The committee meets four times a term and has a strategy all-day meeting in the summer.

uea(su) Finance Committee

A Board sub-committee that looks at our management accounts – how the trading side is performing. Does the preliminary Budget setting for the Union – forecasting how much money we are going to spend and how we are going to spend it and what money we should keep in reserve. The Budget is approved by Council and your work as a full member on Finance can help Council in proposing changes to the Budget and gives the members a say in how their money is spent.

4 meetings a year, two places to fill.

uea(su) Appointment Human Resource Committee

This is a sub-committee of the Trustee Board (our governing body): it deals with appointing External Trustees and senior Union staff (including the CEO). It also sets the appraisal structure for reviewing the performance of the CEO and HR strategy (how we treat our staff). You will be a full voting member and can ensure that Council has a voice on the committee.

4 meetings a year, two places to fill.

UEA / uea(su) Change the Culture Taskforce

This is a University-wide group that is working to eliminate any form of sexual harassment, sexual or domestic violence, hate crime and racially or sexually offensive language from campus. The taskforce has several sub-groups working on specific areas each of which will have student reps on.

Great opportunity for Councillors with a campaigning interest in human rights and chance to bring your ideas to the University.

Places for up to nine Councillors.

Timetable to be worked out: will be meeting several times over the year.

UEA Estates Forum

University Estates meet with stakeholders from across campus including student reps and Union staff. Estates do all the functional stuff of keeping the physical structure of the University together.

Real chance for students with concerns about conservation and the University's energy use to get involved and to help improve our environmental impact. Also looks at health and safety and how accessible campus is for disabled students; if you have a campaigning interest, this is the place to get your voice heard.

Places for up to six Councillors. Timetable to be worked out: will be meeting several times over the year.

uea(su) Code of Conduct Disciplinary Hearings Panel

When we get a report or complaint about misconduct by members – we investigate and sometimes this will lead to a formal hearing where a panel decides whether the case is proven and, if so, what penalty to impose. We need volunteers to be part of a jury-service group from which to select panel members when cases come up. Any number of Councillors can join the group, if elected by Council.

Training and induction will be available for councillors after your election



reports

- reports and papers from student officers, committee meetings and councillor reports



Jenna Chapman: Undergraduate Education Officer

Main Priorities/ Manifesto

Priority	Description and Update	Progress
Access to all compulsory reading materials	The University and Library have run a new online reading list system called 'Talis' which is embedded into blackboard and is how the library knows which books and DVDs they need to purchase (this may be in the form of e-books due to limited space in the library.) Academics have to set this up on all modules however this is not yet at 100%. I have been working with the library to ensure all academics will do this in the next year to ensure students can access these at a minimal cost.	
More study space	In the various meetings I've been in, it is apparent that lack of space is a huge issue for everyone at the university, however in all new building developments I am ensuring study space for UGs is prioritised, with a focus being on social & group study spaces (similar to Unio).	
More plug sockets in library	170 new sockets were added in the library over the Summer, and temporary charging stations were also added on floor 1. The library has been eager to listen to students' feedback and plans to add more over the coming year.	
Public module feedback	Due to potential changes in the way students will feedback on modules, this has been on hold, however I will be raising this at my next meeting with the head of the LTS so students can be better informed when choosing their modules. I hope to include the module outline at the point of module choice with a section of how the module has changed based on students previous feedback	
Improve Hub service quality	This requires further research into wider student experiences of the hubs and this will take place in Semester 2.	
Lecture capture (recorded lectures)	I have raised the question of of a University wide lecture capture system in the majority of meetings and the benefits it would have for a wide range of students. There are a number of academics who are against the idea, so I will be launching a campaign soon to increase the student voice and help show the benefits to the university. I have also been working with the Academic Director for Teaching Enhancement and there will be various pilots of it throughout the year across different courses.	
Improved and more training for academics/advisors	I have a meeting with the Academic Director for Taught Programmes in the coming week who leads the training for advisors where I will outline the sort of training we'd like academics to have to be able to provide the best support for students.	
Student rights post Brexit	Due to the uncertainty around Brexit still, there's currently little I can do around this, however the university is committed to doing all it can so there is no/little impact on EU students	
Accessibility of buildings	I will be working with the other officers in the near future to make sure all future building developments are accessible and identify where improvements can be made now.	
More space between exams and assessments	This is something that will require more research to make a case to the university as to the effect 'bunching' of assessments has on the ability of students to complete their best work.	
New induction week, 'week 0'	I am attending an academic induction and transition working group this week where we will discuss the benefits and potential of having a week 0.	
UG kitchen area/facilities	We are currently looking into having a space for microwaves near Unio for all students to use.	
Student hall allocation review	I will be talking to the other officers whose remit this falls under to raise the question as to if the university can look into this. For example, some other universities have alcohol free flats, non-first year flats and quiet flats.	

No lectures past 6pm	I have stressed the importance of this in various meetings, however with student numbers set to increase each year and the little space there already is, the staff responsible for timetabling currently have to schedule some sessions after 6pm and so is part of a larger problem.	
Keeping Wednesday afternoons free	The university has said that Wednesday afternoons are free of teaching time except where the teaching is optional or is a repeat of a teaching session. Please let me know if this is not the case.	
Inclusive teaching	This is work that was started by the previous education officer with the widening participation team and I have continued to work on to make sure the university is accessible to all students.	
Black attainment gap	I have raised this with the university to find out what they are currently doing to reduce the attainment gap and have a meeting with the Academic director of widening participation (WP) in a couple of weeks to discuss how students can input into the work they do.	
Supporting course reps	I have met with many of the student partnership officers over the summer to discuss what has gone well/what could improve. We have also started to train our convenors and will begin training for course reps over the coming weeks.	
Increasing transparency around course costs	Whilst not on my manifesto, this has become a priority of mine this year as various students have raised issues with the lack of transparency around costs already. I will be working with the university to ensure costs are reported on both a modular and course level at the point of module choice (possibly within the module outline). We are in the process of planning a larger campaign for this semester and will also work to get rid of compulsory costs where possible.	

Policy Updates

Policy Number and Title	Description and Update	Progress
2148 Transition at UEA	See Induction week above	
1992 Assessment and Feedback	<p>Policy was passed at the end of academic year so students can request to see their exam scripts and meet with the module organiser. More info can be found here: https://portal.uea.ac.uk/learning-and-teaching/students/results-compensation-regulations/results-and-reassessment</p> <p>This isn't however individualised feedback.</p> <p>Based on the policy from a couple of years ago, the university tried a pilot around providing individualised feedback however decided against this. The final report is here: https://portal.uea.ac.uk/documents/6207125/26812598/ltc17d133+in+dividualaised+examination+feedback+pilots.pdf/e35e0426-bef7-bc90-a896-9fdbd6612198</p>	
1772 Recorded lectures and the use of technology	See Lecture capture above	
2150 Academic Support at UEA	See academic training above	

Other Business of Note

Business	Description and Update	Progress
Freshers week	Presented induction talks to new students and attend academic socials and some of the night time events to increase understanding of the SU and our aims	
Southern SU's	Met with other student union officers to share ideas and find out what works well in other SU's	
CEO recruitment	With Georgina, we have begun the recruitment process for a new CEO for the SU. See our website for it here: https://www.ueasu.work/	
Appointments & HR committee	As chair of AHRC, we met over the summer to work on the CEO recruitment process as well as recruitment for new external trustees.	

Georgina Burchell: Welfare, Community, and Diversity Officer

Main Priorities/ Manifesto

Priority	Description and Update	Progress
Wellbeing for students	I have added a 'wellbeing' section to the DSD events page and started to encourage anyone who's event could help with wellbeing to add the event to the page – I am especially keen to encourage university departments to include any events they are running here. I worked with SSS to appoint a new head of wellbeing. I am working with Oli Gray on the Mental Health Matters priority campaign.	
Your Home from Home (formerly Homes not houses)	Rate your landlord schemes, good neighbour scheme	
Changing the culture (Never OK)	Appointed a new changing the culture/ dsd project manager at the university who can help up pick up momentum with the project again and expand the reach of changing the culture to tackle discrimination. We have also introduced a Never Ok/ alcohol impact team to LCR clubnights and placed stickers on the back of toilet doors. This team will be there for students who are not having a 'good night out' whether they want to make a NeverOk report or not and will be able to take them to a safe space in the hive.	
Sexual health and relationships	I will be launching the Sexperience campaign on the 14 th November. This campaign aims to tackle the stigma around sexual health and relationship advice.	
Nightline space	I am supporting nightline in their search for a new space and advocating for them in a potential move to a new office.	
Faith Centre/Islamic Prayer Space	I am on the Islamic prayer facility working group and have been attending these meetings regularly. Working towards a new prayer space for all faith groups. We also recently appointed a new Islamic chaplain who will be able to sit on the working group and provide spiritual support for Islamic students.	
Chair of Trustess	The Chair of Trustees is always one of the Full Time Officers. I took over this position in July, following on from India. This role helps to provide strategic direction to benefit the Union as a whole.	

Policy Updates

Policy Number and Title	Description and Update	Progress
2043 Safe Student Sex	This policy mandates me to offer free sexual health workshops, to support sexpression in their outreach work and collaborate with them on future events discussing safer sex. I am currently launching a new sexual health and relationships campaign aiming to break down the stigma around sexual health and relationship advice. I am working with advice and student groups such as sexpression on this campaign. As part of this we will be running sexual health workshops to educate students and promote the discussion of sexual health and healthy relationships on campus.	
2197 Study Space for All	I met with the library to discuss how we could make it more inclusive. I discussed the possibility of making booths soundproof, hosting library tours which were inclusive and enabled students with ASD to feel comfortable in the library.	

2062 Bookworms at UEA	I am continuing to support and facilitate the use of the bookshelf upstairs in the student union.	
1740 A Transgender and Non-Binary Students Policy for UEA	I have been in consultation with different services around UEA to provide accessible gender neutral toilets.	

Sophie Atherton: Campaigns and Democracy Officer

Main Priorities/ Manifesto

Priority	Description and Update	Progress
SOC Subcommittees	The first subcommittees of the year are meeting over this month, I have ensured that each subcommittee has a clear remit going forward and are supported by the SU. They have all been given a budget for the year going ahead for any campaigning and events they would like to run.	
Costs on Campus	Over the last few months, I have met with the Head of Accommodation to discuss the costs and allocation of accommodation. The Welfare, Community and Diversity and I are meeting on a regular basis to ensure that accommodation is held to a good standard as well as lobbying for a rent freeze. Circuit Laundry costs are expensive, unreliable and break too regularly- I am working on reducing these prices and improving the service. Both accommodation and laundry will feature heavily in my priority campaign which focuses on costs on campus.	
Catering	Since the changeover to Shop SU in association with Spar, I have ensured that our prices and variety of food are what students want and need. I have ensured that our meal deal and various offers are still available.	
Local Elections	In May, all 39 seats will be up for by-election due to changing of the borders. I am working on how to encourage students to register to vote- there will be stalls in the hive. I have met with a member of the County Council who I will be working with up until the elections to ensure that students at UEA are registered.	
Sustainability	I sit on the Ethics and Environment Subcommittee as part of my officer role. Within this committee, I will ensure that sustainability is focused on in the SU. I also sit on the Sustainability Board with the Environment officer for UEA.	
Health Science Student Experience	Since being elected I wanted to make sure that the student experience for health science students is the same as other students campus wide. I have been able to introduce free park and ride costs for health science students who require transport to the NNUH. I am also working to eradicate parking costs for paramedic science students who require the use of their own cars for their course.	

Policy Updates

Policy Number and Title	Description and Update	Progress
2242 Dismantling Endorsement Culture	Since the passing of this motion, a consultation has taken place and a motion suggesting substantial electoral, bye law and trustee board changes is being proposed.	

Other Business of Note

Business	Description and Update	Progress
Fresher Events	I attended daytime and evening events that the SU put on during Welcome Week to meet and chat to students.	
Induction Talks	I attended induction talks and talking to students about what the SU does for them and how they can get involved.	

Martin Marko: Postgraduate Education Officer

Main Priorities/ Manifesto

Priority	Description and Update	Progress
Accommodation	Description: New appliances, storage, furniture etc. Update: Not yet started.	
employment	Description: Placements Update: Indication from Careers that placement provision will become a priority in the future.	
employment	Description: Visa sponsoring employees Update: Not started yet.	
employment	Description: PG priority for university vacancies Update: Not started yet.	
Sport & activities	Description: Best PG specific activities in the UK Update: The events programme started by the previous committee has been carried out and a report will be available at a later date. Success with tea & cake events during the summer (turnout). Organised a series of 'graduation' parties, with potentially the highest turnout. (more detail will follow in the report). New events will be planned in collaboration with the Postgraduate Committee.	
Sport & activities	Description: Better sportspark deal for students Update: Not started yet. So far, the focus has been on PG sports provision outside of sportspark. The focus is on increasing yoga provision (have invested in yoga mats, increasing the capacity of teaching space and considering multiple teaching days in the week). Beginning to organise low cost sports activity amongst PG students (e.g. running).	
Food & drink	Description: Better food on campus 24/7 Update: Not started yet.	
Food & drink	Description: Affordable cocktails in scholars Update: Not started yet, however started exploring the possibility of opening Scholars for longer on weekends and during the holidays for Postgrads, so cocktail proposal might be aligned with this.	
Study spaces	Description: More pg study space Update: Constable Terrace PGR training suite has opened and will be finalised over winter.	
Communications	Description: Improve PG information reach Square (newsletter) presence for PG news has been established, with the hope of being further improved over time. Social media activity has hopefully increased over the summer, but report to follow (waiting for Marketing and Comms).	
National PG collaboration	Description: Improving both local and national PG representation	

Update: Started to organise a meet-up to share experience with other PG officers. The next meeting will take place at Zones Conference.



Policy Updates

Policy Number and Title	Description and Update	Progress
Policy 2268 Investigating PGR engagement with the SU	Update: Held an initial meeting to discuss the way forward. The idea is to conduct research on what Postgraduates need/want from the SU. The aim of the research is to find out more rather than less, so the timeline for this extends into next year. The findings are likely to have international significance and could aid collaboration.	
2266 It's more than just a space: use of the Graduate Centre	Update: Access to The Graduate Centre is now restricted to standard undergraduate members.	

Other Business of Note

Business	Description and Update	Progress
Zones conference	Upcoming in a few weeks.	
NUS conference	Have been elected as the lead delegate.	
Students Unions 2018	Attended	
Lead and Change	Attended	
PGR directors conference	Created international links to the Netherlands.	
PGR Inductions	Delivered numerous inductions and will collaborate with UEA more for the winter period and plan for next year.	
Internal Quality Assurance	A proposal will be considered at Learning and Teaching Committee. Student representation in the process is acknowledged.	
PG Assembly	The PG Assembly has experienced relative success in terms of turnout, but more information to follow regarding performance.	
SPO meetings	Continuously meeting Student Partnership Officer from across the university, to learn about issues regarding course representatives and learn generally about practice within different schools.	
International reception	Accompanied international students to a series of events at the castle. Very positive feedback regarding the event. Hope to explore holding similar events for PG students.	

Oli Gray: Activities & Opportunities

Main Priorities/ Manifesto

Priority	Description and Update	Progress
Keep Wednesday afternoons free	This allows club members to attend more BUCS fixtures and training, with a wider scope of reducing lectures late into the evening. I haven't made as much progress on this as I've been prioritising the other campaigns, but is something I aim to focus more on as the university begins to make plans for the 2019-2020 academic year.	
Mental Health in Sport	We had a fantastic response from sports clubs to the #UEATeamTalk campaign on World Mental Health day last Wednesday, showing that it's okay to talk, and that sports teams are one of the best forms of support network whilst at university. The 'chill out & smash it out sessions' are continuing this year: of the 11 universities granted BUCS funding to promote mental health with sport, UEA consistently ranks highest in turnout.	
Great value opportunities	This year we've made it easier for Erasmus students to purchase half semester Sports Association Memberships, which makes sports clubs more accessible to students from abroad. I'm also looking to implement some society guidelines so students know what to expect from joining a society, with the aim of reducing the amount of refunds requested.	


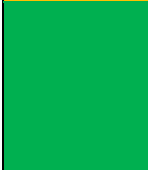
Policy Updates

Policy Number and Title	Description and Update	Progress
1774 Student Opportunities for all: tackling barriers	This policy mandates me to widen participation from disadvantaged groups facing barriers to opportunities. Though this is ongoing, the Do Something Different project (which includes a number of widening participation objectives) had record turnout during the freshers period, with 3740 attendees at sport taster sessions alone. This is a fantastic achievement and a real credit to all our club and society committees for their hard work. The growth in DSD shows a greater demand for free, student led events which shows there is still work to do around tackling cost as a barrier to student opportunities.	
2088 Colney Lane needs a defibrillator	Colney Lane has a defibrillator.	
2148 Transition at UEA	This policy mandates me to explore the potential for a 'week zero', eg a week allowing students to <i>transition</i> into university without any lectures, seminars or academic contact time. For opportunities, this means more students will have time to attend the sports/societies fayres, and various introductory events put on by the SU during welcome week. Though this is a long term project, I'm making good progress and working with UEA's new Chief Operating Officer on this and reporting to the Student Experience Committee. More and more university management seem to be on board with this which is fantastic!	
2251 Sport for all	This policy mandates me to continue the work of previous Activities Officers in making sport at UEA as inclusive as possible. Up until last year, this was more of an optional issue to tackle, meaning it was the focus of a lot of election campaigning. This new policy means that working on inclusive sport is now part of the job. In the 2018-2019 academic year, I'll continue to work on the #TakeAStand campaign, which tackles racism, sexism, LGBTphobia, substance abuse, crowd behaviours, disability discrimination, initiations, and	

cultural appropriation in sport. Take A Stand is a long term project meaning it's never 'finished' as there's always work to do. During freshers, I distributed rainbow laces to all our athletes and used this to begin conversations on what the campaign is about and what they can do to get involved.



Other Business of Note

Business	Description and Update	Progress
Mental Health Matters Campaign	As well as working on improving mental health in sport, I'm leading this year's priority campaign on mental health. We've set up a working group to plan the campaign, if you'd like to be involved please email o.gray@uea.ac.uk	
Arrivals period	Part of my job is to work with the university to plan arrivals / freshers week to make it the best it can be. This year's freshers has been a success with loads of events selling out and our highest ever turnout at taster sessions. There's always room to improve so if you have any feedback please get in contact with me!	



policy papers

- all of the policy proposals that council will be debating



2287: No to Endorsement Culture

Proposer: Sophie Atherton (Campaigns and Democracy Officer)

Seconder: Jenna Chapman (Undergraduate Education Officer)

Union Notes:

1. Following the passing of 'Dismantling Endorsement Culture', a consultation was launched into the effect that endorsement culture has on elections within UUEAS.
2. 'Endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for a candidate. This may be through writing, creating and distributing a candidate's campaign materials and manifesto.
3. 'Self-endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for oneself. This may be through writing, creating and distributing their own campaign materials and manifesto.
4. The act of an endorsement may encourage a student to vote for a specific electoral candidate through personal testimony.
5. Bye law 5.9 states that 'all elections taking place at the Union of UEA Students shall be: fair and open, democratic, accessible and transparent.'

Union Believes:

1. Following the consultation launched into endorsement culture as a result of 'Dismantling Endorsement Culture', it can be concluded that endorsements are something that affects the way students vote.
2. Endorsements can negatively impact the experience of electoral candidates.
3. No elected student officer may offer a specific electoral candidate advice on an individual level on any matters regarding manifesto realisation or manifesto construction.
4. Elected Student Officers will be exempt from self-endorsement if they choose to re-stand.
5. Elected Student Officers should encourage other students to run in the leadership elections during the nominations period.
6. Societies and clubs should encourage their members to participate and vote in elections, and the committee should be able to endorse as a collective if they have democratically decided to do so.
7. Societies and club committee members should remember that they may endorse individually but not on the behalf of the entire student group. For example, a president of a club can say you should vote, but cannot say you should vote on behalf of the entire club membership.

Union Resolves:

1. There should be clear exceptions for full time and part time officers. Full time officers will be exempt from self-endorsement if they stand for a second term. Part time

officers may endorse but not in an officer capacity. For example, if an officer is a committee member, they may endorse in that position but not under their officer title.

2. Introduce Bye Law 5.12.7 'Student Officers are prohibited from endorsing electoral candidates. 'Endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for a candidate. This may be through writing, creating and distributing a candidate's campaign materials and manifesto.'
3. Introduce Bye Law 5.12.8 'Student Officers that choose to re-stand for a second term are exempt from self-endorsement. 'Self-endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for oneself. This may be through writing, creating and distributing their own campaign materials and manifesto.'
4. Introduce Bye Law 5.12.9 'Part time officers will have their officer rights suspended for the duration of the election period if they have actively solicited in an endorsement.'
5. Introduce Bye Law 5.12.10 'Full time officers will be suspended from their role for the duration of the election period if they have actively solicited in an endorsement.'
6. Introduce Bye Law 5.12.11 'Society and club members may endorse individually but not on the behalf of the entire student group. For example, a president of a club can say you should vote, but cannot say you should vote on behalf of the entire club membership.'
7. Mandate the Campaigns and Democracy Officer to notify the Returning Officer of the introduction of Bye Laws 5.12.7, 5.12.8, 5.12.9, 5.12.10 and 5.12.11.
8. Mandate the Campaigns and Democracy Officer to notify the Trustee Board of the introduction of Bye Laws 5.12.7 and 5.12.10.