students
transforming

Union Council documents

Thursday 29 November 2018

7pm

LT2

Lecture Theatre 2

su

housekeeping

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

su

2326   **Club, Society and Peer Support Group Constitutions**

To approve   That standard Constitutions have been received from:

a) Freedom Society

Raise awareness for the issues surrounding Forced Marriage and Female Genital Mutilation and fundraise for the Freedom Charity who work towards raising awareness for and aiding victims and survivors of these injustices

b) HAEM Society

A haematology society would be amazing for medical students, especially during module 3. This society will offer revision sessions consisting of taking histories, performing clinical examinations and interpreting the laboratory investigation results, etc. Also, we will run workshops to help with OSCE preparation (e.g. venepuncture and lymphoreticular examination) close to exam season. Although this society is targeted at medical students, it is open to everyone interested.

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.

The following recommendations were made by the Societies Executive Wednesday 14 November 2018:

Proposed society	Exec Recommendation	Context
Freedom Society	Approve	FGM and forced marriage are important issues. No other society is focused on these issues solely.
HAEM Society	Approve	Medical societies are popular and well attended on campus

reports

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

Sophie Atherton: Campaigns and Democracy Officer

Main Priorities/ Manifesto

Priority	Description and Update	Progress
Democratic Reform- SOC Subcommittees	The first subcommittees of the year have met 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. I am proposing some Bye Law changes to ensure that these Subcommittees have a clear remit.	
Democratic Reform- Liberation Assemblies and Societies	Currently there is confusion and overlap within these assemblies and societies. To help engagement and promote these liberation groups, I will be working with the relevant individuals from these liberation societies and assemblies to produce clarity in the bye laws.	
Costs on Campus	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. The priority campaign Your Money Counts has a working group and launches the 4th and 6th December. The priority campaign will feature laundry costs, accommodation costs and hidden course costs. If you are interested in getting involved on the day or within the working group, email me at s.atherton@uea.ac.uk.	
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. I meet with staff of the Shop(su) regularly to ensure that student needs are met. We have reintroduced the NUS extra/ Totum card discount as a direct result of student feedback.	
Local Elections	In May, all 39 seats will be up for by-election due to changing of the boarders. 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. There have been stalls in the hive that took place on the 30th October and 13th November which registered 60-70 students. Plans are in place for a hustings to take place on the 28th March in second semester which I am planning on working with NUA and CCN on.	
Accomodation	Over the last few months, I have met with the Head of Accomodation 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 meets criteria which is important for students. In early December, we will be attending rent setting meetings which will look at both short term and long term plans to ensure that costs will be fair for the incoming students that will live in campus accommodation. Additionally, I am working with members of the Ethics and Environment Subcommittee to ensure that Green Flats succeed for the academic year 2019/20. I have been informed chat if the process of allocation works, the university will look into other options of non-random allocation.	
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. The first Ethics and Environment Subcommittee met last week with a successful turnout with intentions of planning a Go Green Week in February. Our Coffee Shop, Unio, has recently introduced plant based keep cups which will encourage students and staff to use a reusable cup with a 20p discount. I am working to see where we could go further with reusable cups.	
Health Science Student Experience- transport and parking costs	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. With the support from Para Soc, I am happy to announce that parking costs for first year paramedic science students have been removed. am also working to eradicate parking costs for paramedic science	

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.	
1755 Food Waste	This was raised at the Ethics and Environment Subcommittee to ensure that we are still meeting the resolves with the new shop in association with spar.	
1636 Vegans Need Food Too	This was raised at the Ethics and Environment Subcommittee to ensure that we are still meeting the resolves with the new shop in association with spar.	
Policy lapse for academic year 2016/17	Policy lapse will be proposed during this Union Council.	

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.	
NUS Zones	I attended the NUS Zones event the week commencing the 22nd October.	
Wonkfest	I attended Wonkfest on the 5th and 6th November.	
Unconscious Bias Training	As a member of University Council, I was invited and have attended Unconscious Bias Training in mid November.	
Lessons From Auschwitz	I will be attending Lessons from Auschwitz, which has been organised by the National Union of Jewish Students.	
Aurora Conference	I will be attending the Aurora Conference on the 28th – 30th November, which is a group of European Universities which work together to work on key issues, despite the impending uncertainty around Brexit.	

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. We are currently promoting Movember – a campaign to enourage awareness of mens mental health.	
Your Home from Home (formerly Homes not houses)	I recently met with Paul Bailey to discuss what we wanted form university accommodation this year – we discussed rent setting, room allocation and catered accommodation. I ran the first 'Your home from home' campaign working group where we discussed on and off campus housing issues. This campaign group will be working with Welfare committee to promote safety for students walking home in the dark. We are currently investigating a rate your landlord scheme and are promoting the relaunch of the good neighbour scheme.	
Canging 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. We will be attending the first changing the culture meeting of the year within the university so we were preparing for that last week. We also had a meeting to review the alcohol impact/ Never Ok team after the first couple of LCR nights they attended.	
Sexual health and relationships	I will be launching the Sexperience campaign on the 14th 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.	
Welfare Committee	Winter warmer campaign. We will be looking at providing resources to students to feel safer when walking in the dark – we will also be looking at some research into crime and the absence of street lights.	
Movember	I am on the movember working group which is aiming to raise awareness around mens mental health through promoting the movember campaign.	
Faith Centre/Islamic Prayer Space	I am on the Islamic prayer facility working group and have been attending these meetings regularally. 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.	

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.	
1880 Reclaim the night in norwich	I am continuing to try and make the city safer for students by supporting the use of Never Ok in our venues and those in the city and working with SSS to consider the implementation of a new reporting tool.	

Other Business of Note

Business	Description and Update	Progress
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. We are currently working to recruit a new CEO of the SU.	
Welfare Committee	The students' union's welfare committee met and is considering what we can do for students still on campus over the Christmas period and equipping students to feel safer as the nights draw in. This will be tackled in our winter warmer campaign.	
Equality and diversity committee	The universitys equality and diversity committee met. There were very positive conversations about gender neutral toilets and transitioning at uea.	
University wellbeing strategy	I am on the university wellbeing strategy group working on their 3 strand approach to wellbeing including mental health, physical health and spiritual wellbeing.	

Postgraduate Education Officer: Martin Marko

Manifesto

Priority	Description and Update	Progress
Accommodation	**Aim:** PG campus accommodation quality improvement. **Update:** Addressed within Your Home from Home priority campaign. A series of regular planning meetings of the working group commenced.	
Activities & Events	**Aim:** PG activities and events programme improvement. **Update:** Student Transformation Weekend opened-up to potential PG leaders to increase PG engagement and similar events being advertised via PGSU. PG events' (including inductions) evaluation to be compared with last year to determine progress. Winter events programme and inductions plan to follow. Pending update regarding winter graduation; 10 graduation gowns purchased. PG Education conference evaluation report to follow.	
Employability & Enterprise	**Aim:** PGT placement provision improvement. **Update:** Placements identified as a priority by Career Central. Second meeting with Career Central.	
	Aim: PG employment prospect and entrepreneurial opportunity improvement. **Update:** SU recruitment planning group meeting in early December to improve accessibility for PG students. Creation of job opportunities on campus raised with UEA as a priority – a series of planning meetings to follow.	
Food & drink	**Aim:** Campus-based food and drink quality, accessibility and value for money improvement for PG students. **Update:** Met with Enactus to collaborate on Budget Bites project. Graduate Centre Management Group met on improving Scholars bar. The need to improve food provision raised in Management Committee. A strategic proposal to be considered by the trustee board.	
Sport	**Aim:** PG sport provision improvement. **Update:** PG yoga teaching space secured for semester 1, with around 100% increase in capacity. Yoga mats purchased. Secured another yoga teacher to expand the number of teaching days. PG running 'club' started.	
Study & social spaces	**Aim:** PG study and social space improvement. **Update:** Constable Terrace PGR training suite opened and will be finalised early next year with improved access. Library alerted regarding accessibility issues in PG study rooms.	

Other priorities

Priority	Description and Update	Progress
Graduate Assembly	**Description:** Student body to hold Postgraduate Education Officer accountable. **Update:** Turnout improved, however procedural problems experienced – an update to follow.	
Communications	**Description:** Improve PG information reach. **Update:** Square (newsletter) presence for PG news has been established, with the hope of being further improved over time. Content for new starters' portal was delivered and will be reviewed for January new starters.	
Courage project	**Description:** Joint project on mental health between the SU and UEA. **Update:** Mental health first aid training to be provided.	
Associate Tutors	**Description:** Associate tutors face a variety of issues, so SU aims to provide support. **Update:** Leftover campaigning material from last year needs to be distributed. Provision of training will change next year, so its effectiveness will need to be assessed.	

Policy Updates

Policy Number and Title	Description and Update	Progress
2268 Policy Investigating PGR engagement with the SU	**Update:** Planning meeting scheduled and minor research begun.	
2266 It's more than just a space: use of the Graduate Centre	**Update:** Access to The Graduate Centre is now restricted to postgraduates, staff, mature students and students with special needs only.	

Other Business of Note

Business	Description and Update	Progress
PGR directors conference	**Description:** Conference for UEA PGR Directors and guests.	

	Update: Met with PGR Directors and discussed a potential working relationship with a Dutch university on PGR representation within the Aurora network.	
Internal Quality Assurance	**Description:** A new, annual quality review process to replace the quinquennial review and streamline other quality assurance processes at UEA. **Update:** Attended a series of meetings to ensue student representatives would be present at the quality review panel. A policy was adopted by the Learning and Teaching Committee in October 2018. There will be 2 student panel members.	

National

Business	Description and Update	Progress
National PG collaboration	**Description:** Sharing best practice with PG Officers across the UK. **Update:** Attended online meetings to discuss common issues. Planned a visit to York to meet-up with other PG officers.	
NUS Sections Conference	**Description:** Conference for discussing PG issues on a national level. **Update:** Links to 'National PG collaboration' section.	
NUS Strategic Conversations & National Conference	**Description:** Major decisions regarding NUS to be made this year. **Update:** Met regarding lead delegate responsibilities.	
Quality Matters 2018 (conference)	**Description:** Quality Assurance Agency conference including workshops and minor networking opportunity. Attended along with UEA representative. **Update:** Taken notes on employability and other topics to be looked over.	
NUS Zones Conference, Lead & Change and Students' Unions 2018	**Description:** Conferences providing introduction and insight into NUS whilst providing training for SU officers. **Update:** NUS provided PG-specific training and enabled the majority of full-time PG officers to meet. Attended a variety of workshops and met other SU and NUS officers, whilst sharing some best practice on course reps and elections for instance.	

Jenna Chapman: Undergraduate Education Officer (21/11/18)

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. I will be raising this as an issue with the ProVC (academic) at our next academic catch up	
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 chosing 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 meeting with various people around the university to get an update on whether this will go ahead and also wrote a blog around the benefits to students. I have been working with the university to make sure there is support for it.	
Mental health first aid training for academics/advisors	I have met with the Academic director for taught programmes to discuss the University providing mental health first aid training for all academics – specifically senior advisors. I will be meeting with various departments of the university over the coming months to discuss how a university wide approach	
Student rights post brexit	As we're getting closer to March, I will be talking to the university to ensure they have plans in place for EU students as well as students on years abroad in the case of a no deal	
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'	Along with the activities officer, we're collating research as to what the university may be able to offer if there were a week 0 and what the benefits to students are	
UG kitchen area/facilities	A microwave for UG students to use will be coming to Unio by the end of the semester	
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 university's have alcohol free flats, non-first year flats and quiet flats. This has been raised with the university and is being looked into.	
No lectures past 6pm	I have stressed the importance of this in various meetings, however with student numbers set to increase 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. I have met with the Director of Widening Participation to discuss a potential future policy around inclusive teaching. The first education campaign group met the other day to discuss areas we'd like to focus on and start planning the campaign. I have spent a lot of time making sure that the university will become more inclusive with regards to curriculum, assessment, pedagogy and environment and have been making sure that any plans and changes will be implemented effectively.	
Black attainment gap	I have raised this with the university to find out what they are currently doing to reduce the attainment gap. I've met with the Academic director of widening participation (WP) to discuss the changes the university are making. We have also organised for students to meet to discuss ideas around decolonising the curriculum. I'm also attending the black attainment gap roundtable run by NUS and UUK to gather other ideas.	
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 trained our convenors and over 100 course reps so far. I've also begun some work around making the course rep system as visible as possible so all students can know who their rep is. I've met with the university to discuss how they have been promoting the elections and supporting their reps. I've also been working to improve the visibility of course reps with improvements coming in the next couple of 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 (within the module outline). We have been planning a campaign for this semester.	

Policy Updates

Policy Number and Title	Description and Update	Progress
2148 Transition at UEA	See Induction week above	

1992 Assessment and Feedback	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 This isn't however individualised feedback. 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+individualised+examination+feedback+pilots.pdf/e35e0426-bef7-bc90-a896-9fdbd6612198	
1772 Recorded lectures and the use of technology	See Lecture capture above	
2150 Academic Support at UEA	See academic training above	
1951 Market Reforms in Higher Education	UEA have been accepted to participate in subject level TEF and I've therefore agreed to be named as the student union representative to ensure the overall submission is a fair and accurate representation of the University and to be able to hold the University to account. With the Education subcommittee coming up, we will discuss our involvement and the potential to campaign against TEF in line with policy.	
2272: Library Book Loans	This has been raised with the library, they currently don't have the software in place to separate accounts by extenuating circumstances as this system is organised by SSS. They said they're looking to change the software in January.	

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	Applications have now closed and we have shortlisted and will be interviewing in the next couple of weeks.	
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. We met informally to introduce new members to the committee and how it will work over the year,	
People's Vote march	I attended the people's march on Saturday with a large group of students which was hugely successful with around 700,000 people attending overall	
NUS Zones	We attended NUS zones where we had the opportunity to start contributing to National HE policies and to meet with other sabbatical officers to discuss further collaboration and to find out the campaigns other unis do.	
Wonkfest	I have attended and learnt about the various developments in HE to be aware of that may lead to changes for students.	
External trustee recruitment	Applications have closed for one of our external trustee positions, we'll be holding interviews in a couple of weeks time.	

Education Subcommittee	Education subcommittee met for the first time this year and discussed many things including budget, induction weeks, attendance and TEF	
Teaching excellence (&student outcomes) framework	TEF is a priority for the University and so I have been to an introduction day and have been working with the University to shape how students can meaningfully input to it to lead to improvements of the student experience	
Meeting with VC and university executive team	We met with the Executive team of the university to discuss the SUs partnership with the university and show what we offer as an SU	

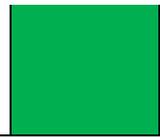## Oli Gray: Activities & Opportunities

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 factastic 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 *transition* 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 foodback please get in contact with me!	🟩

policy papers

• all of the policy proposals that council will be debating

su

2331 Policy Lapse 2018

Policy recommendations

Sophie Atherton, Campaigns and Democracy Officer

Each year, we have a clean-up of all the policies that have been passed over the last two academic years. Policies automatically lapse unless Council votes to keep them.

In accordance with the bye laws, Council has to revaluate our policies every two years. We have gone through the policies from the academic year 2016/17 which are now due to lapse.

All the policies due to lapse are included in this document. I have given a short description of each of the policies and reasons for our recommendations.

Please have a look through these and have a think about what your constituents would wish to have lapse, readopted as policy, or set as policy precedent.

If you find any policies that you think we should debate that are different to my recommendations, please let the Chair know and they will be considered and voted on separately.

If you have any questions drop me an email s.atherton@uea.ac.uk.

Colour code for the recommendations	What the recommendations means
	Keep the policy
	Policy precedent
	Scrap the policy
	Debate the policy

The following policies are recommended to be kept.

Title	What the policy is about	Reason for recommendation
Adequate Office for Nightline (1958)	To ensure that Nightline has adequate office space that meets the needs of its organisation.	This has not been implemented yet. We are on our way to ensuring that Nightline have adequate office space.
A Housing Policy that delivers for students (1982)	To ensure that accommodation for students at UEA is of a good price and standard.	This has not been implemented yet. We are still working with the university to ensure that students have a fair deal when it comes to accommodation.
Listening to Students (1983)	To ensure that the SU talk to students on a regular basis to improve their experience at UEA.	This is good policy that should be readopted. We have our quality conversations to ensure that we talk to students on a regular basis.
World Mental Health Day (1986)	To ensure that the SU recognises World Mental Health Day.	This is good policy that should be readopted. This year we ran a campaign on mental health day but was not exclusively organised by the Welfare, Community and Diversity Officer.
LED lighting in Union premises (1988)	To ensure that Union House and SU buildings are as energy efficient as possible.	This has not been fully implemented yet. The SU so far has changed some lighting to ensure that we are as energy efficient as possible.
Welfare of animals on campus (1989)	To ensure that the welfare of animals is included in any risk assessment when using animals in events.	This is good policy that should be readopted. We want to make sure that if animals are being incorporated into an activity, their welfare is considered.
Assessment and Feedback (1992)	To campaign for better university assessment and feedback procedures.	This has not been fully implemented yet. We have made vast

		improvements regarding online assessment.
Say Yes to the NUS (2007)	To ensure that the SU is fully committed and reaffirms its' support to the NUS.	This is good policy that should be readopted. Whilst NUS has announced its in crisis, we believe that the work they do positively impacts on our SU.
Votes at Sixteen (2008)	To support the votes at sixteen campaign within the SU.	This is good policy that should be readopted. In the current political climate, the belief that 16-year olds should have the vote is important.
Scrap Prescription Charges (2009)	To lobby for the removal of prescription charges.	This has not been implemented yet. Students are still required to pay for prescriptions.
Motions made Easier (2010)	To ensure that motions are clear and easy to understand.	This is good policy that should be readopted. Policy should be accessible to all.
Every Click I'll be watching you (computer surveillance) (2022)	To ensure that the civil liberties of students are upheld and campaign against the growing surveillance state in the UK.	This is good policy that should be readopted. We should consider the importance of civil liberties of our students.
Affiliation to Students for Cooperation (2023)	To affiliate to Students for Cooperation which fulfils UEASU's values.	This is good policy that should be readopted. The SU fundamentally agrees with collectivism and the values of Students for Cooperation.
More effective and democratic Council (2025)	To ensure that Union Council is as effective and assessable as it can be.	This is good policy that should be readopted. Union Council should be a place for all students. We have implemented an acronym buster and Student Officer Reports take place each Council.
Give students the right to fail (2026)	To ensure that students can still pass their degree despite failing a module.	This is good policy that should be readopted. Currently students are still required to pay for re-sits.

[Sanitary Products are not a Luxury](#) (2028)	This policy establishes that sanitary products should not be a luxury, through supporting NUS' 'Free Period' campaign as well as providing sanitary products in toilets free of charge.	This has not been fully implemented yet. We have sanitary products in the gender-neutral toilets and sell sanitary products in the SU Shop for cost.
[Diversifying our Student Staff](#) (2040)	To increase the diversity of our student staff population.	This is good policy that should be readopted. We encourage students of all backgrounds to apply for work in the SU.
[Advertising the Leadership race more effectively to International Students](#) (2059)	To encourage and engage more international students into the SU through various student leadership role.	This is good policy that should be readopted. We are continuing work on ensuring that students understand what officers do.
[To develop and implement a framework setting out the responsibilities of University management when engaging with student-led campaigns](#) (2061)	This policy calls for a set framework for the University to engage with student campaigners with a set of standards for the University to adhere to.	This has not been fully implemented yet. Student campaigns are fully supported within the SU.
[Communication Breakdown](#) (2069)	To improve the communication between Union Councillors and their constituents to improve the functionality of Union Council.	This is good policy that should be readopted. There is a gap between Union Councillors and their constituents on relaying information.
[UEA Parking](#) (2085)	To ensure that UEA considers its' parking for both students and staff on campus.	This is good policy that should be readopted due to potential future building works by the university.
[There's no I in BME – change is easier together](#) (2086)	To ensure that campaigns are created collaboratively with the Welfare, Community, and Diversity Officer as well as the Campaigns and Democracy Officer. To ensure that BME students are represented through a 'BME Committee'	This is good policy that should be readopted that supports BME campaigns and the work of the BME Committee.

The following policies are recommend to become policy precedent.

Title	What the policy is about	Reason for recommendation
Student Club Nights (Never OK) (1979)	To ensure that our club nights and events work in line with Never OK and Good Night Out.	This is good policy to formally adopt as precedent.
Zero Tolerance to Hate Crime and Racism (1990)	To ensure the immediate implementation of a 'zero tolerance policy' and ensure the SU has training for staff on behalf of students that are victims of hate crime.	This is good policy to formally adopt as precedent.
Safe Student Sex (2043)	To ensure that the SU provides free sexual health advice so that students have a positive relationship with their sexual health.	This is good policy to formally adopt as precedent.
Bookworms at UEA (2062)	To encourage students at UEA to read and implement book exchanges within the SU.	This is good policy to formally adopt as precedent.

The following policies are recommended to be scrapped.

Title	What the policy is about	Reason for recommendation
Post-Brexit Policy (1984)	To campaign against Brexit and reaffirm UEA's commitment to international students.	This policy is out of date.
Censure of the Welfare, Community and Diversity Officer (2027)	This policy censured the previous Welfare, Community and Diversity Officer.	This policy is outdated.
Stand Up to Trump (2064)	To support students opposing Donald Trump's visit to the UK.	This policy is outdated.
Colney Lane Defibrillator (2088)	To ensure that a defibrillator is introduced at Colney Lane.	This policy has been implemented.

The following policies are recommended to be debated.

Title	What the policy is about	Reason for recommendation
Market Reforms in Higher Education (1951)	Campaigning against the marketization of higher education in relation to TEF.	Part of this policy is out of date. There has been changes in regard to TEF and should be discussed.
Close Down Yarls Wood Detention Centre (1980)	To support the #ShutDownYarlsWood demonstrations and work in line with NUS policy regarding detention centres and students being unfairly detained.	Part of this policy is out of date due to the mention of Movement for Justice and should be discussed.
Remember - don't Repeat (White Poppies) (2006)	To ensure that both red and white poppies are stocked within the SU and formally support International Conscientious Objection Day.	This policy requires debate on whether it should be formally readopted due to the political controversies.
Only Fools and Horses: Stop the Student Debt Sell Off (2063)	To prevent the selling off of loans within higher education and oppose it as an SU.	This policy requires debate on whether it should be formally readopted.
Reproductive Justice for All (2066)	To take a firm pro-choice stance and support the adoption of legal abortion services with those in Northern Ireland and across the globe.	This policy requires debate on whether it should be formally readopted due to the repealing of the eighth and political stance.
UEA as a Sanctuary Campus (2084)	UEA should be a safe space for migrants and refugee. The SU should be fighting for UEA to be a safe campus and against prevent.	This policy requires debate on whether it should be formally readopted due to the nature of Prevent.

2333 Oppose the Roll-out of Universal Credit

Proposer: Hannah Murgatroyd Students with Disabilities Officer

Seconder: Lysander Hugo Welfare Rep for Disabled Students Liberation Society

Council Notes

1. Only 16% of disabled people have a degree level qualification compared to 30% of non-disabled people.

2. Universal Credit replaces six means-tested benefits: Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Housing Benefit, Child Tax Credit and Working Tax Credit.

3. Universal Credit has been rolled out in Nowich for new claimants.

4. Current claimants of the benefits Universal Credit is replacing will have to apply for Universal Credit beginning in July 2019.

5. Students can receive Income-related Employment and Support Allowance, Housing Benefit, Child Tax Credit and Working Tax Credits under the old system.

6. Income-related Employment and Support Allowance views disabled students who are in receipt of Disabled Living Allowance or Personal Independence Payment as automatically having a limited capacity for work. This means that they receive money before their Work Capability Assessment.

7. Universal Credit does not view students in receipt of Disabled Living Allowance or Personal Independence Payment as having a limited capacity to work.

8. This means that many students are outright refused Universal Credit without ever going to a Work Capability Assessment.

9. Most full-time disabled students are not able to claim Universal Credit on other grounds as they are unable to seek work and do not care for children.

10. With the rules for Universal Credit barring disabled students from having a Work Capability Assessment it makes it impossible for students who haven't already had a Work Capability Assessment to get Universal Credit.

11. As disabled people, on average, face extra costs of £570 a month, according to Scope, the change to Universal Credit will put the welfare of disabled students at risk.

Council Believes

1. That Employment and Support Allowance and Housing Benefits have helped disabled students to access education away from home and help cover the costs of housing and extra costs that come from being disabled.

2. That the complicated rules disabled students face when applying for Universal Credit put more stress on the claimant when they're already facing significant stress from their university course and lack of money.

3. That being disabled comes with significant costs, such as repairs to mobility equipment and more, which disability benefits help to mitigate.

Council Resolves

1. To oppose the roll out of Universal Credit and the rules which make it near impossible for disabled students to claim.

2334 Subcommittees That Work (An Amendment to the Bye Laws)

Proposer: Sophie Atherton (Campaigns and Democracy Officer)

Seconder: Rebecca Foreman (Non-Binary and Women's Network (Open Place Rep))

Council Notes

1. Last year, these subcommittees failed to meet quorum throughout the year.

2. Due to issues of quorum, funding requests have to go through the Student Officer Committee.

3. These sub-committees support wider campaigns on behalf and in addition to the Student Officer Committee.

4. The sub-committees of the Student Officer Committee were put in place 2 years ago through the 'A set of Amendments to the Articles of Association and to the Bye-Laws from the Student Leadership Review Group'.

Council Believes

1. The sub-committees should be successful and reach quorum.

2. The sub-committees are in place to support policy development, implementation and full time officer accountability, as well as ensuring better coordination with societies in the relevant areas.

3. There is a lack of understanding in the "bye-laws" regarding sub-committees which may create confusion, thus causing problems with quorum.

4. There are many leadership opportunities within the Students Union, and through clarity of these sub-committees, students will find it easier to access such opportunities.

Council Resolves

1. Delete the following:

   "1.22a.1 The Welfare, Community and Diversity Sub Committee shall consist the Welfare, Community & Diversity Officer, a representative from each of the Liberation Groups and Assemblies, two representatives from Student Accommodation on campus, two representatives from health & welfare societies, two from student faith societies and four students elected as a block at least one of which must be in their first year of study and at least two of which must self-define as women or non-binary;"

   Replace with:

   "Sub-Committees of the Student Officer Committee: Welfare, Wellbeing and Community

   1.22b There shall be a Welfare, Wellbeing and Community Committee which shall consist of: the Welfare, Community and Diversity Officer, a representative from each of the Liberation Groups and Assemblies, two representatives from Student Accommodation on campus, two representatives from health & welfare societies, two from student faith societies and four students elected as a block at least one of which must be in their first year of study and at least two of which must self-define as women or non-binary.

   1.22b.1 The Welfare, Wellbeing and Community Committee shall co-ordinate a programme of campaigning and activities for related issues as outlined in their cycle of business.

1.22b.2 The programme may include: Seasonal affective disorder, safety on campus, assessment stress, estranged students, World Aid's Day**,** Christmas Day on campus, housing and relationships stress, and communicating the transition to life after university. This is not an exhaustive list." Renumber accordingly.

2. Delete the following:

"1.22a.3 The Liberation, Equality and Diversity Sub Committee shall consist of the Welfare, Community & Diversity Officer, a representative from each of the Liberation Societies and Assemblies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary;"

Replace with:

"Sub-Committees of the Student Officer Committee: Liberation, Equality and Diversity

1.22c The Liberation, Equality and Diversity Committee shall consist of the Welfare, Community & Diversity Officer, a representative from each of the Liberation Societies and Assemblies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary.

1.22c.1 The Liberation, Equality and Diversity Committee shall co-ordinate a programme of campaigning and activities for related issues as outlined in their cycle of business." Renumber accordingly.

1.22c.2 The programme may include: Liberation history months, making UEA inclusive for all, Never OK, and feeding into transforming equality. This is not an exhaustive list" Renumber accordingly.

3. Delete the following:

"1.22a.4 The Ethical and Environmental Sub Committee shall consist of the Campaigns and Democracy Officer, representatives from relevant societies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary."

Replace with:

"Sub-Committees of the Student Officer Committee: Ethical and Environmental

1.22d The Ethical and Environmental Sub Committee shall consist of the Campaigns and Democracy Officer, representatives from relevant societies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary."

1.22d.1 The Ethical and Environmental Sub Committee shall co-ordinate a programme of campaigning and activities for related issues." Renumber accordingly.

1.22d.2 The programme may include: Go Green Week, review of waste and recycling, energy switch off, and Earth Hour. This is not an exhaustive list" Renumber accordingly.

2335 Tidying up UEA SU's Bye Laws (An Amendment to the Bye Laws)

Proposer: Sophie Atherton (Campaigns and Democracy Officer)

Seconder: Lewis Martin (Mature Students' Assembly Council Rep)

Background

The SU's "bye-laws" (the rules governing its democratic process) have been subject to a great deal of rapid change within the last 6 years. Changes made since 2012 have included:

- Giving Liberation Officers a vote on the Student Officer Committee
- A full-time Postgraduate Education Officer
- An entirely new Full Time Officer structure
- Four new part-time officer positions
- The creation of Liberation Caucuses and Assemblies
- The replacement of Liberation Caucuses with Liberation Societies
- The creation of PostgraduateSU
- New rules around the election of NUS conference delegates
- The creation of dozens of new committees, including the Democratic Procedures Committee, SOC subcommittees and Development and Oversight Boards
- The implementation of gender balancing for some SU Officer positions

In addition to these changes, and many others, there have been changes in custom and practice that have left the Bye-Laws out of date. For example, the bye-laws currently require us to send a paper copy of the Union Council agenda to each councillor's school address, which we no longer do in part because that "school address" no longer exists.

As a result, possibly due to substantial changes being made in quick succession, there are a number of grammatical and technical errors that have emerged in the bye-laws, as well as contradictions and ambiguous wording. Some of these are small (such as a random 'A' on the contents page) but some of them are causing difficulties in the transparent implementation of democracy. For example, the bye-law about NUS conference delegate elections contradicts itself, instructing the SU to both directly elect its lead delegate in an open election, but also to appoint it from amongst the Full-Time Officers only.

To resolve these problems, UEA SU has conducted a full and comprehensive review of the bye-laws with the aim of correcting grammatical errors, suggesting possible clarifications of unclear wording and moving some information into new bye-laws so as to make the democratic process more accessible. However, all of these changes need Council approval, which is why the motions have been brought to this Council for a decision.

The amendments

Council may choose to amend, approve, reject or refer back these proposals. There are three parts to the proposals to ensure that councillors are in control of the amendments:

1. **Grammatical and technical changes**. This motion proposes a series of grammatical fixes to the bye-laws, such as capitalising words, replacing out-of-date terminology and re-positioning paragraphs to be more readable.
2. **Political changes**. This motion proposes a series of updates to the bye-laws to make the processes around Council, elections and student opportunity groups clearer. Among other proposals, it rewords the rules for Council debates so that the procedure of a debate is absolutely clear and unambiguous, and removes references to redundant committees like the "LGBT+ Committee" (which no longer exists).
3. **NUS Conference Delegations**. At present, the bye-law on NUS Conference contradicts itself within the space of a few sentences, stating in one sentence that the Lead NUS Delegate is directly elected, and stating in another sentence that it is appointed by Full-Time Officers. This discrepancy came about following the passage of a Union Council policy in 2015 which mandated the SU to investigate ways of making the Lead Delegate position open to all students. An amendment was made, but it did not remove the original text, resulting in a contradictory bye-law.

Council will be presented with two options:

    a. To have the Lead Delegate appointed by the Full Time Officers, and only open to Full Time Officers;
    b. To have the Lead Delegate elected directly in a ballot of students, with the position open to all NUS delegate candidates who 'opt in' to be Lead Delegate.

Council will then make a decision as to which wording it wishes to use.

Council Notes

1. The SU's "bye-laws" have seen considerable change over the last 6 years.

2. Due to changes in practises and customs, there are areas of the "bye-laws" that are outdated.

3. These changes have resulted in technical and grammatical errors that need rectifying.

4. There have been fewer motions submitted to Council than this time last year.

5. The "bye-laws" do not clearly state how debates work.

6. The "bye-laws" have outdated student groups that no longer exist.

7. The Quadram Institute has a Student Voice Committee.

8. There is a lack of clarity regarding the removal of committee members from office.

9. The Development and Oversight Boards (DOBs) are in place so that the work of subsidiary companies can be overseen and ensure that SU strategy is implemented.

10. There are problems regarding the appointment of a lead delegate to NUS National Conference as the "bye-laws" contradict themselves.

Council Believes

1. The "bye-laws" should be clear and easy to interpret, and free from grammatical and technical errors.

2. The creation and replacement of student groups should not cause confusion within the "bye-laws", therefore any reference to redundant committees should not result in ambiguity.

3. The proposed amendments will ensure that the "bye-laws" are clear and unambiguous.

4. Through reducing Council from 4 to 3 meetings in Semester one commencing in the academic year 2019/2020 there will be a longer period to submit a motion prior to the deadline, which will encourage councillors to submit motions to Council.

5. Debates should focus on the issue being debated, not the confusion within the "bye-laws".

6. The Postgraduate Committee and Student Voice Committee, within the Quadram Institute, effectively represent postgraduate students.

7. The separation of the Licensed Trade/Live from one DOB into Bars/ Licensed Trade and Venues/ Live will improve the oversight of subsidiary companies and ensure that SU strategy is implemented.

8. There needs to be no ambiguity in the appointment of a lead delegate to NUS National Conference.

Council Resolves

Red indicates text that will be deleted/replaced.

Green indicates the new text

1. To vote separately on Section A which focuses on grammatical and technical changes, Section B which focuses on political changes and Section C which focuses on the how the lead delegate for NUS National Conference is appointed.

Section A: To make the following grammatical and technical changes to the bye-laws.

2. On page 1, create a new table of contents that includes subheadings.

3. On page 1, delete the sentence "A   Definitions and Interpretations" and replace with "Definitions and Interpretations".

4. In bye-law 1.4, delete the words "one thirtieth" and replace with "one thirtieth (3%)".

5. In 1.4.1, delete "articles of association" and replace with "Articles of Association".

6. In 1.5, delete "meeting" and replace with "Meeting".

7. In 1.5.3, delete "A general meeting shall be called by at least 7 clear days' written notice" and replace with "A general meeting shall be called with at least 7 clear days' written notice."

8. In 1.9, delete "A referendum of a subset of the membership may be called by Union Council on a recommendation from the relevant Liberation Society or Assembly" and replace with "A referendum of a subset of the membership may be called by Union Council following a recommendation from the relevant Liberation Society or Assembly".

9. In 1.10.5, delete "to approve the Articles of Association of any new student opportunity group or any alteration to Articles of Association of an existing club, society or peer support group or to delegate this power to any other committee (pre-existing or created by Union Council);" and replace with "to approve the Constitution of any new student opportunity group or any alteration to Constitution of an existing club, society or peer support group or to delegate this power to any other committee (pre-existing or created by Union Council);".

10. In 1.10.7, correct the font size so that the entire clause is size 11 Verdana font.

11. In 1.11.1, delete "casting vote" and replace with "tie breaking vote".

12. In 1.11.10, delete "Five members elected from each of the following of the Liberations Societies and Assemblies" and replace with "Five members elected from each Liberation Society and Assembly".

13. In 1.11.11, delete "Sub Committee who's" and replace with "Sub Committee whose".

14. In 1.22a.1, add a full stop after "the Faculty Convenors".

15. In 1.22a.2, delete "Liberation Groups" and replace with "Liberation Societies".

16. In 1.22c, delete "There shall be Postgraduate Committee" and replace with "There shall be a Postgraduate Committee".

17. In 1.22c, delete "Women; and one registered as a Postgraduate Research Student" and replace with "women, and at least one of whom must be registered as a Postgraduate Research Student".

18. In 1.22c.2, 1.22c.3 and 1.22c.4, replace all instances of "PostgraduateSU Committee" with "Postgraduate Committee".

19. In 1.23, delete "The Campaigns and Democracy Officer" and replace with "the Campaigns and Democracy Officer".

20. In 1.24, delete "Democratic Procedures Committee shall:" and replace with "The Democratic Procedures Committee shall:"

21. In 1.24.1, make "be responsible for development of and promotion of the Union's democratic procedures, with particular reference to elections and Union Council;" its own new clause 1.24.2, and renumber accordingly.

22. In 2.2, add a full stop after "No-one may speak whilst the Chair is speaking".

23. In 2.25, delete "the Chair at its absolute" and replace with "the Chair and their absolute".

24. In 2.27, delete "the Chair on a simple majority of those present and voting" and replace with "the Chair on a simple majority of those present and voting support the motion".

25. In 2.31.2, delete "shall be raised" and replace with "can be raised".

26. In 2.31.2, delete "A challenge shall be accepted by a simple majority" and replace with "A challenge shall be accepted by a simple majority of those present and voting."

27. In 3.1.6, delete "The Graduate Assembly shall have the power to pass motions of no confidence, in members of the Postgraduate Committee" and replace with "The Postgraduate Assembly shall have the power to pass motions of no confidence in members of the Postgraduate Committee".

28. In 3.1.7, delete "The Postgraduate Education Officer" and replace with "the Postgraduate Education Officer".

29. In 3.1.7, delete "a 2/3rds majority of Graduate Assembly meeting" and replace with "a 2/3rds majority of attendees at a Postgraduate Assembly meeting".

30. In 4.1.3, delete "reporting to each meeting on activity" to "reporting to each meeting on their activity".

31. In 4.2.2, make "Working with members of University staff, through formal meetings and informal discussions, to achieve improvements in undergraduate education;" into its own clause 4.2.3, renumbering accordingly.

32. Move "; and" from the end of 4.2.6 to the end of 4.2.7.

33. Move "; and" from the end of 4.3.6 to the end of 4.3.7.

34. In 4.4.4, delete "Engagement with the University and other relevant organisations to achieve improvements" and replace with "Engagement with the University and other relevant organisations to achieve improvements".

35. Move "; and" from the end of 4.4.6 to the end of 4.4.7 and add a semicolon after "Zone".

36. Move the "and" from the end of 4.5.8 to the end of 4.5.9 and add a semicolon after "Zone".

37. Add "; and" to the end of 4.6.10.

38. In 4.7, delete the following: "In addition, the five Full-Time Officers shall be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union, and be Directors of the Union's subsidiary companies (where eligible in company law) having legal responsibility for the Union's commercial services.

Full-Time Officers shall be employees of the Union for the duration of their term in office. Their terms and conditions of employment shall be set by the Trustee Board."

The above text is already mentioned in 4.1. Renumber accordingly.

39. In 5.26, delete "Votes shall be cast by Single Transferable Vote" and replace with "The voting system used will be the Single Transferable Vote".

40. Delete bye-law 5.36, which states "All election results shall be reported, by the Deputy Returning Officer to the next meeting of Union Council". This exact text is already outlined in 5.29.

41. In 5.39, delete "Elections to school representatives will take place to allow the announcement of results at least 1 week before the first council of the first term of an academic year" and replace with "Elections to school representatives will take place at least 1 week before the first council of

the first term of an ordinary academic year (as defined by UEA), to allow for the announcement of results".

42. In 8.18.2, change both dashes to be "–".

43. In 9.2, re-position the paragraphs so they look like this:

"There will be standing collectives of student opportunity groups as follows, which may both coordinate sub groups and be allocated funding and support to carry out activity:

   a. UEA Media Collective, which will coordinate student media activity

   b. Sports Association, which will coordinate student sports clubs

   c. Societies Collective, which will coordinate student societies

   d. MedSoc, which will coordinate student clubs and societies in the Medical School"

44. In 9.2, delete "MedSoc" and replace with "Medical Society".

45. In 9.9, delete "relevant Union staff." and replace with "relevant Union staff, and will be uploaded to the Union website."

46. In 9.10, delete "delegated this power by the Union Council" and replace with "to which Union Council has delegated this power."

47. Delete bye-law 9.12, which states "No student opportunity group should usually be accredited when the activity they wish to undertake is already directly provided by a current club, society or peer support group, unless the aim of the proposal is to regulate and support a group of students that wish to undertake that activity within a particular school, faculty or mode of study. Funding procedures and principles will reflect a priority on cross university activity." This is simply a repeat of bye-law 9.8 which has the exact same text.

48. In 9.14, delete "When attendance at certain events that may be important to the student opportunity group function is restricted by certain legal requirements that the student opportunity group" and replace with "When attendance at certain events that may be important to the student opportunity group function is restricted by certain legal requirements, the student opportunity group".

49. In 9.14, delete "If the student opportunity group has events such as the above" and replace with "If the student opportunity group holds events such as the above".

50. In 9.19, reposition the paragraph's indent to match the other paragraphs.

51. In 9.21, delete "The Committee members shall be elected annually" and replace it with "All Committee members must be directly elected annually".

52. In 9.22, reposition the paragraphs so that they look like this:

"9.22 The Committee shall:

   a. administer and organise the student opportunity group activities and rules;

   b. allocate specific responsibilities to Committee members;

   c. decide in conjunction with the membership the student opportunity group policies; and

   d. appoint an appropriate person to be responsible for overseeing each election for Committee members (the Election Returning Officer). This person cannot be a candidate in the election and must remain impartial throughout the election process.

   e. Ensure the student opportunity group abides by, and fulfil their duties in accordance with, these Bye-Laws, the Constitution and policy."

53. In 9.23, delete "one-half" and replace with "one-half (50%)".

54. In 9.24, reposition the paragraphs so that they look like this:

   a. "The meeting must be advertised three days in advance.

b. The meeting shall be held in term-time.

   c. The meeting shall be called if one quarter of members present a petition to the Union's Student Activities and Opportunities Officer requesting the meeting. The meeting shall take place within three days from the receipt of the petition."

55. In 9.24 and 9.26, delete "one quarter" and replace with "one-quarter (25%)".

56. Remove unnecessary paragraph break between 9.32 and "Finances".

57. Create a paragraph break between 11.1.4 and 11.2.

58. Remove unnecessary paragraph break between 11.7 and "Management Committee".

59. In 11,16, reposition the paragraphs so that they look like this:

"They will consist of:

- The Campaigns and Democracy Officer (or the Welfare Community and Diversity Officer in the case of the Advice/Housing DOB);

- An elected student staff member from the area(s);

- Six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary;

- Staff (including student managers) as non-voting members;

- And the Ethical Issues Officer."

60. In 12.10.7, delete "infringement of equal opportunities, safe space, no platform or staff protocol policies;" and replace with "infringement of equal opportunities or staff protocol policies;". We do not have a safe space or no platform policy - we cannot ask people to conform to a policy that does not exist.

61. In 12.16, delete "Where an alleged breach of the code occurs beyond the standard right to be refused admission detailed in 12.15" and replace with "When an alleged breach of the code occurs beyond the standard right to refuse admission detailed in 12.15".

62. In 12.37, delete "receipt of should is such" and replace with "receipt of is such".

63. In 12.77, take the text "The member will be notified of the results of the appeal in writing within five working days of the hearing." and make it a separate clause 12.78, and renumber accordingly.

64. In 12.81, delete "Possible outcomes of an appeal:" and replace with "Possible outcomes of an appeal are that:".

65. In 13.6 and 13.6.1, delete "Caucus" and replace with "Liberation Society".

Section B: To make the following political changes to the bye-laws.

66. Change the name of Bye-Law 1 from "Democratic Processes Background" to "Democratic Processes".

67. In bye-law 1.10.2, delete "any lawful matter not determined by a Referendum" and replace with "on any lawful matter not determined by a Referendum within the last three years".

68. In bye-law 1.10.2, delete ", and will consider the advice of a General Meeting by receiving and reviewing its minutes".

69. In bye-law 1.14, delete "school address" and replace with "UEA email address".

70. In 1.12 delete, "An ordinary meeting of Union Council shall be held not less than four times in each semester." and replace with "An ordinary meeting of Union Council shall be held no less than seven times in an academic year."

71. Move the "School Convenors" section (currently bye-laws 4.25-4.27) into Bye-Law 1. Renumber accordingly as 1.30-1.32.

72. Move the "Faculty Convenors" section (currently bye-laws 4.28-4.30) into Bye-Law 1. Renumber accordingly as 1.30-1.35.

73. In bye-law 1.22c, delete "five members elected by the Single Transferable Vote by the Graduate Assembly" and replace with "six members elected by the Single Transferable Vote by the Postgraduate Assembly".

74. In bye-law 1.22c, delete, "and one registered as a Postgraduate Research Student" and replace with "two registered as Postgraduate Research Students; and two open places for postgraduate students;"

75. In bye-law 1.22c, delete, "committee; one member elected from the Student Voice Committee of the Institute for Food Research and one member elected from the Student Voice Committee of the John Innes Centre." And replace with "committee."

76. Delete the following:

    "2.20 Except where waived, all debates will consist of a proposing speech, a speech against, a second proposing speech, a second speech against, questions and clarifications, and a summation. There shall be no summation if there has not been a speech against.

    2.21 Proposing speeches and speeches against may be up to five minutes in length, second proposing speeches and second speeches against may be up to three minutes in length and a summation may be up to two minutes in length".

    Replace with:

    "2.20 All debates will be structured as follows:

    a) a proposing speech (lasting up to 5 min),

    b) questions and clarifications,

    c) a speech against (lasting up to 5 min),

    d) a second proposing speech (lasting up to 3 min),

    e) a second speech against (lasting up to 3 min),

    f) a summation (lasting up to 2 min).

    2.21 There shall be no summation if there has not been a speech against. Proposers may waive their right to a proposing speech and/or a summation if they wish."

77. Delete the following, as it will now be mentioned in the new 2.20 and 2.21:

    "Following opening speeches in each debate, Councillors will be entitled to ask general questions and clarifications for a period determined by the Chair."

78. In 4.1.1, delete "Take a coordinating lead on issues" and replace with "Take a coordinating lead on issues relevant to their roles".

79. In 4.14, delete "Convene and co-ordinate the Union's Women's Committee" because it no longer exists. Renumber accordingly.

80. In 4.15, delete "Convene and co-ordinate the Union's LGBT+ Committee" because it no longer exists. Renumber accordingly.

81. In 4.16, delete "Convene and co-ordinate the Union's LGBT+ Committee" because it no longer exists. Renumber accordingly.

82. In 4.17, delete "Convene and co-ordinate the Union's Students with Disabilities Committee" because it no longer exists. Renumber accordingly.

83. In 4.18, delete "Convene and co-ordinate the Union's Students with Disabilities Committee" because it no longer exists. Renumber accordingly.

84. In 4.19, delete "Convene and co-ordinate the Union's Ethnic Minorities Committee" because it no longer exists. Renumber accordingly.

85. In 4.20, delete "Convene and co-ordinate the Union's Mature Students' Committee" because it no longer exists. Renumber accordingly.

86. In 4.20, delete "Convene and co-ordinate the Union's International Students' Committee" because it no longer exists. Renumber accordingly.

87. Delete the following (bye-law 4.31):

"**Dismissal/Resignation**

4.31

a) The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the Chief Executive who will report this to Union Council at the first opportunity.

b) In the event of a member of the Student Officer Committee ceasing to hold office the Student Officer Committee will be responsible for holding elections to appoint a replacement in line with the Bye-Laws.

c) A member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Union Council, passed by a 75% majority of those members of the Union Council present and voting at a quorate meeting.

d) If a Full-time Student Officer ceases to hold office their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.

e) A Union Council member shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at either a quorate meeting of Union Council or in a secret ballot of their constituency requested in writing to the Chief Executive by not less than one tenth of the members of the constituency.

f) A member of the Democratic Procedures Committee shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at a quorate meeting of Union Council.

g) Any member of the Union Council, including a Student Officer, who is absent without valid apology for two meetings of the Union Council per semester shall cease to hold all Union offices unless the Union Council, at its sole discretion, shall decide otherwise.

h) Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless

the Student Officer Committee, at its sole discretion, shall decide otherwise. The Chair of the PostgraduateSU Committee, can only be removed by the Graduate Assembly.

i) An apology for absence from a Union Council meeting from a Union Councillor shall be considered valid if it is submitted and accepted by the Chair of Council, via the relevant member of Staff, before the start of the meeting.

j) An apology for absence from a Student Officer Committee meeting from a Student Officer shall be considered valid if it is submitted to the Student Officer Committee, via the relevant member of Staff, before the start of the meeting, and then accepted by the meeting."

Then, create a new bye-law, entitled "Bye-Law 14: Removal of committee members from office", and word it as follows:

"Bye-Law 14: Removal of committee members from office

Resignations

14.1 The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the Chief of Staff who will report this to Union Council at the first opportunity.

14.2 If a Full-time Student Officer resigns from office, their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.

Motions of No Confidence

14.3 **Student Officer Committee**

14.3.1 Any member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Union Council, passed by a three-fifths (75%) majority of those members of the Union Council present and voting at a quorate meeting.

14.3.2 If a Full-time Student Officer ceases to hold office their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.

14.4 **Union Council representatives**

A Union Council member shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds (66%) majority of those voting at either a quorate meeting of Union Council or in a secret ballot of their constituency requested in writing to the Chief of Staff by not less than one tenth (10%) of the members of the constituency.

14.5 **Democratic Procedures Committee**

A member of the Democratic Procedures Committee shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds (66%) majority of those voting at a quorate meeting of Union Council.

Dismissal as a result of absence

14.6 **Union Council representatives**

14.6.1 Any member of the Union Council, including a Student Officer, who is absent without valid apology for two meetings of the Union Council per semester shall cease to hold all Union offices unless the Union Council, at its sole discretion, shall decide otherwise.

14.6.2 An apology for absence from a Union Council meeting from a Union Councillor shall be considered valid if it is submitted and accepted by the Chair of Council, via the relevant member of Staff, before the start of the meeting.

14.7 **Student Officer Committee**

14.7.1 Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless the Student Officer Committee, at its sole discretion, shall decide otherwise. The Chair of the Postgraduate Committee can only be removed by the Postgraduate Assembly.

14.7.2 An apology for absence from a Student Officer Committee meeting from a Student Officer shall be considered valid if it is submitted to the Student Officer Committee, via the relevant member of Staff, before the start of the meeting, and then accepted by the meeting

14.8 **Vacancies created by dismissal/resignation**

In the event of a member of a Student Union committee ceasing to hold office the Student Union's Deputy Returning Officer will be responsible for holding elections to appoint a replacement in line with the Bye-Laws."

88. In 9.22, delete the following: "d. appoint an appropriate person to be responsible for overseeing each election for Committee members (the Election Returning Officer). This person cannot be a candidate in the election and must remain impartial throughout the election process." And renumber accordingly.

89. In 9.28, delete "a member of the Committee elected from their number, a Student Officer or a member of Union staff." and replace with "the Student Union's Deputy Returning Officer".

90. In 9.31, delete "the candidates with the most votes shall win" and replace with "the voting system used shall be the Single Transferable Vote".

91. In 11.14, delete "There will be three Development and Oversight Boards (Retail/Catering, Licensed Trade/Live, Advice/ Housing" and replace with "There will be four Development and Oversight Boards (Retail/ Catering, Bars/ Licensed Trade, Venues/ Live, Advice/ Housing)"

92. In 11.16, delete "And the Ethical Issues Officer." and replace with "And a part time officer elected by the Student Officer Committee." Follow the reposition as outlined in resolve 59.

93. Move bye-law 11.14-11.16, "Development and Oversight Boards" from Bye Law 11 into Bye-Law 4, "Democratic Processes" and renumber accordingly.

Section C: To make the following changes for appointment of the lead delegate for the NUS National Conference to the bye-laws.

94. The NUS Bye-Law Amendment will apply as of the academic year 2018/19.

NUS Bye-Law Amendment (Option 1 – Direct Election)

To make the following changes to Bye-Law 13:

95. In 13.1, delete "One Full-Time Officer, appointed by the Management Committee, may be appointed to the position of lead delegate for NUS National Conference."

96. Add new bye-law 13.2 and renumber accordingly: "13.2 The Union's delegation to NUS Conference is led by a 'lead delegate' who serves as the delegation leader and votes at the NUS Annual General Meeting."

97. Delete all of the following:

"Process

NUS will inform the Union of the number delegates it is entitled to send to Conference each year.

One Full-Time Officer, appointed by the Management Committee, may be appointed to the position of lead delegate for NUS National Conference.

13.2	The election shall be conducted in accordance with the standard election by laws, save that: the nominations process will include a process for self-definition of woman status, and for candidates to opt in to stand to be the delegation leader.
13.2.1	Three separate counts will then be run, using the same ballot papers.
13.2.2	In the first count, all candidates who did not opt in to stand to be the delegation's leader shall be excluded.
13.2.3	In the second count, all candidates who are not self-defining women will be excluded.
13.2.4	A number of candidates to equal 50% of the delegation size rounded down will be elected in this count.
13.2.5	Where the delegation leader is a woman this calculation will be amended appropriately.
13.2.6	When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to the reserved candidates.
13.2.7	In the third count, all candidates will be reintroduced and preferences examined, save for preferences for those who were elected in the first count."

And replace with the following:

"Process

13.3	NUS will inform the Union of the number of delegates that the Union is entitled to send to Conference each year.
13.4	The Union's number of self-defining women places will be 50% of the Union's total NUS National Conference delegation (rounded down). –

Count

13.5		The election shall be conducted in accordance with the standard election bye laws, save that:
		a) the nominations process will include a process for self-definition of woman status;
		b) all candidates will be provided with the opportunity to opt in to stand to be the lead delegate.
13.6		The count for NUS Delegates will be conducted as follows:
	13.6.1	Three separate counts will be run, using the same ballot papers.
	13.6.2	The first count will elect the lead delegate. All candidates who did not opt in to be the lead delegate will be eliminated, and whichever of the remaining candidates reaches the quota will be elected lead delegate.
	13.6.3	The second count will elect our self-defining women delegates. In this count all candidates who are not self-defining women will be excluded, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.
	13.6.4	Where the delegation leader is a woman this calculation will be amended appropriately.
	13.6.5	When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to candidates eligible for the relevant places.
	13.6.6	The final count will elect the remaining NUS delegates. All candidates who have already been elected will be eliminated and their preferences redistributed, and whichever of the remaining candidates reach the quota will be elected as NUS delegates."

NUS Bye-Law Amendment (Option 2 – Appointment by Management Committee)

To make the following changes to Bye-Law 13:

98. Add new bye-law 13.2 and renumber accordingly: "13.2 The Union's delegation to NUS Conference is led by a 'lead delegate' who serves as the delegation leader and votes at the NUS Annual General Meeting."

99. Delete all of the following:

"Process

NUS will inform the Union of the number delegates it is entitled to send to Conference each year.

One Full-Time Officer, appointed by the Management Committee, may be appointed to the position of lead delegate for NUS National Conference.

13.2	The election shall be conducted in accordance with the standard election by laws, save that: the nominations process will include a process for self-definition of woman status, and for candidates to opt in to stand to be the delegation leader.
13.2.1	Three separate counts will then be run, using the same ballot papers.
13.2.2	In the first count, all candidates who did not opt in to stand to be the delegation's leader shall be excluded.
13.2.3	In the second count, all candidates who are not self-defining women will be excluded.
13.2.4	A number of candidates to equal 50% of the delegation size rounded down will be elected in this count.
13.2.5	Where the delegation leader is a woman this calculation will be amended appropriately.
13.2.6	When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to the reserved candidates.
13.2.7	In the third count, all candidates will be reintroduced and preferences examined, save for preferences for those who were elected in the first count."

And replace with the following:

"Process

13.3	The election shall be conducted in accordance with the standard election bye laws, save that the nominations process will include a process for self-definition of woman status.
13.4	UEA's lead delegate to NUS National Conference must be a Full-Time Officer. They will be appointed by a simple majority vote of Management Committee.

Count

13.5   The count for NUS Delegates will be conducted as follows:

13.5.1   Two separate counts will be run, using the same ballot papers.

13.5.2   The first count will elect our self-defining women delegates. In this count all candidates who are not self-defining women will be excluded, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.

13.5.3   Where the delegation leader is a woman this calculation will be amended appropriately.

13.5.4   When counting, any preferences expressed for the excluded candidates will be redistributed, so that votes are only reallocated to candidates eligible for the relevant places.

13.5.5   The final count will elect the remaining NUS delegates. All candidates who have already been elected will be eliminated and their preferences redistributed, and whichever of the remaining candidates reach the quota will be elected as NUS delegates."

2336 Transform International student assembly into a subcommittee

Proposer Mohaned Alhasan (International student officer – Non-EU)

Seconder Borja Matrin Simon (International student officer –EU)

Summary

International students are a large subgroup of students at UEA however they are significantly underrepresented. The SU also struggles in engaging its international students a

This can start by giving them the autonomy and the financial independence to take the lead in making changes that helps their fellow international students.

Council Notes

1. In February 2017 a motion has passed to change previous Caucuses and assemblies into subcommittee. However, the international assembly was kept the same [1].

2. International students are a large subgroup of the student population with over 2800 students here at UEA – over 18% of all students [2].

3. The international assembly committee consists of 5 members that are elected by other international students, and in each assembly only those Individual Members that self-define as being a part of the international students' group shall be entitled to participate in the governance, discussion or activities of the group.

4. Both international students' officers and the International assembly committee agrees with the need of this change.

Council Believes

1. There's still a significant gap in the representation of international students in their student union.

2. International students should be the ones to make the decisions that affects them, as this is an essential step in the democracy of our union.

3. Giving international students the ability to fund their own campaigns and events will also give them their own autonomy.

Council Resolves

1. Change the structure of international assembly into a subcommittee by changing the Bye law.

2. Mandate this subcommittee into having a minimum of 2 meeting per semester to allow more international students to take part.

3. The subcommittee should be the platform where all international students can give feedback on different aspects of their student union and University.

4. The subcommittee should encourage international students to lead their own campaigns and help their international students' officers in their campaigns as well.

5. The roles of the international assembly committee members will be the same in the Subcommittee.

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1. https://www.uea.ac.uk/about/media-room/facts

2337 Developing Teaching Skills programme

Proposer: Martin Marko (Postgraduate Education Officer)

Seconder: Jenna Chapman (Undergraduate Education Officer)

Council Notes

1. Developing Teaching Skills (DTS) is a programme offered by the Centre for Staff and Educational Development at UEA currently offered to Postgraduate Research Students (PGRs).

2. DTS will not be offered after the 2018/2019 academic year.

3. DTS is a stand-alone Masters module that enables PGRs to gain teaching skills, which is required by some schools to uphold the quality of teaching.

4. The 'save DTS petition' has been signed by a hundred people so far.

Council Believes

1. The lack of DTS will negatively impact the quality of training available to PGRs.

2. A decrease in the quality of training for PGRs will lower the quality of teaching provided by Associate Tutors (ATs).

3. It is unacceptable to cut the provision of DTS, without an equivalent alternative provided.

4. UEA should seek to expand and improve training provision equivalent to DTS, rather than reduce it.

5. Online training is not equivalent to DTS. It should therefore not be regarded as an equivalent alternative, but as an add on to a DTS-equivalent.

Council Resolves

1. To mandate the Postgraduate and Undergraduate Education Officers to support the DTS petition.

2. To mandate the Postgraduate and Undergraduate Education Officers to lobby the university to retain the DTS provision or to provide an equivalent alternative for 2019/2020.

3. To mandate the Postgraduate and Undergraduate Education Officers to lobby the university to expand and improve DTS-equivalent training provision for ATs beyond 2019/2020.

2338 Make Societies Great Again (An Amendment to the Bye Laws)

Proposer: Roo Pitt (School Convenor, Politics, Philsophy, Languages and communication studies.)

Seconder: Sophie Atherton (Campaigns and Democracy Officer)

Council Notes

1. Societies' executive are the subject matter experts and have been invaluable for advising union council decisions on new society applications.

2. The society application process begins on the website through the up-voting system.

3. That UEA SU has over 200 societies and clubs that represent a number of interests.

4. UEA SU has a long-standing history of supporting students to set up new societies.

Council Believes

1. These proposed changes will encourage greater engagement within Union Council.

2. The society application process is lengthy and requires commitment from individual students passionate about their society.

3. The up-voting process is helpful for gauging student engagement however it can become difficult for the creation of potential societies' that are down voted.

4. That we should be able to have a full and proper debate in order to enable councillors to be able to make fully informed decisions.

Council Resolves

1. Mandate the proposer of the society to speak at the relevant Union Council. In their absence, the societies' executive can represent them and speak on behalf of them.

2. Remove the down voting system for new societies on the UEA SU website.

3. Introduce the

4. Under the heading of 'Clubs, Societies and Peer Support Groups', introduce the following: '8.20 Those who sit on Society Executive shall be considered councillors.' and renumber accordingly.

5. Under the heading of 'Clubs, Societies and Peer Support Groups', introduce the following: '8.21 Union Council shall follow the process of debates in regards to the creation of new societies as outlined in Bye Law 2.' and renumber accordingly.