

agenda

Meeting	Student Officer Committee
Date	6 December 2018
Time	5pm - 7pm
Location	Bookable Room 1
Author	Xenia Levantis, Campaigns & Democracy Coordinator

SOC01	Chair's report <i>To note</i> The Chair will give a verbal update to the Committee.	5 mins
SOC02	Minutes <i>To approve (to be circulated)</i> The Committee is asked to approve	5 mins
SOC03	Matters Arising <i>To consider (page 10 - 11)</i> Committee members are invited to consider the matters arising from the SOC meeting on Tue 6 Nov 18 and provide verbal updates on the progress of actions.	5 mins
SOC04	Open Discussion debrief: Balance 1 Nov 18 <i>To discuss (page 12 - 13)</i> The committee is asked to discuss the feedback from the Union Council Open Discussion topic: Balance led by Chloe Crowther on 1 Nov 18.	10 mins
SOC05	Agree Open Discussion topic for 24 Jan 19 <i>To discuss</i> The Committee is asked to agree the Open Discussion topic for the Union Council meeting on Thu 24 Jan 19.	10 mins
SOC06	Welcome Week Project – Feedback from SOC <i>To discuss (page 14)</i> The Committee is asked to feedback their views on a potential Welcome Week being introduced. This feedback will feed into a collaborative piece of work between uea(su) and UEA.	15 mins

SOC07	Dates for SOC meetings next term <i>To note (page 15)</i> The committee is invited to note the dates for SOC meetings in Term 2.	5 mins
SOC08	Student Officer Blogs <i>To discuss</i> The Committee is asked to discuss the blog schedule for Term 2 with the view to increase the Part Time Officer blog posts.	10 mins
	Access Break	10 mins
SOC09	Union Council Policy Lapse adoption <i>To note (page 16 – 18)</i> A summary paper of the policies readopted by Union Council and the policy readopted with amendments.	10 mins
SOC10	Union Council Policy adoptions <i>To note (page 19 – 42)</i> The Committee is asked to consider the process of Policy Lapse by the Campaigns and Democracy Officer. <ul style="list-style-type: none"> • 2333 Limousines and GoPro Cameras!? Condemn the UEA Executive Team for their Abuse of Expenses • 2334 Oppose the Roll-out of Universal Credit • 2335 Subcommittees That Work (An Amendment to the Bye Laws) • 2336 Tidying up UEA SU’s Bye Laws (An Amendment to the Bye Laws) • 2337 Transform International Student Assembly into a Subcommittee (An amendment to the Articles of Associations and to the Bye Laws) • 2338 Developing Teaching Skills program • 2338 Developing Teaching Skills program 	10 mins
SOC11	Funding Requests <i>To approve (pages 43 – 48)</i> The committee is asked to approve the following funding requests from members <ul style="list-style-type: none"> • Budget Planners from Chloe Crowther Non-Portfolio Officer • Go Green Week from Sophie Atherton Campaigns & Democracy Officer • Winter Warmers from Georgina Burchell Welfare, Community & Diversity 	15 mins

SOC12 Any other business

10 mins

To discuss

To be agreed with the Chair before the meeting.

SOC13 Time, Date & Place of next meeting

5pm – 7pm, Tuesday 15 January, tbc

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minutes



To be circulated

Matters Arising from Minutes

Meeting	Action Point		Actioned to	Update	Date complete
25/09/18	AP 1	The Committee secretary to distribute the minutes from the previous meeting on 15 May 2018 to the SOC members.	Staff Support	Remains outstanding	
	AP 2	The committee secretary to distribute the Action Log, identifying all the Matters Arising from the previous meeting 15 May 2018 to the SOC members.	Staff Support	Remains outstanding	
06/11/18	AP1	Rob Klim to speak to Hannah Murgatroyd about the gig buddies program.	Environment Officer & Students with Disabilities Officer		
	AP2	Officers are to pass information about Welcome Week to Oli Gray Activities and Opportunities Officer.	All Committee Members	All Officers have been circulated a short questionnaire to help shape the SU and University's work on the Week Zero project.	
	AP3	Investigate Part-time Officer images to be added to the screens in the Hive.	Chair and Staff Support		
	AP5	The Proposer of the motion to work with staff members to create an action plan and enact the policy.	Non-Portfolio Officer (TB) and Staff Support		
	AP6	Campaigns and Democracy Officer to work with Students with Disabilities Officer to enact the policy. To consult with SU shop staff and retail staff.	Campaigns & Democracy Officer, Students with Disabilities Officer and Staff Support		

	AP7	Students with Disabilities Officer to liaise with the relevant staff members to discuss the policy.	Students with Disabilities Officer and Staff Support		
	AP8	Microsoft forms to be used if an online meeting is required and committee members are to be emailed the form.	Chair and Staff Support		
	AP9	Resources for Disability Month to be ordered.	Students with Disability Officer and Staff Support		
22/11/18		<i>Actions from this meeting to be added with the minutes</i>			

Open Discussion debrief:

Balance 1 Nov 18

To discuss

The committee is asked to discuss the feedback from the Union Council Open Discussion topic: Balance led by Chloe Crowther on 1 Nov 18.

How can the SU help students balance and manage the many aspects of their lives?

1. Do you know what services the SU offers to help students balance their academic activities and any other aspects of their lives? Please list below as many as you know.

- Career central: post UEA
- Advice SU x 9
- Housing x 3
- Nightline
- Societies
- Do something different sessions
- Sports clubs
- Online resources
- Academic support
- Wellbeing events
- Workshops on stress/time management
- Counselling x2
- Wednesday afternoons
- Dean of students
- Academic advisors x 3
- Give it a go sessions
- Buddy scheme x2
- Student support x3
- Workshops
- Stress relief activities
- Workshops offered
- Dogs, stress relief
- Student buddy scheme reps
- Drop ins

2. How do you believe the SU could help you balance the following:

Responses for Q1: Academic responsibilities such as coursework, reading, labs, exams, tests etc...

- School officer/hub
- Promoting societies further
- Open up more spaces in the SU/UEA for quiet study
- Online section for each school/subject
- Officer timetable support
- Offer support to students who have jobs alongside their degree
- Online pages offering FAQs on essays, reports, referencing, finding sources, exam revision, techniques- in broad strokes what you need to do/have in a piece of work to get a 2.1, 1st etc...

- Make schools disclose scheduled reading weeks etc... at start of semesters, to allow students to plan out semesters in advance
- Study sessions
- Communicating with course directors to make sure summative don't clash
- Ensuring students (particularly sciences) have long enough lunch breaks between labs of different modules
- Lobby for less clustered assignments
- Advice with how long you should spend on coursework etc...

Responses to Q2 : Societies and Sports clubs

- Activities and opportunities officer
- Running work and balance workshops
- Keep pushing for Wednesday afternoons to be kept free x2
- A mental health officer for each committee to help with pastoral issues
- Offer advice drop in slots where you talk for 10 mins about what you're struggling with and how you can prioritise
- Online resources for time management/knowing your limits in what you can take on
- Have 2nd free period in the week?
- This is already great
- Encourage societies to run events on different days of the week
- Flexibility of time/dates x2
- Discuss with course directors the possibility of helping people balance teams and Wednesday mornings – away matches are hard for many students to access
- I don't know if you have access to careers central but a way to put social life on CV as an academic thing

Responses to Q3: Social life and extracurricular activities

- Promoting career central events
- More craft activities to reduce exam stress/make more friends
- More events like PMB and reducing LCR prices- A lists now off putting due to the price
- Work out study buddy sessions or something where students can study in groups and have regular chill breaks
- Already good
- Host stuff- better variety and advertising- not just booze
- Wider variety of activities that are better advertised- less focus on alcohol and LCR
- Potentially a campaign to show students they should only be spending 1/3 of the day on academic work

Responses to Q4: A mix of any of the above points

- Encouraging students to set-up societies/clubs
- Better online resources
- Mental health support
- Vary dates of weekday LCR night to allow for different academic timetables/extracurricular/societies commitments
- Doggos- always doggos

Welcome Week Project

Feedback from SOC



1. If the UEA term started one week earlier, and it wouldn't include teaching apart from induction lectures would you attend?
2. If we were to do this, what could be done to make your experience of welcome week better?
3. What would you like to see more of when you were inducted to your course and UEA?
4. In order to be ambitious, big and bold: what would you want UEA to do in that week?
5. Do you have any concerns with starting the academic year a one week earlier?
6. Should UEA introduce a Welcome Week?

Dates for next term

Initial dates for Student Officer Committee meetings during Term 2. The location of meetings will be confirmed with the committee via email.

Tue 15 Jan 19

Tue 29 Jan 19

Tue 12 Feb 19

Tue 5 Mar 19

Tue 29 Mar 19

Tue 30 Apr 19

Tue 14 May 19

Union Council Policy Lapse: Adoptions

Title	Aims of the policy
Adequate Office for Nightline (1958)	To ensure that Nightline has adequate office space that meets the needs of its organisation.
A Housing Policy that delivers for students (1982)	To ensure that accommodation for students at UEA is of a good price and standard.
Listening to Students (1983)	To ensure that the SU talk to students on a regular basis to improve their experience at UEA.
World Mental Health Day (1986)	To ensure that the SU recognises World Mental Health Day.
LED lighting in Union premises (1988)	To ensure that Union House and SU buildings 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.
Assessment and Feedback (1992)	To campaign for better university assessment and feedback procedures.
Say Yes to the NUS (2007)	To ensure that the SU is fully committed and reaffirms its' support to the NUS.
Votes at Sixteen (2008)	To support the votes at sixteen campaign within the SU.
Scrap Prescription Charges (2009)	To lobby for the removal of prescription charges.
Motions made Easier (2010)	To ensure that motions are clear and easy to understand.
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.

Affiliation to Students for Cooperation (2023)	To affiliate to Students for Cooperation which fulfils UEASU's values.
More effective and democratic Council (2025)	To ensure that Union Council is as effective and assessable as it can be.
Give students the right to fail (2026)	To ensure that students can still pass their degree despite failing a module.
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.
Diversifying our Student Staff (2040)	To increase the diversity of our student staff population.
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.
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.
Communication Breakdown (2069)	To improve the communication between Union Councillors and their constituents to improve the functionality of Union Council.
UEA Parking (2085)	To ensure that UEA considers its' parking for both students and staff on campus.
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'
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.

Market Reforms in Higher Education (1951)	Campaigning against the marketization of higher education in relation to TEF.
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.
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.
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.
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.
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.

Adopted with amendments

Close Down Yarl's Wood Detention Centre (1980)	To support the #ShutDownYarlsWood demonstrations and work in line with NUS policy regarding detention centres and students being unfairly detained.
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The following policies have become policy precedent

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.
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.

2333 Limousines and GoPro Cameras!? Condemn the UEA Executive Team for their Abuse of Expenses

Proposer: Hannah Murgatroyd (Disabled Students' Officer)

Seconded: Thai Braddick (Non-Portfolio Officer)

Summary:

On the 19th November 2018, Concrete released details of UEA's executive team's expense abuses. This is an emergency motion to mobilise the Students' Union to condemn the abuse of students' tuition fees to pay for limousine rides, first class transport, £640 dinners, and taxi rides when public transport options are available. This is unreasonable when the roll-out of universal credit is plaguing Norwich, students are working multiple jobs to cover UEA's rent prices, and only last year courses were cut because they weren't 'cost efficient'.

Union Notes:

1. That UEA's expenses policy states that staff shall expect to be reimbursed "wholly, exclusively, reasonably and necessarily in the performance of their duties" providing that "economy, efficiency and effectiveness are achieved".¹
2. That the newest two intakes of undergraduate students are now paying £9,250 for the same course as students paying £9000, under the guise of these fees paying for a 'better quality' education.
3. That students currently on campus have been quoted as saying that the abuse of expense claims are "disgusting".²
4. That the Students' Union represents its members and must hold the university executive to account.
5. That the most expenses claimed (£15,000 by Pro-Vice Chancellor for Science Phillip Gilmartin) is the same as earned by the University's lowest paid member of cleaning and maintenance staff in a whole year.
6. That rent prices for students, by 2016, had increased by 23% and have continued to raise, outpacing inflation and price rises in the private rental market.³

Union Believes:

1. That we must condemn any abuse of expenses by a member of UEA's executive management team.
2. With the roll-out of universal credit, the removal of maintenance grants, and the NHS bursary, students are now more financially strained than ever.

¹ <http://www.concrete-online.co.uk/uea-staff-claimed-expenses/>

² Ibid.

³ <https://www.theguardian.com/education/2016/oct/26/cost-of-british-student-housing-has-risen-by-a-quarter-in-seven-years>

3. That the UEA executive must be held to account by the Union and its members, for their policies, abuse of expenses, and how they manage the university.
4. That whilst rent prices are being increased by the executive on campus, and student intake has also increased, that UEA has access to more funds than ever. The executive should be using them to tackle lack of BAME representation in the Student Support Services and faculty, constant breakdowns of lifts on campus, and more widely tackling massive inequalities on campus - not limousine rides and GoPro cameras.

Union Resolves:

1. To mandate SOC and the Students' Union to release a statement condemning the University executive for their abuse of expenses.
2. To campaign for full transparency of the University's expense claiming process, and for the full release of the University's expense records.
3. To oppose the inequality of the University's management team being able to claim up to £15,000 of expenses whilst students are struggling to pay UEA's on-campus rent prices, pay hidden course costs, and that their lowest-paid staff are paid only that over the course of a year.
4. To mandate SOC and the Students' Union to release a campaign against the abuse of expenses and to work with the Your Money Counts priority campaign to actively and aggressively tackle the ridiculous living costs on campus.

2334 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 Norwich 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.

2335 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))

Summary

Last year, the subcommittees of the Student Officer Committee barely met quorum and their remit was unclear and re-established the start of each academic year. The clarification that this policy enables ensures that the Bye Laws are clear to any student who reads them. The clear remit and membership will hopefully see a greater take up of students who wish to get involved in the future.

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.

2336 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 be the delegation leader.
 - 13.2.2 Three separate counts will then be run, using the same ballot papers.
 - 13.2.3 In the first count, all candidates who did not opt in to stand to be the delegation's leader shall be excluded.
 - 13.2.4 In the second count, all candidates who are not self-defining women will be excluded.
 - 13.2.5 A number of candidates to equal 50% of the delegation size rounded down will be elected in this count.
 - 13.2.6 Where the delegation leader is a woman this calculation will be amended appropriately.
 - 13.2.7 When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to the reserved candidates.
- 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

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

13.6.2 Three separate counts will be run, using the same ballot papers.

13.6.3 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.

13.6.4 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

13.6.5 elected as NUS delegates.

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

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.

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
- 13.5.1 The count for NUS Delegates will be conducted as follows:
- 13.5.2 Two separate counts will be run, using the same ballot papers. 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

- 13.5.4 Where the delegation leader is a woman this calculation will be amended appropriately.
- 13.5.5 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.
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.”

2337 Transform International Student Assembly into a Subcommittee (An amendment to the Articles of Associations and to the Bye Laws)

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

Seconded Borja Martin Simon (International student officer –EU)

Summary

International students are a large subgroup of students at UEA however they are significantly underrepresented and the SU for a while have struggled in engaging them. Giving these students their autonomy could be the first step into empowering and enabling them to take the lead in making changes that benefits 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 elected committee members, 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 in structure. This change has also been discussed at the student officer committee meeting.

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 making the decisions that affects their student group, 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 encourage them to take part in their Union activities and lead the change.

Council Resolves

1. Mandate this subcommittee to have a minimum of 2 meeting per semester to allow more opportunities for international students to take part.
2. The subcommittee should be the platform where all international students can give feedback on different aspects of their student union and University.
3. The subcommittee should encourage international students to lead their own campaigns and help their international students' officers in their campaigns as well.

4. The roles of the individuals in the international assembly committee members will be the same with the change into a Subcommittee for the duration of the academic year 2018-19 for the duration of the changeover period from assembly to the International Student Subcommittee.
5. A staff member should be assigned to support the subcommittee with their work throughout the year.
6. For the student officer committee to look at a budget for the rest of the 2018-19 academic year and reassess annually.
7. In the Articles of Association 67.2.1, delete "International Students".
8. Introduce the following Bye Law under the heading of "**Student Officer Committee Sub-Committees**:"

"Sub-Committees of the Student Officer Committee: International Students

1.22a The International Students Sub Committee shall consist of the International (EU) and (Rest of the World) Officers, representatives from international cultural societies, and six students (who self-identify as international) 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. Renumber accordingly.

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

1.22d.2 The programme may include: discussion of the issues that international students are facing, ideas for campaigns to fix these issues, discussion of the work of their international officers, the representation of international students in the SU, actively represent the opinion of international students in Go-global, international SU and International Student Day. Renumber accordingly.

1. Motion 2039 i) A set of amendments to the Article of Association and to the Bye-Laws from the student leadership review group. – passed at 2nd/Feb/2017
2. <https://www.uea.ac.uk/about/media-room/facts>

2338 Developing Teaching Skills program

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.

2339 Let's Make Societies Great! (An Amendment to the Bye Laws)

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

Seconded: Sophie Atherton (Campaigns and Democracy Officer)

Summary

Currently the Societies Executive do not sit on Union Council, despite their expertise being used to give recommendations to Council about new societies. There is also no process for debate regarding the creation of a society, however debate is encouraged in Union Council for motions that may become policy. This motion aims to improve the expertise and democracy in Union Council for new societies.

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. 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. 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.
3. Under the heading of 'Clubs, Societies and Peer Support Groups', introduce the following: '8.21 Union Council shall follow the structure of debate in regards to the creation of new societies as outlined in Bye Law 2.20.' and renumber accordingly.

Student Officer Funding Request and Claims Form

Name and Officer Title:	Chloe Crowther, Non-Portfolio Officer
Project/Campaign Title:	Budget Planners
Amount of money requested:	£275
Budget requested from:	SOC
Details of project:	
<p>The budget planners are intended to help students manage their finances. The planners will be 594 x 420mm, colourful, with columns for keeping track of incoming and outgoing finances, organised under headings like Food, Transport, Rent, etc, and there will be blank headings as well for students to personalise their own planners. There will be hints, tips and suggestions for managing money in bubbles and boxes around the edges, including contact details for financial support services.</p> <p>There will be follow-up workshops in the new year to provide students with information on managing their money and this should help to raise awareness of budgeting. This fits in with the priority campaign Your Money Counts. If this is approved, the design for the planners will need to be processed in-house, so they will probably be ready around the last week of the Autumn semester.</p>	
Breakdown of funding:	
A2 copies (594 x 420 mm)	

What are main aims of this activity/event/ campaign?
<p>The main aims are to help students with managing their financial situation here at UEA. For a lot of our students, this is their first time living away from home, and they may well be uncertain of how to manage their finances in such a way as to be able to support themselves – and to still have money left over to enjoy themselves with! This budget planner should make it easy for students to keep track of where their money is going and what they are spending on.</p> <p>Therefore, it is easier to see where they can make savings. Transparency is the key aim of this campaign; students should not be scared or stressed by their financial situation, and they should not have to compensate unnecessarily and miss out on vital parts of their student experience just because they could not keep track of their spending and now cannot afford something. We will know if this project has been successful based on student feedback at the end of the year, perhaps provided via a survey, and through engagement with the Managing your Money workshops. I would like to educate students and their families on managing their money at UEA through the proposed workshops in the new year, and there could be a section on the SU website where the transcripts of these workshops are posted, as well as any links, hints and tips to help students and their families to budget.</p>
How will this benefit our members?
<p>These budget planners make it easy to keep track of student spending, so that the individual student can clearly see how much they are spending, and what they are spending on. The helpful hints and tips boxes will assist students in saving money and spending it wisely, whilst the support service numbers provided on the planners will reassure the students and provide them with contacts should</p>

they have any financial concerns. The idea behind the follow-up workshops in the new year is to keep track of how this campaign is progressing, to ascertain how it is helping our students, and because in the new year people make resolutions and this means they are more likely to get into the habit of managing their money at the start of Spring semester. Therefore, I believe that the budget planners will be a vital step towards helping our members to make the most out of their money, and therefore their time, at UEA.

Target number of members directly benefited:

500

Target number of members benefited by extension:

Difficult to calculate, many students will benefit from this advice and support.

How will you ensure this benefits hard to reach/liberation/underrepresented groups?

This budget planner will not discriminate, because money is something all students need to manage. The budget planners will benefit these groups because it offers them support service contacts, as well as giving helpful hints about how to get the most out of their money, and therefore their university experience overall will be enhanced. It should also include several columns with blank heading spaces, for students to personalise their planners, as every student will spend their money on different things. This will make the planners even more beneficial for every student, no matter what their circumstances.

Date of Approval:

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name:	Officer Title:
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>	
Budget	
Date of approval	
Campaign Title	

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Sum of cost			
Other costs not claimed for (departmental transfers)			
Total costs			£
Variance from funds requested			

To be completed by budget holder

Name:	Signature:
Budget Code:	Date:

Student Officer Funding Request and Claims Form

Name and Officer Title:	Sophie Atherton Campaigns and Democracy Officer
Project/Campaign Title:	Go Green Week
Amount of money requested: £300	Budget requested from: Ethical and Environmental
Details of project (500 words max): During Go Green Week there will be a series of events to encourage all members to think and ask questions around sustainability. This will encourage positive change amongst our members- this week will involve everything from thinking about dietary choices to choosing sustainable transport options.	
Breakdown of funding: £300- Go Green Week banner	

What are main aims of this activity/event/ campaign? To enable further awareness of thinking sustainably.	
How will this benefit our members? Encouraging our members to think sustainably about ethical and environmental issue.	
Target number of members directly benefited: Lots	Target number of members benefited by extension: Even more
How will you ensure this benefits hard to reach/liberation/underrepresented groups? Sustainability effects everyone. I will be starting up a working group to ensure those who want to get involved with Go Green Week, can!	
Date of Approval:	

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name	Officer Title

Bank			
Account Number		Sort Code	
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>			
Budget			
Date of approval			
Campaign Title			

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Banner	1	Advertise and promote Go Green Week	£300
Sum of cost			
Other costs not claimed for (departmental transfers)			
Total costs			£300
Variance from funds requested			

To be completed by budget holder

Name:	Signature:
Budget Code:	Date:

Student Officer Funding Request and Claims Form

Name and Officer Title:	Georgina Burchell – Welfare, community and diversity officer Ethan Johnson – Chair of Welfare Committee
Project/Campaign Title:	Winter warmers – welfare committee
Amount of money requested:	£90.50
Budget requested from:	Welfare budget of SOC
Details of project (500 words max):	
Have you started a campaign planning form? No	
Breakdown of funding: (please see below)	

What are main aims of this activity/event/ campaign?	
To give students staying on campus events to look forward to throughout the holidays.	
How will this benefit our members?	
This is aimed to specifically target estranged students, international students, and any student who is not able to get home for the holidays	
Target number of members directly benefited:	Target number of members benefited by extension:
50+	
How will you ensure this benefits hard to reach/liberation/underrepresented groups?	
It is aimed at students who are unable to get home for the holidays. The campaign will be inclusive to all students of all faiths.	
Date of Approval:	

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name	Officer Title		
Georgina Burchell	Welfare, Community and Diversity		
Bank			
Account Number		Sort Code	

<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>	
Budget	WELFARE
Date of approval	
Campaign Title	Winter Warmers

Name of speaker	Organisation	Travelled from	Mode of transport	Cost

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Cake in a mug mix https://www.sainsburys.co.uk/webapp/wcs/stores/servlet/gb/groceries/sainsburys-mugcake--chocolate-320g?langId=44&storeId=10151&krypto=t8aHAaZRq4k7IcKh10egmtYCBbk%2BFbFx%2Bt0R3vdAWVQVRzcq8VTvbHXOJz0xmoT3ZbsrnGPyhAFHbJrwIZOKtHho5ITsqHAHrq404oN5t0IXGm91qT2sqmYmBS2GOrdmimBsNJOQFCpNNBgxhN2h7ibKyf%2F6tjm6XFovIYvWo9w%3D&ddkey=https%3Agb%2Fgroceries%2Fsa%2Fsainsburys-mugcake--chocolate-320g	40	To give out from Unio on Christmas day	£20
Small gifts		For a Christmas Lucy Dip	£50
Cheap hot chocolate mix	4	Hand out for free in the hive	£4.40
Wrapping paper https://www.wilko.com/en-uk/wilko-bright-stripe-roll-gift-wrap-2m/p/0410605	5	To wrap small gifts	£7.50
Paper cups https://www.viking-direct.co.uk/en/hot-fluid-paper-cups-300ml-pack-of-50-p-6877395?text=paper+cups	2	To fill with hot chocolate	£8.60
Sum of cost			£90.50
Other costs not claimed for (departmental transfers)			
Total costs			
Variance from funds requested			

To be completed by budget holder

Name:	Signature:
Budget Code:	Date: