

**Durham Students' Union
Assembly Agenda**

Thursday, 7 December 2017– 19:00, ER142

Time	Subject	Who	Paper
19:00-19:01	A. Welcome	Chair	
19:01-19:03	B. Apologies for absence and Conflicts of interest	Chair	
19:03-19:05	C. Minutes of the meeting on 24 October	Chair	UA/1718/009
Routine Business			
19:05-19:15	D. Election of Vice-Chair	Chair	
19:15-19:25	E. Annual Policy Review	Chair, Governance & Grants	UA/1718/011
19:25-19:55	F. Update on Officer Work	Student Officers	UA/1718/012
Items for Discussion			
19:55-20:00	G. Ratification of Grants	Chair, Governance & Grants	UA/1718/013
20:00-20:15	H. Motion: Free and Accessible Menstruation	J Smith	UA/1718/014
20:15-20:35	I. Ratification of New Association: Trans Association	Luke Armitage	UA/1718/015
Any Other Business			
20:35-21:00	J. Questions to Officers		
For Your Information			
	K. Sharing of Committee Plans		UA/1718/016

Next meeting will be 8 February 2018, ER142

Agenda closes (so papers must be in) 30 January at 17:00.

Assembly is committed to making its meetings accessible to persons with disabilities. If you consider yourself to have any access or reasonable adjustment needs, please contact the Union President at dsu.president@durham.ac.uk at least 2 days in advance to make arrangements.

Minutes of a meeting of 24 October 2017

Welcome

Megan Croll opened the meeting, and welcomed all to the first Assembly meeting of the academic year.

Apologies for absence and conflict of interest

Apologies are as recorded on the attendance register (Laura Tidd, Katie Bulman).

There were no notified conflicts of interest.

Minutes of the last meeting

The minutes were accepted as a true and accurate record

Election of the Chair

Eden Watkins, Ka Wong Fung, and Matthew Gibson spoke in support of their nomination.

George Walker asked candidates about their views on making Assembly a more active, discursive body.

Amelia McLoughlan asked about ensuring an accessible debate.

Matthew Gibson was duly elected Chair

Election of the Vice-Chair

There were no candidates in the election of the Vice-Chair.

Election of Assembly/Committee Members

Open Place: James Creer spoke in support of their nomination.

James Creer was duly elected.

Women's/Carers Place: Neither candidate was able to attend the hust.

Megan Haskins duly elected.

Postgraduate Place: Nicola Tweedy spoke in support of their nomination.

Nicola Tweedy was duly elected.

First Year Undergraduate Place: Antonia Barber, Anne Josephine Strobel and Ekaterina Kosheleva spoke in support of their nomination.

Antonia Barber was duly elected.

Governance and Grants Committee (Open Place): Weiling Tay and Will Waters spoke in support of their nomination.

Weiling Tay and Will Waters were duly elected.

Governance and Grants Committee (Societies Place): Maciej Matuszski, Esther Green, George Peat and Sophia Rashid in support of their nomination.

Maciej Matuszski, Esther Green and George Peat were duly elected.

Environmental and Citizenship Committee (Open Place): No candidates were able to attend the hust.

Dewi Humpries, Chloe Scaling and Estia Ryanwere duly elected.

Environmental and Citizenship Committee (Political and Causes Society Place): Pippa Cameron spoke in support of their nomination.

Pippa Cameron was duly elected.

Welfare, Equality and Diversity Committee (Open Place): Tasnim Hassan spoke in support of their nomination.

Chloe Scaling and Tasnim Hassan were duly elected.

Welfare, Equality and Diversity Committee (Carer's Place): No candidate was able to attend the hust.

J Smith was duly elected.

(Matthew Gibson took the Chair)

Sharing of Officer Objectives

Megan Croll spoke to her objectives

Assembly asked:

- How would the President work with Common Rooms?
 - MC committed to persuading Common Rooms of the value of working with Durham SU, and working with them as catalysts for improving the student experience.

- What was the benefit of differential fees, and would the President comment on premiums for accessible student accommodation?
 - MC agreed that a premium for accessible student accommodation was unfair, and Uni should just be able to solve this.
 - Differential fees enabled widening access, which was a good thing.
 - MC sits on differential fees group, which was considering the matter in considerable depth, but with some commendable speed.

Charlie Walker spoke to his objectives

Assembly asked:

- Would the work on the cost of Durham work tackle unfair College charges and misapplied bursaries?
 - Yes.
- Is it reasonable to aim to make such significant changes?
 - Yes.

Sabrina Seel spoke to her objectives

Assembly asked:

- What work will be done on the terms and conditions of postgraduate students that teach; will Durham SU work with trade unions?
 - SS spoke about the benefits of UCU membership, and the favourable sign-up agreements in place.
- Were there benefits of a strong student/staff network?
 - SS agreed.

Laura Tidd sent her apologies, so her report was noted

Rosa Tallack spoke to her objectives

- Assembly asked what a tenants' union would do; how would this be different to the students' union?
 - RT said that the tenants' union may be part of Durham SU, but would also likely involve other members than students; this would be looked into.

Motions

Free Education

Sabrina Seel and Rosa Tallack proposed the motion, and made clear that the motion did not seek to set Durham SU's policy on free education, but Part 1 of the motion sought to establish a position on a soon-to-be-held demonstration. Part 2 proposed a referendum, to establish the position of Durham students on free education.

On part 1

Assembly asked whether the demonstration would have any impact, compared to the value of campaigning for change on campus?

- RT answered that she hoped it would inspire students to be part of a bigger cause.

Charlie Walker spoke in opposition to Part 1, and outlined the concerns about widening participation and access issues in Scotland, including how limits on student numbers restrict opportunity to access higher education, and distract from the important issues of student support costs; there were other battles than tuition fees.

Assembly voted and Part 1 of the motion was carried.

On part 2

RT and SS spoke in favour of holding a referendum, and the value of helping students determine Durham SU's position on big questions like free education.

CW spoke against by describing the other priorities for Durham students now; a referendum would be a distraction.

Amelia McLoughlan spoke about broader finance issues than tuition fees; living costs rather than admission costs determined access to higher education.

Sebastian Sanchez-Schilling spoke about the value of free education, and that his view was that free education was something to prioritise.

Assembly voted and Part 2 of the motion fell.

Dunelm House

Megan Croll proposed the motion, by outlining the case in the Assembly papers.

On the amendment

An amendment was proposed: to delete '*and the University's plans to demolish the building*'.

The proposer spoke about the legitimate need for both a new home for the students' union that was both fit for purpose and accessible, but this was not consistent with a need to demolish Dunelm House.

A speech in opposition said that it was important to have clarity; support the continued use of Dunelm House, or its disposal, but there was no value in a building without specified use.

Assembly voted and there was an equality of votes; on this basis, the amendment did not succeed.

George Walker spoke against the substantive; he agreed that Dunelm House not fit for purpose, but repeated that disposal was not linked to, or dependent on, developing a new home for Durham SU. He insisted that there was both a need to demand new space from Uni, and to preserve Dunelm House.

Assembly asked for clarification on a letter the President sent to the Minister over the summer, and MC replied that she had sent a holding letter, but had been clear not to take a view on disposal.

Assembly asked for further clarification on what 'listing' and 'immunity from listing' meant in reality. Esther Green offered her views on the technical aspects of this process.

Assembly asked for further clarification on the proposals for the Riverside estate; MC spoke about her view that the University had plans for the whole of the riverside, including Dunelm House, but that these plans were 'all or nothing'.

Assembly asked for further clarification on the timeline for campus development and a new students' union space. MC replied that she believed there would be no action sooner than 7 years in the future.

Ameila McLoughlan spoke in favour of the motion, and explained that the University will not spend time and money to make Dunelm House accessible. She said that the University's focus is on new build activity, rather than retro-fitting existing stock.

George Peat spoke about his confidence that students would get a new students' union building without Dunelm House being demolished; these were not mutually exclusive.

Esther Green spoke in favour on consultation about future, and her belief that a grant of listing limits future consideration of options.

A student spoke in favour of the responsibility to protect architectural heritage.

MC summated the motion.

Assembly voted and the motion passed.

Naming the 17th College

MC proposed the motion, by outlining the case in the Assembly papers.

There was no opposition to the motion.

Assembly voted and the motion passed unanimously.

Open Discussion

No member entered into further open discussion.

Questions to Officers

There were no further questions to Officers.

Update on Voter Registration Policy

CW updated Assembly on the progress of the Voter Registration Policy.

Register of Attendance – 24 October 2017

#	tbc	Chair	
1	Megan Croll	President	Attended
2	Charlie Walker	Opportunities Officer	Attended
3	Laura Tidd	Undergraduate Academic Officer	Apologies
4	Sabrina Seel	Postgraduate Academic Officer	Attended
5	Rosa Tallack	Welfare and Liberation Officer	Attended
6	Trisette Loh for Meghan Hosch	International Students Association	Attended
7	Jess Frieze	LGBT+a	Attended
8	Amelia McLoughlin	SwDA	Attended
9	Vacant	Mature Students Association	Vacant
10	Ryan Robinson Perinchief	People of Colour Association	No Attendance or Apologies
11	tbc	Academic Affairs Committee	Vacant
12	Ed Nathan	Societies Committee	Attended
13	tbc	JCR PresComm	Attended
14	Katie Bullman	DUCK Exec	Apologies
15	tbc	MCR PresComm	Vacant
16	tbc	Governance and Grants	Vacant
17	tbc	Environmental & Citizenship	Vacant
18	tbc	WEDComm	Vacant
19	Substitute for Charlie Taylor-Kroll	Media Rep	Apologies
20	Alex Lindquist-Jones	St. Cuthberts	Attended
21	Alex Hampton	Ustinov	Attended
22	Thomas Hodgson for George Cowley	St John's	Attended
23	George Walker	Van Mildert	Attended
24	Helen Paton	St Mary's	Attended
25	George Peat	St. Chad's	Attended
26	Sebastian Sanchez-Schilling for George Stanbury	Grey	Attended
27	Rory Flynn	Hatfield	No Attendance or Apologies

28	Clíodha Hunt for Alex Price	John Snow	Attended	
29	Clara Gallay	St Aidan's	Attended	
30	Finlay Wojton for Shayon Banerji	Collingwood	Attended	
31	Tom Henderson	St Hild & St Bede	Attended	
32	Ben Rich	University College	Attended	
33	Lucy Mellor	Stephenson	Attended	
34	Daisy Langford for Darcy Van Eerten	Trevelyan	Attended	
35	David Evans	Josephine Butler	Attended	
36	Tbc	Open Position	Vacant	
37	tbc	Open Position (women/carers)	Vacant	
38	tbc	Open Position (postgraduate)	Vacant	
39	tbc	Open Position (freshers)	Vacant	
40	tbc	UG Faculty Rep – Arts and Humanities	Vacant	
41	tbc	PGT Faculty Rep – Arts and Humanities	Vacant	
42	tbc	PGR Faculty Rep – Arts and Humanities	Vacant	
43	tbc	UG Faculty Rep – Science	Vacant	
44	tbc	PGT Faculty Rep – Science	Vacant	
45	tbc	PGR Faculty Rep – Science	Vacant	
46	tbc	UG Faculty Rep – Social Science and Health	Vacant	
47	tbc	PGT Faculty Rep – Social Science and Health	Vacant	
48	tbc	PGR Faculty Rep – Social Science and Health	Vacant	
Attended		Sent Apologies	No Attendance or Apologies	Not in post

TO: Assembly
FROM: Governance and Grants Committee
RE: Annual Policy Review
DATE: 28 November 2017

Issue

Assembly needs to determine what to do regarding policies that are lapsing due to the Standing Orders. Governance and Grants Committee has reviewed the policies and make recommendations as indicated in the table below. The committee requests that you adopt their recommendations.

Background

Standing Order B provides that at the second Assembly meeting in the second academic year after a policy's adoption or most recent renewal, Governance and Grants Committee shall present these policies for review. The options available are **renew**, **remove** or **refer**. Governance and Grants Committee has met to consider each of the policies needing review and recommend the following:

The discussion around policy review concluded the following:

Policy	Recommendation
Provision of exam feedback	Refer to Academic Affairs Committee
Reducing the number of errors in examination papers	Refer to UG & PG Academic Officers
NHS Charges	Refer to Welfare, Equality & Diversity Committee
Disabled Students Allowance	Refer to Welfare, Equality & Diversity Committee
International Attainment Gap	Refer to Academic Affairs Committee
Faith Space	Renew

The policies in question are attached hereto.

Action to be taken/Recommendations

Adopt the recommendations of Governance and Grants Committee.

Provision of Exam Feedback

Assembly Notes:

1. That Durham University's Policy on the Provision of Feedback on Assessed Work states that departments/school must "provide feedback at some point to each student on each module taken."
2. That the same policy, however, does not require departments or schools to give feedback on summative examinations, merely stating that "it is good practice to offer feedback on summative examination work to students attaining consistently low marks in examination and those who have performed uncharacteristically badly in one or more examinations."
3. Examination is often used as the primary form of assessment in modules.
4. The National Union of Students has consistently been pushing for better and more effective feedback practices since 2008.
5. 107 Durham University students took an anonymous survey on exam feedback and of these;
 - a. 69 (65.1%) stated that their department(s) did not provide feedback on examinations.
 - b. 78 (96.3%) of those that did not receive feedback stated that they would be interested in receiving exam feedback.
 - c. Of the 38 (35.8%) that stated they did receive feedback, 'feedback' ranged from "letter grades for each question" to "... a meeting with our academic adviser who allows us to look through our exam scripts, discusses our answers with us. Also they discuss the feedback given by the marker and allow us to ask questions regarding what we should and shouldn't have written about."

Assembly Believes:

1. That feedback in general is a crucial part of the learning process.
2. Durham University's examination feedback policy is underdeveloped when compared to many other higher education institutions across the country.
3. Given that exams often carry so much weight, substantive feedback on performance would greatly contribute to a student's learning experience at Durham University.
4. The great discrepancy in levels of feedback being received has created an unequal playing field in which some student cohorts are advantaged in future examinations by being provided with comprehensive feedback on their previous attempts, while others are comparatively disadvantaged because they receive no feedback at all.
5. The Students' Union should work to provide some form of examination feedback beyond a mark a requirement for all departments.

Assembly Resolves:

1. To support the right of students to receive feedback from their exams beyond a mark.
2. To mandate the Academic Affairs Officer and Academic Affairs Committee to further investigate the current state of examination feedback at Durham University.
3. To mandate the Academic Affairs Officer to lobby the University to review its current policy on the Provision of Feedback on Assessed Work and incorporate a requirement for the provision of exam feedback.

Reduce the number of errors in examination papers

Assembly Notes:

1. The Union passed a policy in January 2014 regarding errors in examination papers.
2. Whilst errors have improved in some areas, there are a few departments which have gotten worse. Error in examinations is an ongoing issue that must be addressed.
3. The number of errors as reported to the University Education Committee during the 2015 exam period was as follows:

Department	Number of papers with errors	Number of errors
Biology	1	1
Business School	2	2
Engineering	4	2
Earth Sciences	2	2
History	1	1
Law	2	2
Mathematics	22	11
Medicine	1	1
Music	1	1
Physics	2	3
Theology	2	1

4. That examination papers are set and submitted to Student Registry by the end of February

Assembly Believes:

1. That more needs to be done to ensure departments root out errors in examinations and find the points in the system at which errors occur. The high prevalence in certain departments suggests that the problem maybe systemic.
2. That it is absolutely unacceptable for examination papers to contain errors in a University that aspires to excellence in education.
3. That the high prevalence of errors in some departments reflects poorly on the University as a whole.
4. That errors cause confusion, anxiety and stress in examinations for students, leading them to waste valuable time.
5. That the University needs to make more of an effort to assure its students that examinations are robust and fair.
6. That students need to take action to pressure departments into cutting out errors, and collectively make clear that the student body finds it unacceptable to have errors in examinations.

Assembly Resolves:

1. For the Academic Affairs Officer to raise the issue of exam errors in any University committees where relevant.
2. For the Academic Affairs Officer to submit an update to Assembly when figures regarding exam error are released on a yearly basis.

NHS Charges

Assembly notes

1. There are various reasons relating to disability or illness for a student to need concessions on assignments or examinations.
2. Serious Adverse Circumstance (SAC) forms and absence from study processes require medical evidence to be provided in order to substantiate a student's case.
3. The British Medical Association (BMA) has produced optional guidance for GPs on 'non NHS charges' which suggests that GPs charge between £0 - £60 for providing such evidence.
4. As of March 2016, charges at local health centres for those in Durham City and at Queen's Campus are up to £45.
5. It's a requirement for all practices to form a Patient Participation Group (PPG) to advise the practice of the patient perspective, and 'to make reasonable efforts for this to be reflective of the practice population'.

Assembly believes

1. Charges within the NHS should be minimal.
2. A charge of £45 per piece of evidence further disadvantages students from lower socio-economic backgrounds.
3. A charge of £45 per piece of evidence further disadvantages students with chronic conditions; disabilities; ongoing or developing mental illness; those who have multiple illnesses whilst at university, or those taking a long leave of absence from their studies, as numerous pieces of evidence may be required.
4. This charge is a further burden for non EEA international students who already have to pay a £150 visa healthcare surcharge.
5. The process for students to obtain medical evidence can be lengthy and stressful, potentially exacerbating the illness.
6. The PPGs at the University Health Centre (Durham) and Alma Medical Centre (Queens) have no student representation, despite the vast majority of our students being registered at these practices.

Assembly resolves

1. For the Students' Union to ensure there is student representation on the PPGs in the two aforementioned medical centres.
2. For this opportunity to be advertised to all students, and if needed filled by members of Welfare, Equality and Diversity Committee, JCR and MCR Presidents and/or the Student Officers.
3. For the Students' Union to continually lobby the local NHS health centres to reduce charges for medical evidence.
4. For the Students' Union to lobby the university to ensure there is provision for students who are asked to provide medical evidence for SAC forms or the continuation of studies and cannot afford to do so.
5. For the Students' Union to work with the National Union of Students for their guidance on this issue.

Disabled Students Allowance

Assembly notes:

1. Just over 10% of Durham University's students are currently registered with at least one form of disability. This figure is widely believed to be higher due to those choosing not to disclose.
2. A disability, as defined in The Equality Act (2010) and by the university, includes anything that impacts upon a person's ability to participate fully in daily life. This can include (but is not limited to): mobility issues, mental health conditions, Specific Learning Differences (SpLD e.g. dyslexia, dyspraxia, etc), sensory impairments, chronic fatigue conditions or any other long term medical condition.
3. It is required by law that reasonable adjustments must be made to avoid students with disabilities being put at a disadvantage compared to non-disabled students at university.
4. These reasonable adjustments were historically funded by the Disabled Students Allowance (DSA), including things such as note-takers, examination support, computer software and specialist accommodation costs.
5. The proposals outlined in April 2014 to reform DSA were postponed after effective campaigning by Students' Unions, NUS, Universities and various charities.
6. Following a consultation period in July 2015 the Government announced a number of changes to DSA provision for the academic year 2016/17, resulting in a significant reduction in funding available to disabled students and meaning that Higher Education Institutions are expected to fund and meet the vast majority of needs of disabled students which had previously been covered by DSA.

Assembly believes:

1. No student should be financially or academically disadvantaged as a result of disability.
2. Non-medical support is vital to helping those with disabilities in a learning environment.
3. Support for disabled students should be high quality, timely, easy to appeal and adjust, and of an individualised nature.
4. The new Government proposals could lead to institutions struggling to cover the costs of supporting their students, leading to lower quality support being available.

Assembly resolves:

1. For the Students' Union to work with the University to ensure that disabled students are not disadvantaged whilst at university.
2. For the Students' Union to lobby the University to retain high quality, specialised, individual, timely support for students with disabilities, set out in a clear process which is easy to appeal.
3. To work collaboratively with the relevant Association, Union Committee, Common Room and University staff members to foster positive attitudes towards disability and higher levels of awareness within Durham University to ensure students feel comfortable to disclose a disability and receive support if they wish to do so.
4. To continually work with the above individuals to review the level of support available to disabled students and what improvements could be made to the process.

International Attainment Gap Policy

Approved by Assembly: 12/03/2015

Assembly notes:

1. Nationally, undergraduate students with international fee status are less likely to attain a 2:1 or 1st class degree than home students.
2. In 2013/14 85% of home students at Durham University achieved a 2:1 or 1st class degree whereas 75% of international students attained the same level.
3. Students from particular parts of the world were much less likely to receive a 1st or 2:1 in 2013/14:
 - a. 55% of students from Africa and the Middle East achieved good honours
 - b. 63% of students from Latin America and the Caribbean achieved good honours
 - c. 58% of students from Asia (except Singapore) achieved good honours
4. That Quality and Standards Sub Committee minute 14/24 notes that a learning support programme and an academic skills programme have been developed; that steps have been taken to implement the principles of diversity in the curriculum; that there is a lot of work being done in the areas of induction and transition into university, including in the Education Strategy 2015-20; that has been requested that the Strategic Planning Office will analyse the data further.
5. International students are not a homogenous group and the relationship between international students and achieving a 2:1 or 1st class degree is complex and multifaceted.

Assembly believes:

1. That all students should have an equal opportunity to achieve a grade which is a reflection of their true potential.
2. That Durham University should work practically to be inclusive and fair for all.
3. That more needs to be done to ensure that the university meets the educational needs of a diverse student body.

Assembly resolves:

1. To mandate the Academic Affairs Officer and relevant sub-committees to support the work of the university to implement the principles of diversity in the curriculum and encourage the university to advocate good diversity practice.
2. To mandate the Academic Affairs Officer and relevant sub-committees to lobby the university to expand and strengthen the academic skills programme and learning support programme, with specific consideration to international students.
3. To mandate the Academic Affairs Officer and relevant sub-committees to lobby the university to develop the use of technology to support learning.
4. To mandate the Academic Affairs Officer and relevant sub-committees to lobby the university to work to diversify assessment methods.

Faith Space Policy

Approved by Assembly: 30/04/2015

Assembly notes:

1. Durham University attracts many students of different nationalities and faiths.
2. Some religions have rigorous prayer schedules which can be difficult to follow without interfering with students' academic work.
3. Some of the University colleges provide faith space for their students.

Assembly believes:

1. The faith space on Durham University campus primarily caters to Christian students.
2. Lack of adequate prayer facilities can result in students missing their lectures due to their commitment to their faith or prayer schedules.
3. As not all faith spaces provided by Durham University cater for all religions, some students have to travel to access necessary facilities.
4. Durham University already works closely with some faith based student groups and should continue this.
5. The current faith provision across colleges can be too geared towards particular faiths.

Assembly resolves:

1. To lobby the University to review the faith services that it currently offers in consultation with students from different faith societies.
2. To lobby the University to better advertise the faith services it currently offers.
3. To lobby the University to provide adequate faith space that is easily accessible by all students.

TO: Assembly
FROM: Megan Croll, President
RE: President's Report

Below sets out the work being done on my objectives, pursuant to my remit, and work done pursuant to policies passed by Assembly.

Work done on my objectives:

Accommodation fees: The #RippedOff campaign continues to move forward. The demo on 29 November was successful, we have been gathering college specific information and creating posters based on those, and we have launched a new aspect of the campaign: Postcards to Corbridge. We have designed, printed and distributed thousands of postcards for students to write and tell Stuart Corbridge how living in college accommodation affects them. We've already got loads of them back which is fantastic, we'll be delivering them soon.

Common Rooms: The review into the DSO framework has begun to scrutinise and suggest changes to the framework, to make it fit for purpose by Common Rooms. A toolkit on to become an independent charity is also being developed currently, along with a step by step guide that can be given to Common Rooms wishing to become independent from the University.

Student Consultation: I continue to lobby the University for inclusion of student reps on various committee and decision making bodies. I am reviewing the Principles of Student Engagement and how they can tie into the implementation of a student consultation framework that recognises the need to include common rooms in appropriate decision making processes. This week, I have achieved altering the terms of reference of SFAAG (Scholarships, Fees and Awards Advisory Group), the group which makes the recommendation on fee levels, to include two student rep voting members, when students previously did not have a vote on this committee.

Work done because my remit requires me:

Senate – Divestment moved forward one more step, it isn't passed yet but hopefully will be by the end of December after it's been to Council. Everything else was closed. The terms of references were looked at and I'm going to push to have more students on Senate #mencalledDavid

Council – More closed papers. I asked to have a student rep on Remuneration Committee and was told I didn't have enough experience... Yep that's cos I'm a recent grad and President of the SU, when would I have ever have had the opportunity to set salaries over £100k before?? I'll keep pushing on this, I'm confident. We went on a trip to Sheraton Park with other Council members which was nice but really highlighted the lack of facilities.

SFAAG – Little of note, the Uni will be more open about bench fees now which is great for prospective PG students. They ignored that we'd just been protesting outside so I pointed that out #awks

Finance Comm – All closed but essentially the Uni are going to invest in improvements to the IT systems because they're very out of date. Also the conditions survey is back and it is going to be super duper expensive to repair the residential estate, particularly Hild Bede lol.

Differential pricing group- Moving forward swimmingly. On 30th November the suggestion for how to differentiate on size and quality will go to Colleges Board for the Heads of Houses to look at. This, along with differentials associated with sharing and en suites, as well as upcoming catering package changes that have been suggested, will provide a much better pricing model.

Branding – the SU will rebrand along with the launch of our new strategy in January. The company we have hired to take you through this spoke to a number of focus groups which gave good insight into the feeling of the student body. There weren't too many surprises but it was really helpful to see what the average student thinks our priorities should potentially be for the future.

Work mandated through democratic processes (i.e. Assembly passed policy):

Accommodation Fees – see above

Mitie Group – The University is not automatically renewing the Mitie Group contract – it is currently out to tender. I am working with People and Planet to get the University to make ethics a part of the tender criteria for all major contracts in the future.

Dunelm House – I sent a letter to the government supporting the certificate of immunity to listing.

Naming the 17th College – I have had a discussion with Owen Adams and Jennifer Sewel (University Secretary) and our suggestion for the process of naming the college has been taken on board. The University originally planned to allow the University Executive Committee to name the college without consultation. As a result of us raising the student voice on this issue, the name will now be decided democratically at a public event this term (TBC) and the shortlist will include names suggested as examples in the motion passed at Assembly.

TO: Assembly

FROM: Charles Walker, Opportunities Officer

RE: Opportunities Officer Report

Below sets out the work being done on my objectives, pursuant to my remit, and work done pursuant to policies passed by Assembly.

Work done on my objectives:

Mobilise student knowledge and passion to strategically tackle problems: We have been gathering Durham specific information about issues in the wider area including homelessness, housing and lifelong education. We will shortly be in a position to announce a date for our first Activist Academy where you will be invited to attend, agree the issues that we want to campaign on and work on a campaign plan for this activity.

Increase access to amazing opportunities by streamlining processes: Research is underway to identify which policies and procedures apply to our Student Groups and recommendations will then be made on their suitability. These recommendations will be present to the University in January 2018.

Transparency and fairness of Durham's extra-curricular fees: we received a number of students interested in supporting us to do the research on extra-curricular fees. We are looking at this research being completed by mid-EpiphanY Term and report published by the end of Epiphany Term. We are also currently reviewing those internal Student Groups that have large reserves and arranging meeting to discuss how they can utilise these funds to further their aims and the interests of their members.

Work done because my remit requires me:

We are working closely with Student Groups to make sure that the activities they run are the best they can be while we ensure they are safe. This involves making sure that we adapt our processes to make them as seamless as possible for Student Group Leaders. Through this we are working with a legal team to support in the governance and the Opportunities Co-ordinators will start arranging meetings with groups shortly.

Grants Committee awarded a number of grant requests to Student Groups to enable them to run their activities and make a wider impact on the community that we are part of. This was the first round of grant applications and committee are now reviewing the processes to apply for grants in the future.

I have been working closely with the University on the next steps of driving forward Durham Award and Student Development and feeding back into the Officer Team for comments.

I have attended NUS Zones and taking part in the NUS Governance Task and Finish Group on Governance. I have also been to the NUS Strategic Conversation, where I presented the current work of the TAFG to SUs from around the country.

Other projects:

Living Wage: I presented a paper to the Chief Executive of Durham SU to mandate them to review the potential for implementing the Living Wage for students who work for the Union.

TO: Assembly
FROM: Sabrina Seel, Postgraduate Academic Officer
RE: PG Academic Officer's Report

Below sets out the work being done on my objectives, pursuant to my remit, and work done pursuant to policies passed by Assembly.

Work done on my objectives:

Postgraduate Voice: With the inclusion of PG course reps into the course rep framework, training is being developed to ensure these new student reps are prepared in their new role. The first Postgraduate Forum is being planned and organised to be held in February. The forum will bring postgraduates together and allow me and other PG reps to let students know what is going on and hear from the students the issues they want addressed.

PG Supervision, Induction Framework: Research is underway on best practices for supervision, looking to other Universities both in the UK and abroad.

PG Mental Health: I have received data from the University's counselling service which is being analysed to determine PG use and trends.

Work done because my remit requires me:

Council attendance– Council covers a huge variety of items, but importantly at the most recent meeting, Megan delivered a report on the SU's activities during Freshers week and over the start of the year, including the SU response to recent NSS results.

Education Committee attendance – Student feedback has been an important focus recently, especially around the National Student Survey and Module evaluation questionnaires, along with the future of the Teaching Excellence Framework.

Research Committee attendance – Discussions around the next Research Excellence Framework, due to occur in 2021 took place. REF2021 has some small but important changes compared to REF 2014 & REF2017, which will impact not only how departments conduct research, but also how much funding they receive as a result of it.

Senate attendance – Among other things, Senate discussed at length plans to improve Equality, Diversity and Inclusion across both the students and staff. This includes a variety of measures, such as raising awareness, encouraging cultural change, and better communicating diversity messages around the University.

Library provision – I have spent a lot of time recently on library provision, working on focus groups for PGRs on the provision of the study space and provision of books/journals etc, creating a reading

list questionnaire for all UGs and PGTs, attending regular meetings with Acting Librarian and the steering group for refurb (in line with the learning centre on Mary's field).

Review of Board of Studies effectiveness: This is an ongoing project. Lots of work to be done, but important for course/faculty reps

Course Rep Training: Assisted in the delivery of training to over 200 course reps over a three day period. Reps left the training understanding their role, SESC, best ways to communicate with the students they represent and how to feed information up to Faculty Reps and Academic Officers.

Work mandated through democratic processes (i.e. Assembly passed policy):

PGs who Teach: Preliminary research has taken place to identify the broader issues involved in the policy and the University's specific approach/policy to the appointment, training and support of PGs who teach.

TO: Assembly
FROM: Laura Tidd, Undergraduate Academic Officer
RE: UG Academic Officer's Report

Below sets out the work being done on my objectives, pursuant to my remit, and work done pursuant to policies passed by Assembly.

Work done on my objectives:

Scholarship and Support for Asylum Seekers: I have discussed the creation of a scholarship for asylum seekers with Alan Houston who is supportive of the idea. I am currently researching where the funds to support a scholarship could be found and how other Universities support their student refugees.

More study space and sustainability: Research into how departments and the University use its space is being developed. I am also involved in the Estates work for the development of the Learning Hub in Mary's field and have attended and participated in planning meetings.

Communication for joint honours students: Research into best practices is underway; I am looking into those Universities that scored well on the NSS 'learning communities' question to see whether there are commonalities in approaches to joint honours programmes.

Work done because my remit requires me:

Education Committee – Student feedback has been an important focus recently, especially around the National Student Survey and Module evaluation questionnaires, along with the future of the Teaching Excellence Framework.

Senate – Among other things, Senate discussed at length plans to improve Equality, Diversity and Inclusion across both the students and staff. This includes a variety of measures, such as raising awareness, encouraging cultural change, and better communicating diversity messages around the University.

Quality and Standards Sub-Committee – Along with the normal business of departmental reviews, QSSC also examined upcoming consultations on changes to quality codes.

Free Education: Myself and 15 other Durham students attended the Demo in London. It was an amazing display of the collective student voice trying to make a change.

Course Rep Training: Assisted in the delivery of training to over 200 course reps over a three day period. Reps left the training understanding their role, SESC, best ways to communicate with the students they represent and how to feed information up to Faculty Reps and Academic Officers.

Work mandated through democratic processes (i.e. Assembly passed policy):

HE Reforms: The Union is currently working on our response to the consultation on the Regulatory Framework proposed by the Office for Students. Academic Forum will seek student input into some of the highlights of the consultation (its almost 500 pages long).

TO: Assembly

FROM: Rosa Tallack, Welfare and Liberation Officer

RE: Welfare and Liberation Officer Report

Below sets out the work being done on my objectives, pursuant to my remit, and work done pursuant to policies passed by Assembly.

Work done on my objectives:

Outstanding Student Support: I have recruited WEDComm to enlist the support of College and Association Welfare Officers to gather anonymised data on the formal support contacts they get, in order to better understand the types of issues peer supporters encounter in their roles. My plan is to use this information to help identify the training needs of welfare officers. I'm also working to create a short questionnaire for users of both peer and professional support services to get feedback on services. I've also had conversations with the Academic Registrar and the Deputy Academic Registrar to express my concerns surrounding the changes to the counselling service and the fact that Durham's counsellor:student ratio no longer meets the recommended minimum ratio required by the British Association for Counselling and Psychotherapy. I have also had conversations with the Pro-Vice Chancellor for Colleges and Student Experience about my vision for student support at Durham, off the back of a video I released calling for the PVC for Colleges and SE to work with me so we can show leadership on the issue. I have been involved in two half-day Student Development and Support Workshops, providing a student voice on the University's development of a new model and statement of purpose for support, development and wellbeing. I also met with Durham DOES to talk about their work on student support and how I can be involved to make sure that user voice and perspective forms a major part of the development of new Target Operating Models.

Housing: Lots of progress has been made on this objective. I have met with and talked with Acorn (a Tenants' Union and anti-poverty organising group) to deliver Tenants' Union and community organising training on December the 6th (had to be rescheduled due to trainer illness). I've also met with DULC to discuss the possibility of a Rate Your Landlord Scheme, as their priority campaign for the year is 'A Place to Call Home'

Women's Voices: I have held two events meeting with students interested in forming a Women's Association – there is a lot of interest and now we are discussing who will be the committee to draft its constitution to present to Assembly. Additionally, I have been working on organising Women's Forum and have secured Hareem Ghani, NUS Women's Officer and Dr. Kate Coddington, Assistant Professor of Geography to talk about her research in feminism as complex and emancipatory: teaching and learning from feminist thinking. The Forum will be held on December 5th.

Work done because my remit requires me:

- I have been involved in several meetings about the Additional Islamic Faith Facility at Grey College, making sure that the voices of ISOC are heard in the designs and that the space is fit for the needs of Muslim students.
- Attended the University's Sexual Violence and Misconduct Operations Group and did a demo of Pincident. Took away lots of useful feedback which I am now thinking through to improve the system before its launch.
- I wrote to the VC asking Durham University to sign the pledge committing to Stand Alone, which has linked up with NUS to launch the Estranged Students' Solidarity Campaign (ESSC). ESSC is a new campaign that explores family estrangement and the impact it has on estranged students during their time at University.
- Attended the University's Student Experience and Support Committee; Student Experience Sub-Committee; Access Review Group; Chaplaincy and Faith Steering Group
- Continued work on Alcohol Impact Steering Group with the University

Work mandated through democratic processes (i.e. Assembly passed policy):

Equality and Diversity: The Association Collaboration was started last year in an effort to bring the associations together so that they can champion E&D within the wider University community, and continues this year. WEDComm haven't yet solidified their activities for the year but have discussed ensuring that the University's Counselling Service be equipped to support a diverse group of students.

Zero Tolerance: Sexual Harassment: I continue to lead the Union's campaigning with the University 'Respect Means' campaign – having rolled out the second phase of the campaign in October. I also sit on the University's Sexual Violence and Misconduct Operations Group. I have been continuing work on developing Pincident (an online platform to log assault). As part of this work, I have done a demo of the system to SVMOG, and am thinking about how it can become a tool which promotes bystander intervention, as well as allowing us to collect data and promote people who have been targeted accessing support and reporting mechanisms if they choose to.

A Union that Cares: Over the summer student consultation highlighted the lack of information/support services available for students with caring responsibilities.

The SU worked with students, university departments and local services to create a signposting portal on the website that aims to provide students with caring responsibilities with the information they need in order to succeed in their time here at Durham: <https://www.durhamsu.com/student-carers-and-parents>

Transforming Durham SU: I have met with a group of students wanting to start a Trans Association and the Union has promoted Trans Awareness Week. Investigated affiliating to Be North (a trans health charity) but they do not offer a way to affiliate at present.

Rent Guarantor Scheme: The University were approached about this and said no for legal reasons and the risk associated. However, several other Universities that Durham compares itself against have successful rent guarantor schemes. I believe that the creation of a rent guarantor scheme at Durham fits closely with the University Strategy and its aims in internationalisation and widening

participation, amongst other things. Therefore, this forms a major part of my priority on housing, and I will continue gathering information from other Universities and SUs with schemes, to write a report making the case for a rent guarantor scheme at Durham, and deliver it to UEC.

TO: Assembly
FROM: Governance and Grants Committee
RE: Ordinary Grant Allocations
DATE: 6 December 2017

Issue

You are asked to ratify the work of the Governance and Grants Committee (the Committee) with regard to awarding of Ordinary Grants to student groups.

Background

The Committee have completed their review of the Ordinary Grant applications by student groups and associations. Over 45 applications were received requesting more than £23,863 of grant funding. The Committee had slightly over £29,000 to award. During the first part of the review, those applications that failed to meet two essential criteria (inclusion of an annual budget and attendance at Union Finance Training) were deemed ineligible and notified. Table 1 attached hereto provides a list of those applications. The remaining applications (42) were divided amongst Committee members for review prior to the meetings. The Committee met on 1 November and 2 November to discuss the applications. Those members that reviewed the applications lead the discussion offering recommendations on particular applications. The Committee discussed, debated where necessary and voted on each application. Table 2 provides the amounts requested and awarded. Applicants were notified the week of 6 November with the Committee's decision.

Action

The Committee requests that you ratify all of its decisions regarding student group Ordinary Grants as reflected in the tables attached.

Table 1

Name of Group	Reason
Bar	No budget
Breakdance	Not attended training
Games	No budget or attended training
People of Colour	No budget
Nigerian	Not attended training

Table 2

Student Group	Amount applied for	Amount given
Anglo-Japanese	£ 425.00	£ -
Art & life drawing	£ 370.00	£ 295.00
Assassins	£ 785.83	£ 579.83
Calisthenics	£ 1,000.00	£ 1,000.00
Change ringers	£ 900.00	£ 800.00
Cypriot	£ 857.00	£ 777.83
Dancesport	£ 800.00	£ 1,000.00
Days for Girls	£ 297.49	£ 200.00
Definite Article	£ 243.50	£ 243.50
Fitness	£ 210.00	£ 210.00
Durham for Economic Pl	£ 420.00	£ 357.10
Education Society	£ 210.00	£ 248.40
Erasmus	£ 960.00	£ 300.00
E-sports	£ 150.61	£ 659.40
General Larp	£ 425.97	£ 425.97
Guitar Hero	£ 100.00	£ 100.00
Harry Potter	£ 535.00	£ 297.40
He for She	£ 200.00	£ -
Hill Walking	£ 580.00	£ -
Humanist	£ 856.40	£ 856.40
Jazz	£ 135.00	£ 333.00
Latin Social Dance	£ 800.00	£ 240.00
Lego	£ 240.87	£ 240.87
LGBT+	£ 150.00	£ 150.00
Malaysian	£ 1,000.00	£ 762.00
Mixed martial arts	£ 579.56	£ 597.56
Model Westminster	£ 424.00	£ 385.00
Philosophy	£ 927.40	£ 56.80
Photography	£ 1,000.00	£ 1,000.00
Politics & International	£ 900.00	£ -
Science Journalism	£ 175.00	£ 145.00
Sci-fi & Fantasy	£ 170.00	£ 150.00
Scuba Diving	£ 798.33	£ 998.33
Singapore	£ 1,000.00	£ 150.00
Slacklining	£ 240.00	£ 120.00
Tea	£ 263.40	£ 263.40
Thai Boxing	£ 991.00	£ 1,288.79
The Bubble	£ 141.58	£ -
Trading & Investment	£ 150.00	£ -
United Nations	£ 1,000.00	£ 1,000.00
Vinyl Records	£ 264.39	£ 264.39
Werewolf	£ 530.44	£ 58.78

TO: Assembly
RE: Policy

The following policy has been submitted to Assembly for consideration and debate:

- Free and Accessible Menstruation – J Smith

Policy debates shall normally follow this order:

- member proposing the motion;
- requests for clarification from members of Assembly;
- member opposing the motion;
- alternating members of Assembly proposing and opposing the motion;
- members with general comments on the motion;
- summation by the opposition;
- summation by the proposer.

Additionally, amendments shall be debated after the first proposition speech and in the same order outlined above. The first proposition speech and the first opposition speech shall be of no more than three minutes' duration. Other speeches shall be of no more than two minutes duration. The Chair shall have the right to restrict the number of speeches in favour of or opposed to the motion if no new material is being introduced to the debate.

If the majority of Assembly vote in favour of a policy, it will become policy of Durham Students' Union.

Major amendments to any proposed policy must be submitted in writing to dsu.governance@durham.ac.uk no later than 17:00 on Saturday 2 December. Major amendments will be circulated via email before the meeting. Minor amendments can be made during Assembly at the discretion of the chair.

Free and Accessible Menstruation

Assembly Notes:

1. The creation of a FREE proDucts for Accessible Menstruation (FREEDAM) Campaign.
2. The FREEDAM Campaign facilitated a survey regarding a scheme via the Students' Union to ensure students who experience menstruation had access to free sanitary products, particularly in emergency situations, as well as the accessibility of sanitary bins.
3. From the survey carried out there were 231 Respondents:
 - 188 respondents said if the SU implemented a policy of providing free accessible sanitary products they would use it;
 - The most used sanitary products were throw away pads with 186 respondents, whilst 166 said they used tampons and 68 said they used menstrual cups;
 - 58 respondents said they had difficulty accessing sanitary products whilst studying at Durham University;
 - 141 respondents said they struggled finding sanitary bins;
 - 201 respondents said they would support sanitary bins being included within all toilets, including gender neutral toilet facilities;
 - 209 respondents said they would support a similar initiative within their own college.
4. Ustinov College has sanitary bins within all of their toilets including men's.
5. Maiden Castle currently has no facilities or dispensers to ensure students have access to sanitary products.

Assembly Believes:

1. That all students should be able to access sanitary products on campus and within their own colleges;
2. That all students should have a means to dispose of sanitary products;
3. That no student should have to choose between buying food and purchasing sanitary products;
4. That sanitary products are a necessity, and not a luxury item;

5. That all departments should have sanitary bins within their toilets including both gender neutral and men's toilets.
6. That more needs to be done to tackle the taboo around menstruation on campus including raising awareness and encouraging more open discussion to ensure any issues are appropriately addressed. This includes the issues students with disabilities, trans men and non-binary students who experience menstruation face in accessing sanitary products as well as disposing of them within appropriate sanitary bins on campus;
7. Students should be able to access sanitary products at Maiden Castle.

Assembly Resolves:

1. To mandate the SU to put sanitary bins in all their toilets including the men's and to encourage colleges to implement similar scheme
2. To mandate the Welfare and Liberation Officer to work with Durham LGBT+ Association and the FREEDAM Campaign to lobby appropriate Durham University staff to ensure all toilets have sanitary bins including both gender-neutral toilet facilities and men's toilets;
3. To encourage Common Rooms Welfare officers to work more closely together around sharing best practice in purchasing and dispensing sanitary products within their college;
4. To mandate appropriate SU staff to review the viability and cost effectiveness of colleges purchasing their sanitary products through the SU which in turns purchases through the NUS Purchasing Consortium;
5. To mandate appropriate SU officers to ensure students have access to emergency sanitary products within the SU.
6. To mandate appropriate officer(s) to work with Team Durham to ensure students are able to access sanitary supplies at Maiden Castle.
7. Mandate Welfare and Liberation officer to review the SU bringing in a donation bin for students to donate sanitary products and an accessible and discrete collection point for students to request sanitary products where needed including anonymously;
8. Mandate appropriate officer(s) to work with relevant student groups to lobby departments to introduce accessible gender-neutral toilets to ensure non-binary students who experience menstruation are able to access their own toilet facilities.

Proposal for the creation of a Trans Association

In December 2016, after years of campaigning, the NUS introduced their Trans campaign and full-time Trans officer. Following this precedent, the current motion calls on Assembly to support the official creation of a Trans Association at Durham. In doing so we would join several other Student Unions, such as those at Bristol, Northumbria, and Leeds, who have introduced Trans campaigns in addition to their LGBT+ groups. Not only would this bring us in line with national procedures, but it will meet a very real demonstrable need at Durham.

In a 2016-17 LGBT+a survey, whilst 92.1% of respondents felt that their department was inclusive regarding sexual orientation, only 57.9% felt this way regarding gender identity. Over 70% of open responses exploring why students felt uncomfortable were specifically related to gender identity. These answers included important issues such as a lack of gender neutral facilities, and experiences of transphobia perpetrated by lecturers.

The creation of a fully autonomous Trans Association will allow us to access the resources and thus develop the capacity to effectively tackle the many challenges trans students face in Durham. The scale and extent of the work that must be done to make Durham a trans-inclusive university is simply more than could be expected of a subsection of an existing association. It would be unfair to expect the LGBT+a to devote a sufficiently high proportion of their resources to trans-related projects, as this would risk being to the detriment of their work on sexuality. It is important to note that we have the full support of the LGBT+a in this matter, as mandated at a general meeting open to all service users.

Furthermore, status as an association would ensure that there was trans representation on Assembly, and also on WEDComm. The importance of the latter cannot be understated, given the various welfare concerns specific to trans students. As demonstrated by research, including a 2016 House of Commons Women and Equalities Committee report, these concerns include prejudice from peers and staff, inadequate counselling support, and a lack of trans-inclusivity in educational content. NUS research cited in this report stated that one in three trans students reported harassment and bullying, and that trans students were twice as likely to have been assaulted on campus than LGB students.

In our current form as a Trans Campaign, the work and student engagement we have already achieved (in the relatively short time period of Michaelmas term) clearly demonstrates our ongoing feasibility. The group has working democratic structures, including executive and non-executive committees, and a constitution. We have developed links with many colleges, student groups and associations, and external organisations. In November, we successfully ran Trans Awareness week, involving several different events across the university and in collaboration with various groups.

Further plans for the year include educational, social, and welfare-related campaigns and events, as well as pushing for institutional change. We aim to work with the university to ensure the fulfilment of the clear need for more gender-neutral facilities, in addition to the implementation of an accessible and consistent process for transitioning students to change their personal records. We would also like to develop and implement trans-inclusivity training for staff and students.

Thank you for your attention. We hope that you agree there is a clear need to improve Durham for trans students, which would be best met through the creation of a Trans Association.

Campaign Calendar for Durham Trans Association

29th January- 4th February: Durham Non-Binary Awareness Week

- Collaboration with Newcastle University
- Focus: awareness and education regarding non-binary gender identities
- Proposed events:
 - Non-Binary Mental Health: with Heads Up Durham
 - Sex and Relationship workshop: with Sexpression
 - Non-Binary 101 workshop (building on our existing Trans 101 workshop)
 - Film screening
 - Taster session with sports groups that recognise gender neutral players

31st March: Trans Day of Visibility

'Transforming History'- Gallery

- A gallery exhibition of gender historically and cross-culturally, highlighting the impact of colonialism, as well as the development of the modern trans rights movement.
- Collaboration with DPOCA and Durham Art Society, and liaising with Rainbow Noir

Transforming Leadership Workshop

This workshop will support trans and non-binary students who are interested in running in college, association and/or SU elections, with topics such as campaigning, networking, promotion, manifestos, and communication skills.

Not in Our Bar! Campaign

- Working with college bars to challenge transphobic and other offensive fancy dress
- Implementing training to support this
- Highlighting which college bars sign up to the scheme

That's Not My Name! Campaign

- Lobbying the university to create a clear, consistent, and accessible process for students to change their details on university records and documentation, including name, title, and gender.

Where's Neutral Wally?

- Campaign to locate all of the gender-neutral toilets within Durham and record them on a gender-neutral toilet app
- Working with Departments and Estates, with the aim of ensuring that each department has at least one gender-neutral toilet.

Be: Together!

Expanding existing links with the charity Be:North, focusing on ensuring trans, non-binary and questioning students have access to counselling and support services, including victim-survivors.

Trans-Accessible Health Care

- Campaigning for appropriate health care support for trans and non-binary students, including access to extensions and the hardship fund when considering or in the process of transitioning.
- Continuing to work closely with Action for Trans Health, including holding fundraisers, and ensuring trans and non-binary students are made aware of the support the organisation offers.

Additional collaborations

We propose to hold events in collaboration with other groups during: 'I'm Every Woman' Awareness Week; Sexual Assault Awareness Month; Women's History Month; and LGBT+ History Month.

Ratification of the Trans Association

Proposed by: Luke Armitage (President of the Trans Association)

Assembly Notes:

1. A quorate general meeting of the Trans Campaign on the 22nd November 2017 voted unanimously to become a Trans Association separate from the LGBT+ Association¹.
2. A quorate general meeting of the LGBT+ Association on the 30th October 2017 voted unanimously to support the Trans Campaign if we decided to become an Association².
3. With a national survey revealing only 20% of trans people identify as heterosexual³, the LGBT+ Association at this general meeting also voted to represent all trans students on matters specifically pertaining to sexual orientation, romantic orientation, intersex related issues, and polyamorous related issues, while the Trans Association would represent trans students on matters pertaining to gender identity.
4. Assembly on the 9th May 2017 voted unanimously in favour of the policy, 'Transforming' Durham Students Union⁴, which aimed to create a seat on Assembly for the President of the Trans Campaign, and a seat on WEDComm for the Welfare Officer of the Trans Campaign. This did not happen, as formally recognising a subgroup of an Association would have created a governance anomaly.
5. The NUS have an Autonomous Trans Campaign, which means Durham SU has an association for each of the NUS Liberation Conferences except that of the Women's Conference and Trans Conference.
6. The Trans Association currently has a full executive committee, multiple non-executive officers, a constitution, a Facebook page with over 130 likes, a twitter account, an instagram account, and a mailing list. 5 candidates also ran to be delegates for the NUS Trans Conference, despite only 2 places being funded by Durham SU.
7. At the beginning of the year, the Trans Campaign placed stickers alongside other student group stickers around town. Many of these stickers were torn down or defaced, despite other student group stickers being left untouched.
8. In 2016, the LGBT+ Association ran a survey which found that 92.1% of respondents felt their department was inclusive regarding sexual orientation, but only 57.9% felt this way regarding gender identity. Over 70% of open responses exploring why students felt uncomfortable specifically related to gender identity.

Assembly Believes:

1. There is a significant amount of work needed to be done within this university regarding trans and non-binary inclusion. This requires a separate association to focus specifically on these issues.
2. By expecting the LGBT+ Association to also focus on matters pertaining to gender-identity, in order to represent these matters fairly, much less focus must be made on matters pertaining to orientation, meaning all LGBT+ students, including trans students, have less representation regarding their orientation.
3. With the significant issues faced by trans students, it is important their voices are heard on assembly and within WEDComm.
4. A Trans Association would be a sustainable and active student group within Durham SU.

Assembly Resolves:

1. To ratify the Trans Association as an Association within Durham SU, with constitution as attached, and hence amend standing orders G.11 to include the Trans Association.

¹ Trans Campaign TGM Minutes: https://drive.google.com/open?id=1D8txJCW21WQLT5ajUWb4_H0zISQpnWeL

² LGBT+ Association TGM Minutes: <https://drive.google.com/open?id=1tr8f8PYY6fotTtR-Hhcq-6sEgmk4TTs3>

³ Trans Mental Health Study 2012: https://www.gires.org.uk/wp-content/uploads/2014/08/trans_mh_study.pdf

⁴ Transforming' Durham Students Union: https://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/35952/427d94e03848e0f3dd82d30d082f7777/UA-1617-60_Transforming_Durham_Students_Union__University_.pdf

Durham Trans Association Constitution

1 Name

There shall be an organisation within the University of Durham known as Durham Trans Association (hereafter 'the Association').

2 Status

2.1 Durham Students' Union

The Association shall be a non-collegiate association of Durham Students' Union. As such, it shall be bound at all times by the requirements of Durham Students' Union Standing Orders A and G, and the Durham Students' Union Equal Opportunities Policy.

2.2 External Affiliation

The Association shall be politically independent. It shall not affiliate to:

- a) any political party; or
- b) any other organisation whose objectives are not related to and wholly consistent with those of the Association.

Any affiliation shall require approval from a General Meeting of the Association.

3 Objectives

The Association shall exist to:

- a) offer welfare support to students who self-define as trans, students who are uncertain of or questioning their gender identity, and any other students who wish to be represented by the Association. This includes, but is not limited to, those who self-define as trans women, trans men, genderqueer, genderfluid, genderflux, intergender, agender, non-binary, and any other individual who is not cisgender;
- b) provide opportunities for the same students to meet each other and socialise in a safe and non-judgmental environment;
- c) provide information on gender identity related issues to any students or other individuals who seek it;
- d) represent the views of members of the Association to all relevant bodies, including Durham Students' Union;
- e) advise both the Durham Students' Union on matters relating, or potentially relating to gender identity, or members of the Association;

- f) liaise with other organisations in the local area and beyond with a social, welfare or campaigning function on behalf of trans people;
- g) raise mutual awareness and understanding between trans students and other members of the University;
- h) to promote the equal treatment of and rights for trans people in society more generally;
- i) organise trans awareness and remembrance events; and
- j) to fulfil all the requirements made in the Durham Students' Union Standing Orders of the Trans Association

4 Membership

4.1 Ordinary Members

Ordinary members of the Association shall be ordinary member of Durham Students' Union who self-define as trans, students who are uncertain of or questioning their gender identity, and any other students who wish to be represented by the Association, except any who choose to opt out of membership. This includes, but is not limited to, those who self-define as trans women, trans men, genderqueer, genderfluid, genderflux, intergender, agender, non-binary, and any other individual who is not cisgender

4.2 Honorary Life Membership

The Executive Committee may nominate individuals in their final year of ordinary membership who have made outstanding contributions to the Association for Honorary Life Membership. Such membership shall be conferred upon the approval of an Annual General Meeting.

4.3 Membership Fee

The Association shall not charge any fee for any class of membership.

4.4 Representation

The Association shall represent to Durham Students' Union, and other relevant bodies only the views of its members. It shall not represent the views of other members of Durham Students' Union, regardless of their identity, unless requested by the individual.

4.5 Non-Members

Social events and welfare services shall be accessible to persons who are not ordinary members of the Association at the discretion of the Executive Committee.

4.6 Code of Conduct

All persons attending events organised by the Association are expected to behave according to Durham Students' Union Staff/Student Protocol and conform to the Association's Confidentiality Policy and Safe Space Policy.

5 Officers

5.1 Executive Officers

5.1.1 Positions

There shall be the following Executive Officers:

- a) President
- b) Steering Officer
- c) Finance and Sponsorship Officer
- d) Welfare Officer
- e) Assistant Welfare Officer
- f) Campaigns Officer

with job roles as defined in Appendix I.

5.2 Non-Executive Officers

5.2.1 Positions

There shall be the following Non-Executive Officers:

- a) Women's Representative
- b) Non-Binary Representative
- c) Students with Caring Responsibilities Representative
- d) Postgraduate Students Representative
- e) International, Exchange, and Erasmus Students Representative
- f) LGBT+ Representative
- g) People of Colour Representative
- h) Students with Disabilities Representative
- i) Mature Students Representative

with job roles as defined in Appendix I.

5.3 Eligibility

All officers shall be ordinary members of the Association. No member of the Association may hold more than one Executive Officer position concurrently, either solely or jointly. All Non-Executive positions can be held concurrently.

Candidates for Executive Officer positions must have attended at least one Executive Committee meeting before the close of nominations, except for the position of President for which they must have attended at least two. Candidates for Welfare Officer must have attended a Nightline training weekend, or must attend one at the earliest possible opportunity.

5.4 Elections

5.4.1 Election of Executive Officers

Executive Officers shall be elected at the Annual General Meeting by secret ballot, according to the Single Transferable

Vote (STV) method. The opening and closing of nominations shall be well publicised to members and nominations shall not be open for less than 5 days.

Re-Open Nominations (RON) shall be an option in all elections.

All Executive Committee candidates must produce a manifesto of no more than two sides of A4, which shall be emailed out alongside the AGM agenda, nine days prior to the meeting. There shall be no other election publicity or campaigning.

If any complaint is received regarding election campaigning, the general complaints procedure as outlined below shall be followed.

The Durham Student's Union Welfare and Liberation Officer may be invited to be the Returning Officer for the elections, provided they are not themselves a member of the Association, in which case another Durham Students' Union Sabbatical Officer may be invited.

Candidates may:

- a) nominate themselves;
- b) be called to hust before their election by anyone at the meeting. Husting sessions shall last no more than three minutes;
- c) stand by proxy, in which case they shall submit a statement to be read out by the Chair of the meeting in place of a hust; and
- d) be asked questions by members present at the meeting, or by proxy via the chair of the meeting. Questions may be disallowed at the discretion of the chair of the meeting if they are undemocratic. Questions must be directed at all candidates running for the position.

5.4.2 Election of Non-Executive Officers

Non-Executive Officers shall be elected at the Annual General Meeting. Elections shall ordinarily be by majority vote, unless a secret ballot is requested by one of the candidates.

There shall be no manifestos, publicity material or campaigning of any kind. Candidates may be asked questions by any member present, or by proxy via the chair of the meeting. Questions must be directed at all candidates running for the position.

5.4.3 Order of Elections

The elections for both Executive and Non-Executive Officers shall be conducted in the order outlined in Sections 5.1 and 5.2 respectively, except at the discretion of the chair of the meeting, for example, if a candidate were to request an alternative order for the elections.

5.5 Jointly Held Positions

Any Officer position, except that of President, may be held jointly by a maximum of two people. If one joint holder of a position resigns or is removed, the remaining holder of the position may continue to solely hold the officer position in its full capacity for the remainder of their term of office without a by-election being held.

5.6 Removal from Office

An Officer shall be immediately removed from office if a motion of no confidence in them is passed by a simple majority of a quorate General Meeting.

5.7 Handover

Officers shall hand over to their successor at an Executive Committee meeting held at least 14 days after the AGM in Easter Term. This meeting shall include the handover of accounts to the incoming Finance and Sponsorship Officer.

6 Committees

6.1 General Regulations for Committees

6.1.1 Right to Attend

All meetings of Committees shall be open for any member of the Association to attend. Others may only attend if accepted at the start of the meeting by a majority of the Committee.

6.1.2 Notice of Meetings

Notice of Committee meetings shall where possible be given in the Association's scheduled full mailings. Committee meetings shall never be held during University teaching hours. If a regular time and venue for meetings has been established, this shall if possible be stated on the Association's term card and/or website.

6.1.3 Quoracy

Quoracy for Committee meetings shall be half the voting membership. Inquorate meetings may be held, but any decisions taken while inquorate shall be subject to ratification by the next quorate meeting.

6.1.4 Chair

Committee Meetings shall ordinarily be chaired by a member of the Executive Committee. If the chair of the meeting has a personal interest in the outcome in an item of business, the meeting shall appoint an alternative chair for that item.

6.1.5 Minutes

The Steering Officer shall be responsible for making a draft copy of minutes of all Committee Meetings and General Meetings available to all members of the Committee for approval at the start of the following scheduled meeting. These minutes shall be made available to the next designated Steering Officer during the handover meeting.

6.1.6 Closed Sessions

The Committee may discuss a specific item of business in closed session if it is deemed confidential (i.e. relates to the welfare or actions of a specific person or group of people). The Committee may choose to invite specific individuals who are not members of the Committee to participate in such a closed session. No participant in a closed session shall break confidentiality, and any member of the Committee who does so shall be liable to be asked to resign, censured, or be put to a vote of no confidence.

6.2 Executive Committee

6.2.1 Function

The Executive Committee shall be responsible within constitutional limits for the general administration of the Association's affairs.

6.2.2 Composition and Voting Rights

The voting members of the Executive Committee shall be the Executive Officers listed in Section 5.1 of this Constitution. A single casting vote shall be held by the President. The Committee may co-opt by majority vote at any time up to three non-voting members onto the Committee, for a specified part or the whole of the Committee's term of office.

6.2.3 Common Roles

All members of the Executive Committee shall have the following duties:

- to attend all Executive Committee Meetings (unless apologies are given in advance) and contribute as appropriate to discussion;
- to assist as necessary with the organisation and running of the Association's events;
- to assist as necessary with the organisation and running of the Association's campaigns;
- to assist as necessary with any other duties which do not come under the remit of any Specific Officer;
- to assist members of the Advisory and College Representative Committees with their duties as necessary;
- to assist with the duties of any unfilled positions on the Committee; and
- to aid their elected successor during the process of handover.

6.2.4 Subcommittees

Executive and Non-Executive Officers may each form a subcommittee, which may be made up of anyone who is a member of the Association, to assist them in a specific area (including, but not limited to; campaigns, socials, and publicity). As they will be responsible for the subcommittee, the Officer who formed or maintains their subcommittee may retain the power to block proposals that they feel would be detrimental to the Association as a whole.

If a need arises for someone to lead a project or work on a specific task throughout the year within that subcommittee, the subcommittee has the power to appoint someone from within that body, provided that this is done so through democratic election.

The subcommittee will be obligated to meet at least once a term and offer a report on their progress to the next Executive Committee meeting. This does not need to be formal but will have to include any positions created or filled, objectives agreed upon and how the subcommittee is progressing with each one. At this point, if the Executive Committee has any concerns about the subcommittee's actions, they have the power to direct these concerns back to the subcommittee to be addressed. They shall also be able to veto an action of the subcommittee in question and, in extreme circumstances, disband the subcommittee completely via a majority vote. These powers should only be used in circumstances when there are substantial grounds to believe that the actions of the subcommittee would damage the Association to a degree that justifies overruling what should be regarded as a democratic decision made by members.

A Campaigns Committee would have the freedom to support political objectives, provided they do not involve affiliation to political parties or contradict the Constitution and are democratically agreed upon. They would also be permitted to raise money for specific, democratically chosen campaigns and objectives.

6.2.5 Welfare Responsibilities

The Association's general welfare responsibilities shall in the first instance reside with the President and Welfare Officer. Welfare responsibilities may be delegated to other Executive Officers.

The provision of drop-ins or answering the welfare emails by any member of the Executive Committee other than the Welfare Officer will take place only in exceptional circumstance. Under such circumstances, wherein the Welfare Officer is unable or unwilling to fulfil these duties, the member of the Executive Committee who has received the most relevant training and is deemed the most able shall, if willing, temporarily take responsibility for the welfare email and/or drop-ins. All Executive Officers with welfare responsibilities shall be required if necessary to undertake at the first opportunity the training recommended by Durham Students' Union for student welfare officers.

6.3 Advisory Committees

6.3.1 Representative Advisory Committee

There shall be a Representative Advisory Committee which shall be convened and chaired by the Welfare Officer and Campaigns Officer, and comprise of all the Non-Executive Officer positions outlined in Section 5.2 of this Appendix. It shall meet as required, but at least once per term. Its meetings need not be formal, and need not be minuted unless the Committee wishes to make a formal statement or proposal. Its purpose will be to feed back to the Executive Committee, via the Welfare Officer, on matters pertinent to its members' field of responsibility, and to ensure that the Executive Committee is made fully aware of issues relating to Equal Opportunities which may arise from time to time.

6.4 College Representatives Committee

There shall be a College Representatives Committee (CRC) comprising of at least one Representative from each college. The Representatives shall preferably be appointed by the respective College Representative Bodies, or alternatively by the Association's Executive Committee.

This Committee shall be convened and chaired by the President. It shall meet as required, but at least once per term. Its meetings need not be formal, and need not be minuted unless the Committee wants to make a formal statement or proposal.

Its purpose shall be:

- a) to promote the Association and the interests of trans students at college level; and
- b) to feed back to the Executive Committee on college matters potentially affecting the Association.

6.5 Caucuses and Forums

Executive and Non-Executive Officers may each organise informal caucuses or forums for members of the Association where deemed necessary. Their purpose shall be:

- a) to gather the views of members regarding the role of the organising Officer;
- b) to discuss ideas for events and campaigns relevant to the organising Officer;
- c) to develop motions and policies to be submitted at General Meetings; and
- d) to inform members about the role of the organising Officer, and encourage members to run for role when it is next up for election.

7 General Meetings

7.1 Function

General Meetings shall be the supreme decision-making body of the Association. They shall have sole power to elect the Association's office-holders, set policy, and approve external affiliations and amendments to this Constitution. All members shall have the right to attend all General Meetings and speak during any item of business.

7.2 Frequency and business

7.2.1 *Termly General Meetings*

One Termly General Meeting (TGM) shall be held each term, which shall always include:

- a) a report from each Executive Officer on their activities since the previous TGM;
- b) the presentation of the Association's accounts for the year to date by the Finance and Sponsorship Officer;
- c) a report from each Durham Students' Union delegate to any NUS Trans Conference held since the previous TGM;
- d) by-elections for any unfilled officer positions; and
- e) the opportunity for members to make general comments and suggestions on the activities of the Association or to raise any other business.

7.2.2 *Annual General Meeting*

The TGM in Easter Term shall be held after the examination period, shall be known as the Annual General Meeting (AGM), and shall additionally always include:

- a) a report from each Non-Executive Officer on their activities since taking office; and
- b) the election of all Executive and Non-Executive Officers for the following academic year; and
- c) the handover of accounts to the incoming Finance and Sponsorship Officer.

7.2.3 *Extraordinary General Meetings*

Extraordinary General Meetings (EGMs) shall be held within four term-time weeks, of the decision of the Executive Committee, or of the submission of a request signed by at least three members. Business may only be submitted to EGMs which could be considered detrimental to the Association or any of its members to defer until the next TGM.

7.3 Scheduling and Notice

The date, time and venue for General Meetings shall be set by the Executive Committee. No General Meeting shall be held outside of undergraduate terms or during scheduled University teaching hours.

The Steering Officer shall give at least three term-time weeks' notice of all General Meetings. Notices shall include if

applicable the deadline for submission of business and a list of any positions up for election.

7.4 Submission of Business

Motions, amendments and requests for discussions shall be submitted in writing or by e-mail by any member or Committee of the Association. Motions shall be submitted at least ten days before the meeting, or later at the discretion of the Steering Officer. Amendments for these motions, and requests for discussions shall be submitted at least three days before the meeting, or later at the discretion of the Steering Officer. Emergency amendments to motions may be submitted at the meeting prior to, or during the discussion of the motion.

The full agendas, including all proposals of motions, shall be published on the Association's full mailing least at least nine days before the meeting, along with a copy of the manifesto for each candidate intending to stand for election for any Executive Committee positions. Any amendments submitted for these motions, shall be published on the Association's full mailing least at least 48 hours before the meeting.

7.5 The Chair

General Meetings shall ordinarily be chaired by the Steering Officer. If the Steering Officer has a personal interest in the outcome in an item of business, the meeting shall appoint an alternative chair for that item.

7.6 Voting

Voting rights at General Meetings shall be extended to all members of the Association. Votes shall ordinarily be conducted by secret ballot, or at the discretion of the chair of the meeting, by hands. No matters may be taken on a 'general aye'.

7.7 Quoracy

The quoracy for a General Meeting shall be twice the number of people as the number of people who hold posts on the Executive Committee, the total being inclusive of the Executive Officers who are present, or 8 people, whichever quantity is higher. Any General Meeting which is inquorate immediately prior to any vote being taken shall be closed if quoracy cannot be regained during a single adjournment of no more than fifteen minutes, unless:

- a) there is business on the agenda which cannot be deferred, in which case the meeting may continue to consider that business only; or
- b) it is at least the third consecutive General Meeting to be inquorate, in which case the meeting may continue.

In either case the Executive Committee may decide to enact its decisions temporarily in accordance with Section 16 of this

Constitution, until the next General Meeting where its decisions shall be subject to ratification.

7.8 Complaints Procedure

There shall be a complaints procedure available to all members of the Association. The complaint should be made to one or more of the Executive Committee. These complaints shall be treated as outlined in the Confidentiality Policy and:

- a) A committee consisting of the Executive Officers alongside one other Non-Executive Officer (selected by random ballot) shall be convened;
- b) if the complaint regards any member of the body, their place shall be taken by another Non-Executive Officer (selected by random ballot);
- c) if the complaint is upheld, the body will recommend a suitable remedy and take action accordingly;
- d) an appeals procedure shall be available if the member is dissatisfied with the body's decision;
- e) such an Appeals Procedure will be available where a constitutional issue arises. On a matter of fact, a right of appeal may be granted at the discretion of the President. In all other cases the decision of the Complaints Committee is final;
- f) the Appeal Panel shall consist of the Steering Officer acting in a neutral capacity, and two other independent and outside agents, most preferably the Durham Students' Union Opportunities Officer and the Durham Students' Union Welfare and Liberation Officer;
- g) the decision of the Appeal Panel shall be final; and
- h) if the complaint regards the Executive Committee as a whole, the complaint should be referred to the Durham Students' Union Welfare and Liberation Officer.

8 Policy

8.1 Definition

Policy of the Association shall be any statement of will or belief passed by a two-thirds majority at a General Meeting, which:

- a) does not contradict the Constitution;
- b) does not contradict Durham Students' Union Constitution, Standing Orders or Policy;
- c) has not become redundant or been fully implemented; and
- d) has not been altered, removed or contradicted by a more recent resolution of a General Meeting.

8.2 Expiry

Policy shall lapse at the end of the academic year following that in which it was passed, whereupon it is to be brought to a General Meeting for re-ratification at the earliest opportunity or dropped.

8.3 Force

Policy shall be fully binding on all Officers and Committees of the Association, in both the transaction of all internal matters and all external representation.

9 Finances

9.1 Approval of Expenditure

Purchases on the Association's behalf shall not be made without the prior approval of an Executive Committee meeting, unless:

- a) they total under £50 for a single purpose, in which case they may be approved by the Finance and Sponsorship Officer; or
- b) a need for expenditure has genuinely arisen since the last scheduled Executive Committee meeting, and it would be significantly detrimental to the interests of the Association to wait until the next scheduled meeting before making the necessary purchase(s), in which case they may be approved by the Finance and Sponsorship Officer, or if they are unavailable to make a decision within the required timeframe, by the President.

10 Representation to External Bodies

10.1 Durham Students' Union Assembly

Responsibility to attend Durham Students' Union Assembly meetings lies with the President.

10.2 NUS Trans Conferences

The Association shall run elections for delegates to NUS Trans Conferences at a General Meeting prior to the closing of registration for the conference.

10.3 Submission of Motions to External Bodies

Motions and amendments to Durham Students' Union meetings may be submitted in the name of the Association only by direct resolution of a General Meeting, or by the Executive Committee in sole and express pursuance of an existing policy of the Association. (Motions to NUS Trans Conferences, or other external bodies, must be submitted through Durham Students' Union.)

11 Accountability

11.1 Questions of Office-Holders

Questions may be submitted by any member of the Association or any Officer or NUS delegate, relating to any aspect of their responsibilities. They shall be submitted in written form and may require either a public reply at a General Meeting or a private reply in written form, which shall be given within two term-time weeks. If the type of reply desired is not stated a private reply shall be given.

11.2 Accountability of Representatives

Members of the Association shall be entitled to ask any representative to an external body how they voted on any issue, even if the vote on the issue was conducted by secret ballot.

11.3 Censure

A General Meeting or the Executive Committee may pass a motion of censure in any Officer, by a simple majority, which shall act as a formal reprimand for their conduct and shall state reasons.

12 Availability of Documents

The Steering Officer shall ensure that the following documents are produced and published on the Association's website:

- a) minutes of all General and Executive Meetings (once approved as a true and accurate record);
- b) a list of all current Association policy; and
- c) an up-to-date copy of this Constitution, which shall also always be lodged with Durham Students' Union.

Hard copies of any of these documents shall also be made available at any time to any member of the Association on request.

13 Confidentiality

13.1 Confidentiality Policy

There shall be a policy of confidentiality available to all members of the Association and any Executive Officer who is taken into confidence in their official capacity should be aware of this policy. The policy ensures that:

- a) confidentiality is to mean that no information (written or verbal) which identifies the member (either directly or indirectly) shall be given to any third party, without the prior express consent from the member concerned to disclose such information; and
- b) particular attention must be paid to the policy when dealing with confidential complaints; and

- c) when there are occasions when it is believed a breach of confidentiality is essential, consideration of confidentiality breach may occur when there is a legal obligation to do so or if the member may seriously harm themselves or someone else. In this case confidentiality should only be breached if, to the best judgement of the confidante, someone else would prevent this from happening. Such a consideration must be made between those in an official welfare capacity. Options shall be discussed, and appropriate action taken.

13.2 Review

This Confidentiality Policy should be reviewed every year when the Executive Committee changes. Any amendments or changes will have to be voted in at a General Meeting following the standard procedure for amendments detailed in this Constitution.

13.3 Records

The Association shall not keep any records of the names of its members, except Honorary Life Members. Records shall be stored in keeping with Durham Students' Union Data Protection Policy.

13.4 Post, e-mail and Mailing List

Access to post and e-mail sent to the Association, and to the list of addresses on the Association's main mailing list, shall be given to the President, Steering Officer, and Welfare Officer only. The Executive Committee may extend access to the minimum number of other Executive Officers it deems necessary.

13.5 Publications

Names or photographs of members shall not appear in any material published by the Association without their consent. Officers and any person who proposes any motion or stands in any election at a General Meeting may be assumed to have given consent for their name to be published in any format, unless the person specifically states otherwise. In the event of this person being an Officer or Officer-Elect of the Association, then the Executive Committee has a duty to ensure that a suitable alternative format for the Officer's identity is found that is commensurate with their duties.

14 Safe Space

14.1 Safe Space Policy

The Association will operate under the Safe Space Policy, including all socials, social media, and during campaigns and all other events held by the Association. A safe space shall be defined as somewhere where all individuals can, as far as is

reasonably possible, feel comfortable and protected from anything that may threaten them and make them feel unsafe.

To promote and maintain safe spaces, the Executive Committee, Non-Executive Officers, and members of the Association should:

- a) try to ensure that events are welcoming and inclusive for all individuals, including trans individuals and allies, extending to examples including language use (for example avoiding cisnormative or heteronormative phrases), holding events in accessible locations as much as possible, and providing gender neutral toilet facilities as much as possible; and
- b) protect individuals from phobic, discriminatory, or hateful language and behaviour directed towards members, the Executive and Non-Executive Officers, including language or behaviour directed to an individual based on aspects of their identity, including but not limited to sexual orientation, romantic orientation, gender identity, or sexual characteristics, or race, religion, disability, class, or other minority or oppressed aspects of identity; and
- c) protect individual identity by ensuring confidentiality as much as possible. The Executive Committee, Non-Executive Officers, and members must respect the rights of others to keep their identity confidential should they wish to. It shall be assumed that individuals do not wish to be publicly linked with the Association, and will therefore not link specific individuals to us without their prior consent. It shall also be assumed that individual's identities are personal and should not be disclosed to others without consent. This includes:
 1. Not posting anything on social media, including, but not limited to, websites, Facebook, Twitter, Instagram, or Snapchat, that links individuals specifically to the Association without gaining consent from the individual first. If the individual gives consent, but then later changes their mind, the post must be removed. In addition, no assumption shall be made that giving consent to one item means consent to all items.
 2. Not tolerating individuals who attempt to 'out' other members on our social media. This means that members are expected to not do anything that would connect other members to the Association without their consent. This includes, for example, tagging people in our events on Facebook where it can be publicly seen.
 3. Not 'outing' individuals' specific identity without their consent in person at social events, for

example, not telling others how another individual identifies unless they have given their consent to have their identity shared with others; and

- d) not tolerate any other kind of harassment or bullying. This includes, but is not limited to:
 1. Sexual harassment, including for example physically touching people without consent.
 2. Undermining others identity, for example intentionally using incorrect pronouns or personally attacking others because of their identity.
 3. Pressing individuals with unwanted, unnecessary personal questions about their identity.
 4. Personal attacks, be that verbal or physical.

14.2 Complaints Procedure

The Executive Committee are able to address cases where they, or others, feel an individual is not abiding by the Safe Space Policy. This complaints procedure is different from the general complaints procedure outlined in this Constitution as it specifically applies to cases where the Safe Space Policy is violated. The Executive Officer, or the member reporting the violation of the Safe Space Policy will decide the severity of the action taken as either minor or serious.

In cases which are deemed minor:

- a) an informal chat from any member of the Executive Committee will occur to try to resolve the issue; and
- b) if the Executive Officer feels the issue is not resolved after this meeting, the Executive Officer should consult with the rest of the Executive Committee to set up a formal meeting with the individual; and
- c) if the formal meeting does not resolve the issue, the Executive Committee can issue a ban to the individual from all the Association's events; and

In cases which are deemed serious:

- a) the Executive Committee should meet to discuss setting up a formal meeting with the individual to resolve the issue; and
- b) if the formal meeting does not resolve the issue, the Executive Committee can issue a ban to the individual from all the Association's events; and
- c) the Executive Committee should meet to discuss setting up a formal meeting with the individual, to inform them that they are banned from all Association events.

The second route will be taken if the individual who has violated the Safe Space Policy has already had a formal meeting regarding the same issue and has continued to violate the Safe Space Policy, or, if the violation they made is

considered too great of a risk to the safety of members. This will be decided by the Executive Committee.

In the instance that the complaint is made against any member of the Executive Committee, the individual (or individuals) the complaint is made against will be carried out. If the complaint is made against the Executive Committee as a whole, the complaint should be referred to the Durham Students' Union Welfare and Liberation Officer.

14.3 Review

This Safe Space Policy should be reviewed every year when the Executive Committee changes. Any amendments or changes will have to be voted in at a General Meeting following the standard procedure for amendments detailed in this Constitution.

15 Discipline/Refusal of Admittance

Where necessary, discipline shall be carried out according to Durham Students' Union Disciplinary Procedures or, if Durham Students' Union have no policy in place, in liaison with Durham Students' Union Welfare and Liberation Officer. Reasons for disciplinary action shall include but not be limited to:

- a) abuse or harassment of any kind directed at any member(s) of the Association; and/or displays of homophobia, biphobia, transphobia, sexism or any other prejudice; and/or repeated and/or malicious breaches of confidentiality requirements. listed above.

It is unfortunately necessary to acknowledge that no matter how hard the various elected Officers and Representatives of the Association work to prevent such incidents, there will at times be those who attend socials with the express intention of finding vulnerable or less experienced LGBT+ people to have sexual encounters with. Whilst sincere relationships are something the Association should not interfere with in any way, a distinction must be made between relationships starting at the Association socials and a member engaging in overtly predatory behaviour or harassing other members. In doing so such members are misusing the Association and undermining the provision of services that its Officers work hard to provide. It is necessary under such circumstances for Executive Officers to ask such individuals to leave and, if they repeatedly engage in such behaviour at socials, consider an outright ban from attendance at events until such a time that they no longer pose a risk to other members.

For a member to be asked to leave, either temporarily or permanently, the member may be alerted to their inappropriate behaviour beforehand, at the discretion of the

Executive Committee. Two or more elected Executive Officers who have witnessed the event should agree to their removal, where there are multiple Officers present at the time of the incident.

16 The Constitution

16.1 Interpretation

At all times, this Constitution shall be interpreted literally. If there is a dispute over its interpretation, it shall be interpreted by the Steering Officer.

16.2 Amendments

This Constitution may be amended only by a two-thirds majority resolution of a General Meeting of the Association.

Any changes to Non-Executive Officer roles will come into effect upon the next election of the respective officer, unless approved by the current officer, in which case they shall have immediate effect. Any changes to Executive Officer roles will come into effect upon the next General Meeting at which the role is to be elected, unless approved by the current officer, in which case they shall have immediate effect. Any other changes shall have immediate effect.

First adopted 19th June 2017

Last amended 22nd November 2017

Appendix I – Officer Job Descriptions

1 Executive Officers

1.1 President

There shall be a President, who shall:

- a) coordinate the activities of the Executive Committee;
- b) act as the primary public face of the Association;
- c) coordinate liaison between the Association and Durham Students' Union, college JCRs, University authorities, police, NUS and other external organisations as necessary;
- d) attend all College Representative Committee meetings and feedback to the Executive Committee on matters pertaining to the College Representative Committee;
- e) ensure that this Constitution is upheld and strive to see the aims and objectives in Section 3 attained;
- f) ensure the Association adheres to all Durham Students' Union standing orders as outlined in Section 2.1; and
- g) Hold the Association's voting card at Durham Students' Union Assembly meetings and take full responsibility for attendance at these meetings.

1.2 Steering Officer

There shall be a Steering Officer, who shall:

- a) be responsible for the organisation and preparation for Committee Meetings and General Meetings, including creation of the agenda;
- b) ensure the smooth running of Committee Meetings and General Meetings, including deciding upon the order of business;
- c) produce and publish documents in accordance with Section 12;
- d) collate all motions and amendments passed at General Meetings, and keep this Constitution up-to-date following any changes;
- e) have day to day responsibility for management of the Association's post and electronic mail;
- f) coordinate the Association's mailings to its membership;
- g) run the Association's administrative email account;
- h) maintain the email accounts for the Association's Executive and Non-Executive Officers;
- i) ensure the smooth running of the Association's website, including assisting other Officers in the publication of documents or information;
- j) maintain a full list of current Executive and Non-Executive officers on the Association's website;

- k) ensure that the Association abides to Durham Students' Union Constitution, Standing Orders, and Policy;
- l) ensure that this Constitution, is being followed at all times;
- m) ensure that all Association Policy is followed by all the Association's Officers and Committees;
- n) assist in the organisation of handover between Executive and Non-Executive Officers; and
- o) be responsible for all other general administrative duties of the Association.

1.3 Finance and Sponsorship Officer

There shall be a Finance and Sponsorship Officer, who shall:

- a) manage the Association's finances, receipts, and payments;
- b) keep the Association's accounts, and publish them at the end of the year;
- c) be the sole Officer responsible for seeking sponsorship for the Association from external organisations;
- d) provide a written financial statement at every Executive Committee meeting;
- e) monitor the financial position of the Association with respect both to its own budget, and its budget from Durham Students' Union, and advise the Executive Committee accordingly; and
- f) have overall responsibility for any other financial matters.

1.4 Welfare Officer

There shall be a Welfare Officer, who shall:

- a) be responsible for the organisation of activities in areas concerning health and well-being;
- b) coordinate the day to day organisation and lead the development of the Association's drop-in hours in a safe space, including the provision of appropriate training wherever required;
- c) promote awareness of trans welfare issues amongst members of the Association, within Durham Students' Union and in the University as a whole;
- d) assist with the organisation of activities and campaigns on matters concerning health and well-being;
- e) maintain and coordinate distribution of the Association's supplies of leaflets, binders, and other welfare resources;

- f) ensure all the welfare-related information published or produced by the Association is appropriate, accurate and up-to-date;
- g) liaise with the Durham Students' Union Welfare and Liberation Officer, sexual health representatives and other relevant healthcare professionals where appropriate;
- h) in liaison with the appropriate Officers, monitor the accessibility of the Association's services to different groups and raise general awareness of any shortcomings;
- i) oversee and guide the activities of the Representative Advisory Committee;
- j) alongside the Campaigns Officer, convene and chair the Representative Advisory Committee meetings;
- k) feed back to the Executive Committee on matters pertaining to the Advisory Committee;
- l) oversee and guide the activities of the Welfare Committee;
- m) wherever possible, alert members of the Welfare Committee and any member of the Association who shows serious interest in Husting for a Welfare position within the Association, to training opportunities they could undertake to prepare for the role;
- n) convene and chair the Welfare Committee meetings;
- o) hold a single casting vote on the Welfare Committee;
- p) attend Durham Students' Union Welfare, Equality and Diversity Committee meetings; and
- q) be regarded as the equal of the Assistant Welfare Officer, unless they are unable to come to a consensus, in which case the Welfare Officer shall have the power to overrule the Assistant Welfare Officer.

1.5 Assistant Welfare Officer

There shall be an Assistant Welfare Officer who shall:

- a) assist the Welfare Officer in their duties wherever appropriate;
- b) be responsible for the organisation of activities in areas concerning health and well-being;
- c) take part in the Campaign's drop-in hours in a safe space, including the provision of appropriate training wherever required;
- d) promote awareness of trans welfare issues amongst members of the Association, within Durham Students' Union and in the University as a whole;
- e) assist with the organisation of campaigns on matters concerning health and well-being;

- f) help to distribute the Campaign's supplies of leaflets, binders, and other welfare resources;
- g) ensure all the information in the welfare-related sections of the website and any literature produced by the Campaign is appropriate, accurate and up-to-date;
- h) in liaison with the appropriate Officers, monitor the accessibility of the Campaigns services to different groups and raise general awareness of any shortcomings;
- i) oversee and guide the activities of the Representative Advisory Committee;
- j) feed back to the Executive Committee on matters pertaining to the Representative Advisory Committee;
- k) attend Durham Students' Union Welfare, Equality and Diversity Committee meeting;
- l) attend the Welfare Committee meetings;
- m) help guide the Welfare Committee; and
- n) whilst following the Welfare Officer's lead, be regarded as the equal of the Welfare Officer unless they come to a serious disagreement, in which case the Welfare Officer shall have the power to override them.

1.6 Campaigns Officer

There shall be a Campaigns Officer, who shall:

- a) promote knowledge of and involvement with trans campaigning and representational issues among members of the Association;
- b) coordinate campaigns on behalf of the Association, aimed within Durham Students' Union, and/or beyond, on matters relevant to trans students, as students and as members of wider society;
- c) lead the planning and organisation of the Annual Durham Trans Awareness Week;
- d) alongside the Welfare Officer, convene and chair the Representative Advisory Committee meetings;
- e) work with the rest of the Executive Committee, as necessary and appropriate, in areas related to representation and external liaison; and
- f) liaise with the Welfare Officer to ensure all campaigns are inclusive to all;

2 Non-Executive Officers

2.1 Women's Representative

There shall be a Women's Representative who shall:

- a) represent all members of the Association who self-define as either partially or completely as a woman, as well as any other member who wishes to be

represented by them (this includes, but is not limited to, those who self-define as trans women, non-binary women, and demigirls);

- b) act as a point of contact for the represented group;
- c) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- d) liaise with other organisations primarily involved with members of the represented group;
- e) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- f) sit on the Representative Advisory Committee.

2.2 Non-Binary Representative

There shall be a Non-Binary Representative who shall:

- a) represent all members of the Association who self-define their gender or one of their genders as either partially or completely outside of the gender binary, as well as any other member who wishes to be represented by them (this includes, but is not limited to, those who self-define as non-binary, agender, bigender, intergender, genderqueer, genderfluid, and genderflux);
- b) act as a point of contact for the represented group;
- c) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- d) liaise with other organisations primarily involved with members of the represented group;
- e) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- f) sit on the Representative Advisory Committee.

2.3 Students with Caring Responsibilities Representative

There shall be a Students with Caring Responsibilities Representative who shall:

- a) represent all members of the Association who care for a friend or family member who, due to illness, disability, a mental health problem, or an addiction, cannot cope without their support;
- b) act as a point of contact for the represented group;
- c) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- d) liaise with other organisations primarily involved with members of the represented group;
- e) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and

- f) sit on the Representative Advisory Committee.

2.4 Postgraduate Students Representative

There shall be a Postgraduate Students Representative who shall:

- a) represent all members of the Association who are postgraduate students;
- b) act as a point of contact for the represented group;
- c) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- d) liaise with other organisations primarily involved with members of the represented group;
- e) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- f) sit on the Representative Advisory Committee.

2.5 International, Exchange, and Erasmus Students Representative

There shall be an International, Exchange, and Erasmus Students Representative who shall:

- a) represent all members of the Association who are an international student, an exchange student, or an Erasmus student (this includes students coming from a non-British background that are doing their full degree in Durham, or students coming from a university abroad and spending a term or more as students in Durham);
- b) liaise with the International Students Association;
- c) act as a point of contact for the represented group;
- d) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- e) liaise with other organisations primarily involved with members of the represented group;
- f) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- g) sit on the Representative Advisory Committee.

2.6 LGBT+ Representative

There shall be a LGBT+ Representative who shall:

- a) represent all members of the Association on matters specifically pertaining to sexual orientation, romantic orientation, intersex related issues, and polyamorous related issues;
- b) liaise with the LGBT+ Association;
- c) act as a point of contact for the represented group;
- d) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;

- e) liaise with other organisations primarily involved with members of the represented group;
- f) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- g) sit on the Representative Advisory Committee.

- e) liaise with other organisations primarily involved with members of the represented group;
- f) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- g) sit on the Representative Advisory Committee.

2.7 People of Colour Representative

There shall be a People of Colour Representative who shall:

- a) represent all members of the Association who self-define as people of colour;
- b) liaise with the People of Colour Association;
- c) act as a point of contact for the represented group;
- d) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- e) liaise with other organisations primarily involved with members of the represented group;
- f) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- g) sit on the Representative Advisory Committee.

2.8 Students with Disabilities Representative

There shall be a Students with Disabilities Representative who shall:

- a) represent all members of the Association who self-define as disabled (this includes, but is not limited to, those who self-define as neurodivergent, and those with mental health conditions);
- b) liaise with the Students with Disabilities Association;
- c) act as a point of contact for the represented group;
- d) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- e) liaise with other organisations primarily involved with members of the represented group;
- f) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- g) sit on the Representative Advisory Committee.

2.9 Mature Students Representative

There shall be a Mature Students Representative who shall:

- a) represent all members of the Association who are mature students;
- b) liaise with the Mature Students Association;
- c) act as a point of contact for the represented group;
- d) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;

TO: Assembly
FROM: Committees
RE: Committee Work for the Term/Year

Below sets out the work plans as agreed to by each committee.

DUCK

1. To maximise and support student fundraising across the university, from a college to university-wide level in the aim of raising as much money as possible for charitable causes across the world.
2. To improve DUCK's reputation across the university and in the local community, through a combination of improved publicity, professionalism and communication, as well as adapting the style and nature of our events.
3. To promote the work of charities who we are working with and make our organisation more charity-facing rather than purely about monetary statistics. In particular, we are working closely with organisations such as 'Effective Altruism' to consider our Giving Strategy and ensure our donations are as effectively used as possible.
4. To obtain Sponsorship to improve our events, help our expedition, challenge and endurance participants.
5. Support individual fundraising for participants in our high-ticket price events, such as expeditions and endurance.
6. Improve student experience by providing good value for money, exceptional opportunities.

Environmental & Citizenship

The committee has only met once since election and their provisional objectives are:

1. Trying to reduce the usage of straws within the University community.
2. Work with People Planet to establish why the University has fallen drastically in the People and Planet league tables.

JCR Pres Comm

1. Common Room facilities, services and provision and usual providers (ie: balls, boathouses etc).
2. College and Common Room costs (hidden costs/level of reserves).
3. Supporting RippedOff campaign and involving alumni.

MCR Pres Comm

1. Governance of MCRs – relationship with JCR/MCRs.
2. Standardising quality of postgraduate college accommodation and a minimum numbers of PGs in college.
3. Transparency for PGs in the university strategy for PGs outside of becoming research led.

Societies Committee

1. SU Processes; (with the aim of making things more simple and transparent)
2. SG Collaboration; (offering incentives for student groups to come together and share space)
3. Training; (face to face or online resources, yet to be established)

WED Comm

1. A review of the University's counselling service to include developing a better understanding of the support it provides, an understanding of when it would turn students away, and the role the colleges play in providing counselling. The ultimate goal would be to lobby the University to develop a counselling offering student need and deserve.

Note: Due to the make up of WED Comm, the committee plan to have one objective which they change on a termly basis.