

**Durham Students' Union
Assembly Agenda**

Tuesday 13 March 2018– 19:00, ER201

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 8 February	Chair	UA/1718/27
19:05 - 19:07	D. Minutes of the meeting on 14 February	Chair	UA/1718/28
	Routine Business		
19:07-19:40	E Update on Officer Work	Student Officers	UA/1718/30
	Items for Discussion		
19:40 - 19:55	F. Ratification of Women's Association	Simona Battipaglia/ Alexandra Thomas	UA/1718/31
19:55 - 20:10	G. Ratification of Working Class Students' Association	Samuel Osman	UA/1718/32
20:10-20:25	H. Academic representation on Assembly	Sarah Elliot	UA/1718/33
20:25 - 20:35	I. Trustees report	President	UA/1718/34
	Any Other Business		
20:35 - 20:45	J. Update: Governance Review	Chair - Governance and Grants	
20:45-21:00	K. Questions to Officers		

Next meeting will be Tuesday 12 June 2018, ER201

Agenda closes (so papers must be in) Friday 1 June 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 su.president@durham.ac.uk at least 2 days in advance to make arrangements.

Assembly minutes – 8 February 2018

Matt Gibson welcomed everybody to the meeting.

Rosa Tallack took a moment at the start of the meeting to share Durham's collective sympathy for the tragic loss of a fellow student that week.

Apologies

As noted on the membership list

Minutes

Approved

Officer updates

President

Megan Croll updated on her work

On differential pricing, she noted that a survey showed that differentiation on size and condition was difficult to justify. MC and student reps now in discussion as to the best way to proceed.

MC was clear that this should not price out accessible rooms as she would want these to be affordable to students that needed them. This will be considered at the next meeting of Scholarships, Fees and Awards Advisory Group.

Opportunities Officer

Charlie Walker gave his update.

Welfare and Liberation Officer

Rosa Tallack gave her update

She committed to bringing the rent guarantor programme together as soon as possible.

Undergraduate Academic Officer

Laura Tidd submitted apologies.

Postgraduate Academic Officer

Sabrina Seel submitted apologies.

The Chair introduced the NUS Policy debates, and clarified that this would not be Durham SU policy, per se, but would be policies submitted to NUS National Conference for their consideration.

Motion 1 on Mental Health

Darcy Van Eerten spoke to her motion.

There was no speech against

Motion carried unanimously

Motion 2 on Tenants' Unions

George Walker spoke to his motion.

A member asked on point 20, what is it now?

- GW was not sure on current figure, but was confident that it was zero at Durham.

There was no speech against

Motion carried.

Motion 3 on low-income students

Dominic Wood spoke to his motion.

A member asked what graduate contribution would mean in context of students who pay off their loan?

- DW referenced the work by Martin Lewis, off of Money Saving Expert.

George Stanbury spoke against the motion.

Tom Henderson spoke against the motion.

GW spoke against the motion.

DW urged Assembly to remember that the fact they thought it wouldn't chime with NUS wasn't a reason to not get it to NUS National Conference in order to debate the issue.

Ed Nathan spoke about how a change in the name wouldn't change the reality of an issue and urged Assembly to vote against the motion.

GS summed up case against.

DW summed up motion.

Motion falls.

Motion 4 on Non-Binary Inclusivity

Alexandra Thomas spoke to their motion.

GS and MC asked for clarity on numbers.

LA spoke about the possibilities of the formula.

Motion carried.

Motion on Union Reps Committee

GW spoke to his motion.

GW summated.

Motion carried.

Questions to Officers

GW asked the President for an update on UCU strike action.

- MC spoke about her meetings with UCU, the University, and student activists on this matter. More information would be in the public domain very soon.

Harry Cross asked the President for her support for postgrads taking part in strike action.

- MC was happy to support.

Rosa Tallack was asked to clarify whether College Minority Reps were 'property' of Associations or the Common Rooms.

- RT regretted that there was no consistent answer, but committed to support student activists wherever they were.

The President was asked why the Assembly motions deadline and the NUS motion deadline were so close together.

- MC replied that this was an accident of calendars, which are set by separate organisations at the start of the year.

A student asked why Durham SU's position on the NSS was not debated.

- MC replied that this was the prerogative of Assembly members, but none had done so.

Assembly minutes – 14 February 2018

Matt Gibson welcomed everybody to the meeting.

The Chair asked for good order in the meeting, recognising the strength of feeling in the room. He then asked George Walker to propose the motion.

GW spoke to his motion, and invited questions. Assembly members asked:

- For clarification on what an 'effective strike' would be.
- How this motion would helpfully impact students.
- How an effective strike could minimise disruption on students.

Alexandra Thomas proposed 4 amendments, in turn.

Amendment 1

AT spoke to their amendment, and the importance of solidarity.

A member spoke in favour, on the need to find a consensus that the majority of students would support.

A member spoke against, on the inability to find a middle ground, and the importance of sticking to principles.

A member spoke against, on the unnecessary nature of the amendment as it changed little in the substantive motion.

A member spoke in favour, and the importance of good pensions.

A member spoke against, and about the imbalances of the future of the academic career market.

A member spoke for, and the way in which an attack on academic pensions must be seen as a general fight, which will come to have an impact on us all.

Amendment 1 falls.

Amendment 2

AT spoke to their amendment, and their view that the way to minimise the impact is, in fact, to support the strike; weakening strike action makes the impact worse as it makes industrial action last longer.

A member spoke against, on the first part of the amendment: it seeks something which would infuriate students – both can be done but the SU must stand up for the student interest first. A failure to do so would undermine the legitimacy of SU.

A member spoke for, on how supporting strikes now would mean better outcomes for students in longer term.

A member spoke against, as there could be no tolerance for any impact on students' ability to progress of graduate.

Amendment 2 falls.

The Chair, at this point, reminded members of the importance of respectful debate.

Amendment 3

AT spoke to their amendment, and reiterated that supporting staff leads to less disruption, not more.

A member spoke against and regretted that miscommunication would lead students into thinking that missing lectures is OK, when there are broader considerations about access to professional services, legally required checks, and so on. We should urge students to access help that they need to.

A member spoke for and the benefit of pressure that comes from visible and effective picket lines.

A member spoke against, on the basis that while the SU should support the protest, the tactics were specific choices and amendment was therefore unacceptable.

A member spoke for, and how not crossing picket lines is a clear demonstration of support, which is the point of the motion.

A member spoke against, and urged students not to engage with the picket lines at all.

A member spoke against, stating that access to services is important, and the complex points had not been communicated well.

A member spoke for, sharing their belief that access to services would not be crossing a picket line.

Amendment 3 falls.

Amendment 4

AT spoke to their amendment and their anger that the Uni obligation to deliver education is, in fact, compromised by their own position. The Uni has the sole power to resolve this.

A member spoke against on the basis that the amendment sought to delete 'swift resolution', and seeks to delete 'using students as bargaining chips'.

A member spoke for and the lack of distinction between students and staff interests. Students are also staff, and have union rights, particularly with PGR students.

A member spoke against because while unions have solidarity they can and so have different interests.

A member spoke for, as a student who teaches and has no contradiction on shared interests; the member resented the claim that students used as chips.

A member spoke against because students were, in fact, being used as bargaining chips – dissertation hand-in, lectures etc.

A member spoke for, and was clear that students were not intentional bargaining chips. The withdrawal of labour, for academic staff, left them with very few other options for academic staff.

A member spoke against, because while there was no artificial separation, UCU do want swift resolution, and do want to affect the Uni with as little negative consequence for students.

A member spoke against because the amendment sought to delete the points about swift resolution, and student interests. To pass the amendment would be to separate students from SU and would undermine the legitimacy of both.

A member spoke for, because a swift resolution would be a strong strike, which would put pressure on Uni.

Amendment 4 falls.

The substantive motion survives amendments

The Chair invited members to speak to the motion as originally proposed.

A member spoke against, and urged Assembly to support the plight of staff, but vote the motion down because there could be zero tolerance for negative impact on students.

A member spoke for because UCU didn't ask for this dispute, and it is totally not OK to attack pensions.

A member spoke against, because the SU's role was clearly to take a stronger line on students' rights.

A member spoke for, and was aware of the impact on students, but also thought it could be a hell of a lot worse. The threat on academics now requires us to take action.

A member spoke against, for improved conditions for staff and a world class education. The University needs the best staff but the SU should focus on there being no impact on students, and any position in support of disruption is not OK.

A member spoke for, as there was no false distinction between staff and student interests. It was entirely in students' interests to tolerate some disruption in order to maintain world class academics.

The motion carried.

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:

1. #RippedOff Campaign

We have had almost all postcards returned from colleges, detailing reasons why students are dissatisfied with the cost of College Accommodation, and are just waiting on the last remaining ones. Once we have all Colleges' responses back I will be taking these to Stuart Corbridge (VC).

2. Fee Setting

Work on accommodation fees continues behind the scenes. We are entering the phase of the year where discussions on accommodation fee setting for the next academic year (2019/2020) happen. I am writing a report to go to the final SFAAG meeting on June 14th calling for a freeze on the cost of college accommodation. I have also arranged a pre-meeting with Owen Adams (Pro-Vice Chancellor, Colleges & Student Experience) and Sally McGill (Chief Financial Officer) to discuss the report and to pre-empt any obvious hold-ups from the University before the main SFAAG meeting. The University are also in the process of working out what is paid for out of college accommodation fees and also for tuition fees as well. This will be a hugely beneficial piece of work able to inform accommodation fee talks for years to come.

3. Bursaries

As part of my work on accommodation fees, I am also looking into the prospect of the University offering a more differentiated bursary tier system, more in line with what is offered by Oxford and LSE. This would mean that more students would be able to access bursaries and that there wouldn't be such harsh cut off points in the scheme. I am currently in the research phase of this piece of work and will be looking to draft a proposal to go to SFAAG before the end of this year. This is something that the University are generally receptive to, based on initial talks.

Student Consultation: JCR Pres Comm have seen and provided feedback on the framework and I am intending to take it to MCR Pres Comm ASAP. In the meantime, I am pressing forward with getting the document implemented in the University. I have had confirmation from the VC that the best way to progress with this is by taking it through the University Executive Committee (UEC), which is a joint committee of Senate and Council. I will be writing a report asking for UEC to review the framework and adopt it into University policy. This will be done in the next few weeks with a view to it going to a UEC meeting before the start of the next term. Once implemented, this document will require the University to take specified consultation steps when making a change that will impact the lives of students.

Work done because my remit requires me:

Senate – Senate was cancelled due to the snow.

Council – The University has changed their mind about the naming of the 17th College. After having previously committed to allowing students to have input into the new college's name, the University have now withdrawn this commitment and are going with naming it after a donor. I am extremely unhappy about this decision and have contacted the Palatinate to spread this news more widely to students. Council will have happened again on 13th March so I can also provide a verbal update on this meeting.

Finance Committee – All papers were closed.

Differential Pricing – The idea of differential pricing for college accommodation has been put to one side by the University. It was decided that there is not enough disparity between rooms to justify a differential price at this stage. In place of this however, the University are looking into the possibility of implementing a new bursary scheme with additional tiers (as mentioned above).

University & Colleges Union (UCU) Strike – I have been in contact with Marek Szablewski (UCU representative for Durham University) throughout the strikes so far and have been working with SU staff to ensure the most up-to-date information is available on the Union's website for all students. I will also provide a verbal update from Marek in the meeting. We have offered hot drinks (in the form of using our hot water tap at Dunelm House) and biscuits to striking staff over the past couple of weeks. I met with Alan Houston (Pro-Vice-Chancellor, Education) where we discussed the impact of the strike on exams and summatives. Alan indicated that changes to exam question policy would be released by the Academic Support Office after the strike is over. At this stage, there was no clear response on the idea of students getting refunds due to the strike's impact on their education - Alan said that he would consider this after the strikes were over as only then will the full impact be realised.

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

Divestment – There has been some hold up with this. I have been assured that it will go to Council on 13th March and will be able to provide a verbal update on whether it passed at the Assembly meeting.

Mitie Group – We are still waiting to hear which provider has won the tender and so it is still unclear whether this will be Mitie or not. I have since had a discussion with members of the University about the possibility of an 'Ethical Gate' that could be implemented before we accept any tender documents for contracts. This would ensure that appropriate ethical checks were made on a company before we even consider them as a provider.

Cut College Costs - Update on progress on accommodation fees is above. The addition of a focus on bursaries available to more students will also hopefully mean that more students are able to enjoy the college experience.

Undergraduate Academic Officer

Work done on my objectives

More study space and sustainability: At Academic Forum on 13 February, we discussed some of the many issues around study spaces and accessibility, including examining reasonable adjustments, such as lecture capture and hearing loops. We discussed the University's progress on such issues, and how they would be approached in new buildings across the University estate. The University has also committed to created 200 more seating spaces in Bill Bryson Library, due to the influx in student numbers coming from queens. The work to create these spaces will be occurring over summer and should be in place by the start of the 2018/2019 academic year.

Communication for joint honours students: As part of Academic Forum, we discussed the issues faced by joint honours students, especially regarding communications from and between departments. Of particular concern were the tendencies of departments to pass students between departments when problems arose, and the lack of consideration of distance between classes when timetabling took place.

Work done because my remit requires me:

Education Committee attendance: There was no Education Committee meeting in February, and March's has been cancelled in advance due to UCU strike action.

Quality and Standards Subcommittee attendance: QSSC was mainly concerned with routine programme reviews at this meeting, as well as one routine departmental review.

Opportunities Officer update

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: The Activist Academy took place on 31st January and I'm now reflecting on the success of the event, and where we go next with activist training and social action in the county.

Increase access to amazing opportunities by streamlining processes: My research was completed and I sent it back for some minor additions. I'm now just waiting to discuss it internally before I take it to the relevant members of university staff.

Transparency and fairness of Durham's extra-curricular fees: Research on extra-curricular fees is still ongoing, and I look forward to sharing it with students later this term. There is now a date of the May SFAAG meeting to work towards for all the work being done across the SU and university on student costs. I'll be working with the university and the relevant students to take a strong set of recommendations to that meeting.

Work done because my remit requires me:

I met with the University and County Council to discuss automatic voter registration. Both were supportive of the principle but there is some more research to be done on the legal and operational requirements of the Sheffield model. I will continue to pursue this work with the University and Council, and look to support college-based voter registration events. I'll be talking to union reps about this soon.

University work on behaviour is ongoing. Rosa and I will be talking about it at the next meeting of Wider Student Experience Committee. Ask one of us for more information.

Societies Forum provided some extremely useful information for each of the working groups of Societies Committee. No-one turned up to Media Forum, so we're reflecting on the best methods of communicating with media groups.

Grants Committee made Ordinary grants last term and continues to deal with special grant applications as they arise.

The next Wider Student Experience Committee is upcoming, with papers on student behaviour, gender identity, the subcommittees, the WSE strategy, and more. Ask me or Rosa for more information.

Other projects:

Living Wage: Finance Committee agreed to include the real living wage for student staff in the budget assumptions for 18/19. I am happy.

The lawyers have provided some draft student group regulations, which I am reviewing now.

I am excited that the new Durham Award is close to going out to initial consultation with student leaders. (Yes, this is precisely what I wrote last time, but it is still true).

Postgraduate Academic Officer

Work done on my objectives

Postgraduate Voice: The first PG forum of the year took place on 20 February, which featured guest speaker Professor Douglas Halliday on some of the risks and problems in PhD supervision. In addition, there were presentations on PG student consultation currently ongoing in the Science faculty thanks to PGR Faculty Rep Stuart Goldie, and a segment on PG supervision, below.

A piece of research is currently being carried out within the Students' Union looking at the current regulations that exist in the Teaching and Learning Handbook for Postgraduates. These will be compared to other world-leading institutions across the UK with a view to presenting the findings to Alan Houston, PVC Education. He is interested in seeing what PGs have to work with elsewhere and is keen to review Durham's offering in the same area. I have also had talks with him about the possibility of a PG Ombudsman, which is something that is in place at other institutions.

PG Supervision, Induction Framework: Initial analysis of the PGR Supervision Survey results is now complete, and was presented at the PG forum. Some discussions took place after the presentation regarding what the ideal supervisory relationship would look like, and how it could be achieved.

Work done because my remit requires me:

Education Committee attendance: there was no Education Committee meeting in February, and March's has been cancelled in advance due to UCU strike action.

Research Committee attendance: there was no Research Committee meeting in February, and March's has been cancelled in advance due to UCU strike action.

TO: Assembly

FROM: Rosa Tallack, Welfare and Liberation Officer

RE: 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: The three methods of primary research have now concluded: peer support contact tracking; qualitative support service feedback; and chats over tea with college and association Welfare Officers. This research culminated in Welfare Forum on Tuesday 27th. The event was very well attended, and the Pro-Vice Chancellor for Colleges and Student Experience as well as the Director for Wellbeing and Support also attended. We presented the findings from our research, and spent time thinking as a group about where we go next in creating truly outstanding support at Durham. We now move forward to collaboratively develop support for peer supporters – in the form of training, development and opportunities for reflection which will not just last a single 2-day course, but provide peer supporters with support for the entire time they are in office. From the research conducted, we will also be making a number of recommendations, and starting work on a Student Vision of Support and Wellbeing, which we will use to lobby the University to produce a wellbeing strategy.

The University created the Director of Student Support and Wellbeing role, which is now filled, and will mean greater and more precise attention can be devoted to this area, which we have been lobbying on the importance of.

Housing: The brand new Tenants' Union exec had their first meeting and is now set up. I can't wait to see what amazing things they will get up to.

The Rent Guarantor proposal has been progressing well. I hope to present it to the University Executive Committee later this month, or if not, in April, as we have now agreed a UEC sponsor for the paper.

I've had conversations with the University on the private rented sector, and it is clear they realise it's an emergent priority.

Women's Voices: I met with the police about Pincident, and they were very positive and enthusiastic about the tool. We will be making a few minor changes to the tool in line with their recommendations and we have agreed to stay in close partnership, so will meet with them again three months after the launch. We are continuing to aim for a big launch of the tool in June, and are planning a campaign.

The Women's Association ran a panel event for International Women's Day on the 8th, as a launch event.

The Revolt Sexual Assault nationwide survey that we have been pushing out has now closed.

Durham got well over 500 responses, and the largest number of responses from the 150 institutions who participated (over 10% of all responses). We await a Durham-specific report on the findings.

Work done because my remit requires me:

- I have contributed to the terms of reference for the new Student Support and Wellbeing Subcommittee.
- I attended Durham University Residents' Forum, where we discussed the recruitment of a University Community Liaison Officer, street congestion, HMOs, amongst other things.
- The Officer Team met with new PVC Global, Claire O'Malley.
- I continued to give feedback on the Gender Identity as well as Trans and Intersex Inclusion policies at the Diversity and Equality Advisory Group.
- Association Collaboration meeting where we touched base on identity rep training
- Went on Purple Radio as part of their Mental Health Week
- Did an interview with ITV Tyne Tees on sexual violence and universities
- Senate was cancelled because of the snow – no free sandwiches! ☹️

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

Equality and Diversity: I have been continuing to work with Equality, Diversity and Inclusion at the University to shape the language for new policies on Gender Identity as well as Trans and Intersex Inclusion. I am also sitting on the Institutional Athena Swan Committee which focuses on gender parity.

Zero Tolerance: Sexual Harassment: See above ('Women's Voices').

A Union that Cares: The union has funded two events ran by the newly reformed Mature Students' Association. Both events have been child friendly.

Rent Guarantor Scheme: Looking very positive. See above ('Housing')

Free and Accessible Menstruation: At the last WEDComm, we had a conversation regarding sanitary products within colleges at the next WEDComm meeting. Progress has been made on having free sanitary products at reception. Proposal for sanitary bins in all SU toilets is going to next Commercial Development Group to factor into the budget.

Faith Space Policy: I continue to be closely involved in the development of the plans for the Grey College Faith Facility, working to ensure the Islamic Society are heard in these meetings.

Motion: Creation of a Women's Association

Proposer: Simona Battipaglia and Alexandra Thomas

Assembly Notes:

1. One of the priorities of the the Welfare and Liberation Officer is to enhance women's voices which includes the creation of a Women's Association.

Assembly Believes:

1. That while there are statistically more women than men at UK Universities, women are a more marginalised group within society and need representation at an SU level.

Assembly Resolves:

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

1 Name

There shall be an organisation within the University of Durham known as Durham Women's 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 group that is affiliated to a political party; or
- c) any other organisation whose objectives are not related to and wholly consistent with those of the Association.

Any affiliation or disaffiliation shall be approved only by a two-thirds majority vote at a quorate General Meeting of the Association

2.3 Sponsorship

The Association shall be politically independent. It shall not accept sponsorship from:

- a) any political party; or
- b) any group that is affiliated to a political party;

Any Sponsorship deals must be done according to the procedures outlined in subsection 9.2.

2.4 Donations

The Association shall be politically independent. It shall not accept donations from:

- a) any political party; or

- b) any group that is affiliated to a political party;

Any donations must be approved according to the procedures outlined in subsection 9.3.

3 Objectives

The Association shall exist to:

- a) offer welfare support to members of the Association;
- b) provide opportunities for the same students to meet each other and socialise in a safe and non-judgemental environment;
- c) provide information on women's issues to any students or other individuals who seek it;
- d) campaign for a focus on intersectionality and inclusivity regarding women's issues, with specific attention to ensuring the inclusion of trans and non-binary women, and the avoidance of cisnormativity;
- e) represent the views of members of the Association to all relevant bodies, including Durham Students' Union;
- f) advise Durham Students' Union on matters relating, or potentially relating to women, or members of the Association;
- g) liaise with other organisations within the local area and beyond with a social, welfare, or campaigning function on behalf of women;
- h) raise mutual awareness and understanding between women students and other members of the University;
- i) to promote the equal treatment and rights for women in society more generally;
- j) organise women's awareness and history events; and
- k) to fulfil all the requirements made in the Durham Students' Union Standing Orders of the Women's Association.

4 Membership

4.1 Ordinary Members

Ordinary Members of the Association shall be any ordinary member of Durham Students' Union who self-define as women as any part of their gender identity, those who are uncertain of or questioning whether their gender identity includes woman, and any other students who wish to be represented by the Association, except those who choose to opt-out of membership. This includes, but is not limited to, cis women, trans women, non-binary women, demiwomen, genderfluid individuals who include woman in their identity, genderflux individuals who include woman in their identity, and multigender individuals who include woman in their identity. The Association affirms that self-definition is at the sole discretion of the individual in question.

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. Any such requests must be wholly consistent with the objectives of the Association and the views of its members, and must be approved by the Executive Committee.

4.5 Non-Members

Social events shall be open to persons who are not members of the Association on an event by event basis at the discretion of the Executive Committee.

Welfare services shall be open to persons who are not members of the Association on a person by person basis 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) Campaigns Officer
- f) Publicity and Social Officer
- g) Undergraduate Liaison Officer
- h) Postgraduate Liaison Officer
- i) Outreach Officer

5.2 Non-Executive Officers

5.2.1 Positions

There shall be the following Non-Executive Officers:

- a) LGBT+ Representative
- b) Trans Representative (Open Place)
- c) Trans Representative (Non-Binary Place)
- d) People of Colour Representative
- e) Students with Disabilities Representative
- f) Mature Students Representative
- g) Working Class Students Representative
- h) International, Exchange, and Erasmus Students Representative
- i) Students with Caring Responsibilities Representative
- j) Allies Liaison

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 Officer positions can be held concurrently.

Candidates for Executive Officer positions must have attended at least one Executive Committee meeting before the election is held, 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 start of the meeting. There shall be no other election publicity or campaigning.

If any complaint is received regarding election campaigning, the general complaints procedure outlined in subsection 7.10 shall be followed.

The Durham Students' 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, or five minutes in the case of President;
- c) stand by proxy, in which case they shall submit a statement of no more than 600 words (or 1000 words in the case of President), to be read out by the Chair of the meeting, in place of a hust; and
- d) be asked questions submitted in accordance with the procedure detailed below.

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, or any other members present. There shall be no manifestos, publicity material, or campaigning of any kind.

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 one minute;
- c) stand by proxy, in which case they shall submit a statement of no more than 200 words, to be read out by the Chair of the meeting, in place of a hust; and
- d) be asked questions submitted in accordance with the procedure detailed below.

5.4.3 Questions

All members of the Association may anonymously submit questions for a specific election at a General Meeting up to 72 hours before the start of the General Meeting. Questions must be directed at all candidates running for the position, and they may be disallowed at the discretion of the Chair of the Meeting if they are undemocratic. These questions shall be read out by the Chair of the General Meeting after the husting session of an election.

Candidates for Executive Officer positions shall receive a list of questions they shall be asked at their election, at least 48 hours prior to the start of the General Meeting. Candidates for Non-Executive Officer positions shall not receive any information about questions they shall be asked.

Additional questions may be asked by any member of the Association present after all pre-submitted questions have been asked, at the discretion of the Chair of the meeting, unless otherwise prevented in accordance with the accessibility procedure detailed in Article 5.4.4.

5.4.4 Accessibility

Candidates for any position may request a flexible time limit for husting for accessibility purposes, in which case, no time limit shall be used for their husting session.

Candidates for Executive Officer positions may request to stand by proxy for accessibility purposes, in which case, all candidates for this position shall be required to submit a written statement of no more than 600 words (or 1000 words in the case of President) which shall be read out by the Chair of the meeting in place of a hust.

Candidates for Executive Officer positions may request to answer questions by proxy for accessibility purposes, in which case, all candidates for this position shall be required to submit written answers of no more than 200 words (or 400 in the case of President) for all questions, which shall be read out by the Chair of the meeting in place of spoken answers. In this circumstance, all questions must be submitted in advance

in accordance with the procedure detailed in Article 5.4.3. No additional questions may be asked.

Requests to stand by proxy, or answer questions by proxy, for accessibility purposes, should be received no less than 7 days before the general meeting where the election is scheduled to take place. Any requests after this time shall follow the standard procedure of standing by proxy, and all other candidates for these positions shall be permitted to hush as normal.

The Executive Committee may delegate an individual other than the Chair of the meeting to be the proxy for a particular position, in which case this individual must have no personal interest in the outcome of the election, be responsible for reading all submitted statements/answers within the election, and may not vote in said election.

5.4.5 Order of Elections

The elections for both Executive and Non-Executive Officers shall be conducted in the order outlined in subsections 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 President Resignation and Removal

In the event the President resigns or is removed, the Executive Committee shall organise an Emergency Executive Committee Meeting within 7 days. At this meeting, the Executive Committee shall delegate one of its members as Acting President, who shall be ineligible to run for the position of President for their duration of office as Acting President.

An EGM shall also be organised within five term-time weeks, and the deadline for nominations for President shall be 17 days before the start of the EGM, however no manifestos need to be received by this time. This deadline, shall be

advertised with the EGM, alongside the position of President only, at least three term-time weeks before the start of the EGM. No other positions may be advertised at this time.

Any nominations received from current members of the Executive Committee shall be taken as a notice of resignation, effective from the start of the EGM. These positions, alongside all other unfilled positions, shall be advertised at least three term-time weeks before the start of the EGM. The deadline for all manifestos and motions shall be in accordance with the standard procedure for EGMs.

5.8 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 subsection 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:

- a) to attend all Executive Committee Meetings (unless apologies are given in advance) and contribute as appropriate to discussion;
- b) to assist as necessary with the organisation and running of the Association's events;
- c) to assist as necessary with the organisation and running of the Association's campaigns;
- d) to assist as necessary with any other duties which do not come under the remit of any Specific Officer;
- e) to assist members of the Advisory and College Representative Committees with their duties as necessary;
- f) to assist with the duties of any unfilled positions on the Committee; and
- g) 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 Outreach Officer, and comprise of all the Non-Executive Officer positions outlined in subsection 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 women 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 Women's 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 five members of the Association. 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 Order of Business

The Steering Officer shall be responsible for deciding upon the order of business of a General Meeting, and this should be published alongside the final agenda for the meeting. At the start of a General Meeting, there shall be a vote to approve the proposed order of business, and this shall be approved with a simple majority.

In the event the proposed order of business falls, an alternative order of business may be submitted by any Member present, and this shall then be voted on. The General Meeting shall not discuss any other business until a order of business is approved by a majority vote.

7.6 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.

Only one person shall be speaking at any one time. At any point in a General Meeting the Chair shall have the discretion to request the noise level be reduced, and the meeting shall be suspended until the noise level reaches an accessible level. Individuals deemed to be deliberately making noise to prevent the continuation of a General Meeting may be warned that they may be asked to leave if they continue to disrupt the meeting. If after this warning, they continue to cause disruption, the Chair shall have the discretion to request that the individual leave the General Meeting.

7.7 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'.

7.8 Accessibility

All General Meetings shall be scheduled to take place in a venue which is fully wheelchair accessible. There shall be no audible applause for the duration of a General Meeting, though British Sign Language Applause may be used as an alternative.

There shall be an access break of at least 10 minutes for every 60 minutes of full session of a General Meeting. These access breaks must be detailed in the final agenda for the meeting, and the Chair of the meeting shall be responsible for ensuring this is adhered to.

7.9 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 10 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. Votes of No Confidence may not be discussed at an inquorate General Meeting under any circumstance.

7.10 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.

9.2 Approval of Sponsorship

Sponsorship deals may only be negotiated by members of the Executive Committee, unless the Executive Committee agrees to allow a third party to take part in the negotiations. Any sponsorship deals must be approved at an Executive Committee meeting, and must not come from an organisation that is disqualified from sponsoring the Association by the requirements in subsection 2.3. After the deal is approved by the Executive Committee, it must be sent to a General Meeting for ratification.

9.3 Approval of Donations

Any member of the Executive Committee may receive an offer of donation on behalf of the Association. This offer must not come from an organisation that is disqualified from donating to the Association by the requirements in subsection 2.4, and must be discussed at an Executive Committee meeting within two term-time weeks. At this meeting the Executive Committee must vote on whether to accept or reject the offer. If the offer is rejected, the person or group who made the offer must be notified, and anything that might have already been given must be returned. If the offer is accepted, the person or group who made the offer may be notified if that is required.

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 Women's Conferences

The Association shall run elections for delegates to NUS Women's 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 Women's 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

12.1 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 both cis, trans and non-binary women, and allies, extending to examples

including language use (for example avoiding cisnormative or heteronormative phrases), and holding events in accessible locations 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

15.1 Discipline

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, acephobia, transphobia, sexism, racism, classism, or any other prejudice; and/or repeated and/or malicious breaches of confidentiality requirements listed above.

15.2 Refusal of Admittance

It may unfortunately be necessary for the Executive Officers to ask members present at an event to leave temporarily for the safety and/or wellbeing of other attendees. For a Member to be asked to leave, the service-user 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.

If repeated or severe incidents occur, it may be necessary to consider an outright ban from attendance at events on a long-term and/or permanent basis, until the individual no longer poses a risk to other members present. These bans may only be issued by the Complaints Committee and/or Appeals Committee in accordance with the above Complaints Procedure detailed in subsection 7.10.

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 1st March 2018

Last amended 1st March 2018

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 subsection 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 women's 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, 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 Outreach Officer, convene and chair the Representative Advisory Committee meetings;
- k) feed back to the Executive Committee on matters pertaining to the Representative Advisory Committee; and
- l) attend Durham Students' Union Welfare, Equality and Diversity Committee meetings;

1.5 Campaigns Officer

There shall be a Campaigns Officer, who shall:

- a) promote knowledge of and involvement with women's 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 women students, as students and as members of wider society;
- c) lead the planning and organisation of the Annual Durham Women's History Month, and International Women's Day;
- d) work with the rest of the Executive Committee, as necessary and appropriate, in areas related to representation and external liaison; and
- e) liaise with the Welfare Officer and Outreach Officer to ensure all campaigns are inclusive to all;

1.6 Publicity and Social Officer

There shall be a Publicity and Social Officer, who shall:

- a) lead the planning and scheduling of events in the Association's term cards;
- b) have responsibility for the design of the Association's term card each term;
- c) arrange printing and/or copying of publicity and term cards;
- d) coordinate and have responsibility for the organisation of the Association's social events on a day to day basis;
- e) take the lead in running flagship social events;
- f) coordinate the work of Officers running social events for specific sections of the Association's membership;
- g) liaise with the Representative Advisory Committee and other minority interests in organising social events for specific groups as requested and required;
- h) sell tickets to events;
- i) create and manage publicity on behalf of the Association, advertising its existence, its contact details, and the range of social events and services it offers;
- j) oversee all aspects of advertising the Association's events and activities online, (including via the website, Twitter, Facebook, Instagram etc.) and where necessary ensure that other Executive Officers are also able to do this effectively;
- k) work to maintain and develop the publicity of the Association in external media, advertising its existence, contact details and where appropriate major events, including in student newspapers and the Durham Students' Union Dialogue booklet and email;
- l) be responsible for the display of publicity in central locations and any unrepresented colleges, and generally ensuring the widest possible coverage throughout Durham;
- m) coordinate the Association's presence at Freshers' Fairs and any similar events, including ordering business cards and orchestrating the yearly Freshers' Guide; and
- n) be responsible for the development of the Association's website and the overall coordination of its content.

1.7 Undergraduate Liaison Officer

There shall be an Undergraduate Liaison Officer, who shall:

- a) assist the President in coordinating the activities of the Executive Committee with the Postgraduate Liaison Officer;
- b) be responsible for the organisation of activities in areas of undergraduate representation, engagement, and support;
- c) assist with the organisation of campaigns on matters concerning undergraduate members;
- d) liaise with Durham Students' Union Undergraduate Academic Officer, Welfare and Liberation Officer, Undergraduate Representatives, and JCR Execs where appropriate;
- e) liaise with appropriate representatives, work to ensure undergraduate members are being actively represented and supported within democratic structures, and relevant groups are addressing any issues raised;
- f) alongside the Postgraduate Academic Officer, work with groups that represent women where they are under-represented academically;
- g) convene at least once a year an Undergraduate Forum and feedback to the Executive Committee; and
- h) to work with the Exec to liaise with each faculty and college, including liaising with department reps and staff around inclusion for women students;

1.8 Postgraduate Liaison Officer

There shall be a Postgraduate Liaison Officer, who shall:

- a) assist in coordinating the activities of the Executive Committee with the Undergraduate Liaison Officer;
- b) be responsible for the organisation of activities in areas of postgraduate representation, engagement, and support; assist with the organisation of campaigns on matters concerning postgraduate members;
- c) liaise with Durham Students' Union Postgraduate Academic Officer, Welfare and Liberation Officer, Postgraduate Representatives, and MCR Execs where appropriate;
- d) liaise with appropriate representatives, work to ensure postgraduate members are being actively represented and supported within democratic structures, and relevant groups are addressing any issues raised;
- e) alongside the Undergraduate Academic Officer, work with groups that represent women where they are under-represented academically;

- f) convene at least once a year a Postgraduate Forum and feedback to the Executive Committee; and
- g) to work with the Exec to liaise with each faculty and college, including liaising with department reps and staff around inclusion for women students.

1.9 Outreach Officer

There shall be an Outreach Officer, who shall:

- a) liaise with College and Durham SU feminist societies, and other societies focused on advancing the rights of women and gender equality in general;
- b) liaise with external organisations focused on advancing the rights of women and gender equality in general;
- c) alongside the Campaigns Officer, campaign for the promotion of women's rights and gender equality within Colleges, Durham SU, the University, and the local area;
- d) liaise with College Women's Representatives, and campaign for the creation of Women's Representatives within colleges lacking such representatives;
- e) work closely with the Allies Liaison on liaising with supporters of the Association; and
- f) alongside the Welfare Officer, convene and chair the Representative Advisory Committee meetings.

2 Non-Executive Officers

2.1 LGBT+ Representative

There shall be a LGBT+ Representative who shall:

- a) represent all members of the Association who self-define under the LGBT+ umbrella (this includes, but is not limited to, those who self-define as lesbian, gay, bisexual, biromantic, pansexual, panromantic, asexual, aromantic, trans women, non-binary women, multigender individuals who include woman in their identity, polyamorous individuals, intersex individuals, and any other individual who is not simultaneously heterosexual, heteroromantic, allosexual, alloromantic, cisgender, dyadic, and monogamous);
- 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.

2.2 Trans Representative (Open Place)

There shall be a Trans Representative (Open Place) who shall:

- a) represent all members of the Association who self-define as trans (this includes, but is not limited to, those who self-define as trans women, non-binary women, and demiwomen);
- b) alongside the Trans Representative (Non-Binary Place), liaise with the Trans 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.

2.3 Trans Representative (Non-Binary Place)

There shall be a Trans Representative (Non-Binary Place) 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 women, demiwomen, genderfluid individuals who include woman in their identity, genderflux individuals who include woman in their identity, and multigender individuals who include woman in their identity);
- b) alongside the Trans Representative (Open Place), liaise with the Trans 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.

2.4 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.

2.5 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.

2.6 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;

- 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 Working Class Students Representative

There shall be a Working Class Students Representative who shall:

- a) represent all members of the Association who self-define as working class;
- b) liaise with the Working Class 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.

2.8 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.

2.9 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.

2.10 Allies Liaison

There shall be an Allies liaison who shall:

- a) liaise with supporters of the Association who do not identify partially and/or fully as women;
- b) liaise with College and Durham SU Feminist Societies, and other organisations focused on advancing the rights of women and gender equality;
- c) ensure allies are aware of the policies of the Association;
- d) assist in the promotion of the Association and its campaigns to allies; and
- e) work closely with the Outreach Officer on liaison with external organisations and supporters of the Association;.

The Natwest Student living Index revealed the universities where students get the most money from their parents. Durham university topped the list with students receiving an average of £412.90 from their parents or family each month. [1] This is well above the student average of £205.20. The main source of income for students at other universities is part-time work, but at Durham the study indicates that most individuals receive income from their parents or families. Durham University comes with some of the highest accommodation fees and college and university wide events are also very expensive. [2] The autonomy of working class students and their ability to integrate into the collegiate system is hindered by a lack of cultural capital due to the cost of access to fundamental Durham university experiences such as JCR fees, formal tickets and the gowns and formal attire that are required to attend college and university wide events.

The university acknowledges that students from low-income backgrounds may be in need of financial aid, we as an association believe the likelihood of this is increased if the student is working class. The University's access agreement with the office for fair access 2018-19, revealing that the supported progression bursary for working class students has been cut. This along with rising accommodation fees increases the financial inaccessibility of Durham University.

A variety of planned socials and events at Durham University have been heavily criticised for their insensitive and offensive nature due to the ridicule and mockery of working class identity. Incidents like these lead to the fetishisation and fundamental misunderstanding of working class students at Durham University. Moreover, this form of classism disproportionately affects women, BAME, SwD, and LGBTQ+ individuals, who through economic difficulty as a result of systematic oppression, as well as personal hardship, constitute the intersectionality of the working class. The working class has never been a homogenous group. For members of minority groups, whom we hope to represent through our non-exec representative roles, the effects of class issues can often be exaggerated by both related and extraneous circumstances. It is imperative that a Working Class Students Association exist in order to represent the specific economic and cultural hardships and experiences of all the working class students of Durham University.

Navigating university can be difficult for working class students but, due to the structure of the university, in Durham this is a particularly burdensome process. This is partly a consequence of the traditional structure of the collegiate system. Aspects of Durham University life such as matriculation, formals and JCRs can be confusing and intimidating to students. Many students may lack experience of academic referencing and general cultural capital. Cultural capital equates to the skills and knowledge one inherits from their educational, familial or class background which are more respected in society. Students at Durham can experience culture shock when they first arrive and thus this comes along with difficult in adjusting.

The creation of a fully autonomous Working Class Students Association would allow us to aid students who lack the resources required to be able fully enjoy the experience of Durham

University. There is a lot to be achieved to in making Durham a fully accessible university, and although there are schemes, scholarship and aid available to students from low income backgrounds there are also a variety of other systemic issues that hinder working class student experience. It is unfair to expect the existing pastoral care networks and welfare policy to be solely responsible for accommodating working class students.

Recently as an association we have demonstrated through an event we successfully hosted 'One police Force, Two Disgraces' that there is a desire among students for a working class dialogue and narrative. The association have adequate and working democratic structure including an executive and non-executive committee and a constitution. We have active members in many colleges, societies and existing associations as well national networks.

Ratification of the Working Class Students Association would ensure representation for working class students on Assembly and WEDComm. The current motion calls on the Assembly to follow the precedent set by several other universities including Newcastle, Manchester, Cambridge, York, Bristol, Exeter, SOAS, KCL, Exeter, and Oxford. The latter of these examples has recently launched an already extremely successful Class Act campaign challenging the way the student body perceives and interacts with class, demonstrating that the representation of the working class experience at Durham University is imperative to the process of addressing class-based inequalities and social alienation faced by working class students.

Thank you for your attention. We hope that you agree there is a need for an increase in accessibility and social mobility at Durham University, which could be greatly improved by the creation of a Working Class Students' Association

Working Class Students Association Proposed Events and Campaigns Calendar

2017-2018 Academic Year	Events and Campaigns	Estimated Funds Required
Epiphany 2018	<p>Two Pints of Lager and a Packet of Crisps Social - March 8th To celebrate the launch of Durham WCSA, and bring together working class students from across Durham, providing a safe space to share experiences and begin to create a community amongst students of similar socioeconomic and cultural circumstances.</p>	N/A
	<p>Secrets & Lies Film Showing - March 11th To celebrate Mother's Day, a showing of Mike Leigh's critically acclaimed film about the decision of a young, black, middle class woman to track down her biological woman who proves to be working class, white, and living an ordinary but complicated life.</p>	N/A
	<p>Gender & Class at University: A WCSA Talk - March 13th Providing an opportunity for discussion about what class means, how classed experiences are also often gendered and racialised, and to hear first hand experiences from some of Durham University's working class students.</p>	N/A
Easter 2018	<p>You Wanna Live Like Common People? Media Campaign - April 16th to May 6th Raising awareness of and campaigning against the appropriation of working class culture by Durham University Students, in collaboration with DPOCA.</p>	N/A

	<p>Working Class Students North East Network Launch - tbc Launching a network of Working Class Students Associations in the North East in order to increase visibility of working class students in Higher Education and the effectivity and scope of our subsequent individual and joint campaigns.</p> <p>Reading and Discussion Group #2: The Media and the Demonisation of the Working Class - April 22nd Reading articles and studies surrounding the issue of the demonisation of the working class by the media, a predominantly middle class institution, examining working class stereotypes and their socioeconomic implications.</p> <p>International Worker's Day Made in Dagenham Film Showing - May 1st To celebrate International Worker's Day, a showing of Made in Dagenham to celebrate the successes of working class organisations and movements in improving the lives of working class individuals.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
Estimated Total Budget Requirement:		N/A

Ratification of the Durham Working-Class Students Association

Proposed by: Samuel Osman (President of the Durham Working-Class Students Association)

Assembly Notes

1. At present, no organisation exists within the Durham Students' Union to represent and advocate for working-class students.
2. Classism exists as a structural issue at a college and university level. For example:
 - a. The high cost of college accommodation, which, according to the Students' Union #RippedOff campaign, has risen by 50% since 2009, increasing accessibility issues for those from working-class backgrounds.¹
 - b. The high costs required to fully participate in college life, including JCR membership fees, gowns and formal wear, and formal/bop/ball tickets, which can leave working-class students marginalised.
 - c. According to the Higher Education Statistics Agency, only 5.1% of Durham students are from, 'low participation neighbourhoods', that is, working-class neighbourhoods. This is in comparison to the nation total of 11.4%.²
3. Classism exists within student culture at a college and university level. For example:
 - a. The recently proposed miners social at Trevelyan college, widely denounced in the media and by working-class students for its insensitivity. Among the classist terminology used in the event description was the phrase, 'working-class beating bobbies'.^{3,4}

¹Article from *The Palatinate* on the Durham Students' Union #RippedOff campaign:
<http://www.palatinate.org.uk/the-rent-is-too-damn-high-the-rippedoff-campaign-is-as-realistic-as-it-is-necessary/>

² Article with the breakdown of HESA's study into widening participation:
<http://wonkhe.com/blogs/hesa-widening-participation-16-17-visualised/>

³ Article from *The Independent* discussing the social at Trevelyan College:
<http://www.independent.co.uk/news/uk/home-news/durham-university-uk-miners-strike-rugby-club-social-trevelyan-college-cancel-mock-margaret-thatcher-a8077561.html>

⁴ Article from *The Tab* discussing the social at Trevelyan College:
<https://thetab.com/uk/durham/2017/11/26/durham-rugby-miners-social-38181>

- b. Last year, the Durham University Netball team organised a 'chav'-themed sports social, mocking stereotypes of young working-class women.⁵
4. The Durham Working-Class Students Association currently has a full executive committee, several non-executive officers, a constitution, a Facebook page with 150 likes, a Twitter account, an Instagram account, and a mailing list.
5. The association's Facebook page has received negative comments from certain members of the disbanded Trevelyan College rugby team, showing that working-class students encounter difficulty when trying to organise.

Assembly Believes

1. Significant work is required to tackle the classism endemic to the university community and make Durham a more inclusive university for working-class students.
2. It is important that working-class students are heard in assembly in order to be able to address the issue of classism.
3. The Durham Working-Class Students Association would be able to represent the university's working-class community in the Students' Union, providing working-class students with a network for organisation, activism, and socialisation.
4. The Durham Working-Class Students Association would be a sustainable, active, and valuable addition to the Durham Students' Union.

Assembly Resolves

1. To ratify the Durham Working-Class Students Association within the Durham Students' Union with constitution as attached, and hence amend standing orders G.11 to include the Durham Working Class Students Association.

⁵ Article from *The Tab* discussing 'chav'-themed socials at the university:
<https://thetab.com/uk/durham/2016/11/24/durham-netball-team-chav-themed-social-32667>

Durham Working-Class Students Association

1 Name

There shall be an organisation within the University of Durham known as Durham Working-Class Students 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) represent the views and needs of students who self-define as working class, low income, state comprehensive educated, first-generation students and/or care leavers;
- b) provide welfare support to students who self-define as working class, low income, state comprehensive educated, first-generation students, care leavers and any other students who wish to be represented by the Association.
- c) provide opportunities for the same students to meet each other and socialise in a safe and non-judgmental environment;
- d) provide information on related issues to students who self-define as working class, low income, state comprehensive educated, first-generation students, care leavers or to any students or other individuals who seek it;
- e) represent the views of members of the Association to all relevant bodies, including Durham Students' Union;
- f) advise both the Durham Students' Union on matters relating, or potentially relating to working class, low income, state comprehensive educated. first-generation students, care leavers or members of the Association;
- g) liaise with other organisations in the local area and beyond with a social, welfare or campaigning function in line with objectives of the association;
- h) raise mutual awareness and understanding between working-class students and other members of the university;
- i) promote the equal treatment of and rights for working class people in society more generally;
- j) organise working class related awareness events; and
- k) fulfil all the requirements made in the Durham Students' Union Standing Orders of the Working-Class Students Association.

4 Members

4.1 Definition

A member is any student of Durham Students' Union who chooses to attend social events organised by the Association or make use of the welfare or representative services it provides.

4.2 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.

4.3 Non-Members of Durham Students' Union

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

4.4 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 Officers Executive Officers

5.1.1 Positions

There shall be the following Executive Officers:

- a) President
- b) Secretary
- c) Finance and Ethical Sponsorship Officer
- d) Undergraduate Liaison Officer
- e) Postgraduate Liaison Officer
- f) Welfare Officer
- g) Social Events Officer
- h) Campaigns Officer
- i) Supplies & Charity Officer
- j) Media Officer

with job roles as defined in Appendix I.

5.2 Non-Executive Officers

5.2.1 Representatives

There shall be the following Representatives:

Trans Representative
Trans Representative (Non-Binary Place)
LGBT+ Representative
Students with Disabilities Representative
Neurodivergent Students Representative
People of Colour Representative

International, Exchange, and Erasmus Students Representative
Women's Representative
Students with Caring Responsibilities Representative Mature Students and Parents Representative
Local Students Representative
Men's Representative
Care Leavers Representative
Estranged Students Representative

with job roles as defined in Appendix I.

5.3 Eligibility

All officers shall be ordinary members of the Durham Students' Union. 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 Chair 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 Students Union Welfare and Liberation Officer may be invited to be the Returning Officer for the elections, provided they are not themselves a member, 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.

Candidates may be asked questions by any members 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 Chair, 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 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 Secretary 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 Secretary 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 Chair. 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:

- a) to attend all Executive Committee Meetings (unless apologies are given in advance) and contribute as appropriate to discussion;
- b) to assist as necessary with the organisation and running of the Association's events;
- c) to assist as necessary with the organisation and running of the Association's campaigns;
- d) to assist as necessary with any other duties which do not come under the remit of any Specific Officer;
- e) to assist members of the Representative and College Liaison Committees with their duties as necessary;
- f) to assist with the duties of any unfilled positions on the Committee; and

- g) 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, 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 Chair 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 Committees

6.3.1 Caucuses and Forums

Executive and Non-Executive Officers may each organise informal caucuses or forums for members 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) by-elections for any unfilled officer positions; and
- d) 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 Secretary 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 Secretary. 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 Secretary. 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 Secretary. If the Secretary 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. 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. 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 Chair. In all other cases the decision of the Complaints Committee is final;
- f) the Appeal Panel shall consist of the Secretary 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 Chair.

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 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.

11 Accountability

11.1 Questions of Office-Holders

Questions may be submitted by any member of the Association or any Officer, 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 Secretary 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 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

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 Chair, Secretary, 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 should:

- a) try to ensure that events are welcoming and inclusive for all individuals, including working class 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. 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.

- d) not tolerating 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
- d) In cases which are deemed serious:
the Executive Committee should meet to discuss setting up a formal meeting with the individual to resolve the issue; and
- e) 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
- f) 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 rout 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 classism, homophobia, biphobia, transphobia, sexism, ableism, racism 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 students 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 Secretary.

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.

Appendix I – Officer Job Descriptions

1. Executive Officers

1.1 President:

There shall be a Chair, 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 JCR Officers, 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 Liaison 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 Secretary:

There shall be a Secretary, 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 be responsible for all other general administrative duties of the Association.

1.3 Finance and Ethical Sponsorship Officer:

There shall be a Finance and Ethical 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 Undergraduate Liaison Officer:

There shall be a Undergraduate Liaison Officer, who shall:

- a) assist in coordinating the activities of the Executive Committee at Vice Chair with the Postgraduate Liaison Officer;
- a) be responsible for the organisation of activities in areas of undergraduate representation, engagement, and support; assist with the organisation of campaigns on matters concerning undergraduate members;
- b) liaise with Durham Students' Union Undergraduate Academic Officer on issues including but not limited to financial support and bursaries for working-class students, Welfare and Liberation Officer, Undergraduate Representatives, and JCR Execs where appropriate;
- c) liaise with appropriate representatives, work to ensure undergraduate members are being actively represented and supported within democratic structures, and relevant groups are addressing any issues raised;
- d) convene at least once a term an Undergraduate Forum and feedback to the Executive Committee;
- e) to work with the Exec to liaise with each faculty and college, including liaising with department reps and staff around inclusion for working class students.

1.5 Postgraduate Liaison Officer:

There shall be a Postgraduate Liaison Officer, who shall:

- b) assist in coordinating the activities of the Executive Committee at Vice Chair with the Undergraduate Liaison Officer;
- f) be responsible for the organisation of activities in areas of postgraduate representation, engagement, and support; assist with the organisation of campaigns on matters concerning postgraduate members;
- g) liaise with Durham Students' Union Postgraduate Academic Officer on issues including but not limited to financial support and bursaries for working-class students, Welfare and Liberation Officer, Postgraduate Representatives, and MCR Execs where appropriate;
- h) liaise with appropriate representatives, work to ensure postgraduate members are being actively represented and supported within democratic structures, and relevant groups are addressing any issues raised;
- i) convene at least once a term a Postgraduate Forum and feedback to the Executive Committee;
- j) to work with the Exec to liaise with each faculty and college, including liaising with department reps and staff around inclusion for working class students.

1.6 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 welfare issues amongst members, 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, sanitary products, 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 organisations 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) feed back to the Executive Committee on matters pertaining to the Advisory Committee; oversee and guide the activities of the Welfare Committee;
- j) wherever possible, alert members of the Welfare Committee and the training opportunities they could undertake to prepare for the role;
- k) convene and chair the Welfare Committee meetings;
- l) hold a single casting vote on the Welfare Committee;
- m) attend Durham Students' Union Welfare, Equality and Diversity Committee meetings.

1.7 Campaigns Officer:

There shall be a Campaigns Officer, who shall:

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

1.8 Social Events Officer:

There shall be a Social Events Officer, who shall:

- a) lead the planning and scheduling of events in the Association's term cards;
- b) coordinate and have responsibility for the organisation of the Association's social events on a day to day basis;
- c) take the lead in running flagship social events;
- d) coordinate the work of Officers running social events for specific sections of the Association's membership;
- e) liaise with the Representative Committee in organising social events for specific groups as requested and required;
- f) and sell tickets to events.

1.9 Supplies & Charity Officer:

There shall be a Supplies Officer, who shall:

- a) organise charities and donations drive for the association in support of external charities approved by members;

- b) Work to lobby companies affiliated to Durham University to provide affordable supplies and good including but not limited to gowns for graduate to working-class students;
- c) Run events focused around ensuring students have access to basic supplies including but not limited to work materials and sanitary supplies;

1.10 Media Officer:

There shall be a Media Officer, who shall:

- a) create and manage publicity on behalf of the Association, advertising its existence, its contact details, and the range of social events and services it offers;
- b) oversee all aspects of advertising the Association's events and activities online, (including via the website, Twitter, Facebook, Instagram etc.) and where necessary ensure that other Executive Officers are also able to do this effectively;
- c) work to maintain and develop the publicity of the Association in external media, advertising its existence, contact details and where appropriate major events, including in student newspapers and the Durham Students' Union Dialogue booklet and email;
- d) have responsibility for the design of the Association's term card each term;
- e) arrange printing and/or copying of publicity and term cards;
- f) be responsible for the display of publicity in central locations and any unrepresented colleges, and generally ensuring the widest possible coverage throughout Durham;
- g) coordinate the Association's presence at Fresher's Fairs and any similar events, including ordering business cards and orchestrating the yearly Fresher's Guide;
- h) be responsible for the development of the Association's website and the overall coordination of its content.

2 Non-Executive Officers:

2.1 Trans Representative:

There shall be a Trans Representative who shall:

- a) represent all members who self-define as trans, all students who are uncertain of or questioning their gender identity, and any other students who wish to be represented by the trans representative. This includes, but is not limited to, those who self-define as trans women, trans men, genderqueer, genderfluid, genderflux, neutrois, intergender, demigender, multigendered, agender, non-binary, those who have a complex gender identity, and any other individual who is not cisgender
- 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) attend Exec meetings where possible.

2.2 Trans Representative (Non-Binary Place):

There shall be a Trans Representative (Non-Binary Place) who shall:

- a) represent all members who self-define as non-binary, all students who are uncertain of or questioning their gender identity, and any other students who wish to be represented by the trans representative (non-binary place). This includes, but is not limited to, those who self-define as trans (or within the Trans umbrella), non-binary women, non-binary men,

genderqueer, genderfluid, genderflux, neutrois, intergender, demigender, multigendered, agender, non-binary, those who have a complex gender identity, and any other individual who is not cisgender.

2. act as a point of contact for the represented group;
3. liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
4. liaise with other organisations primarily involved with members of the represented group;
5. assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
6. attend Exec meetings where possible.

2.3 LGBT+ Representative:

There shall be a LGBT+ Representative who shall:

- a) represent all members on matters specifically pertaining to the 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) attend Exec meetings where possible.

2.4 Students with Disabilities Representative:

There shall be a Students with Disabilities Representative who shall:

- a) represent all members 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
- f) members of the represented group;
- g) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- h) attend Exec meetings where possible.

2.5 Neurodivergent Students Representative:

There shall be a Neurodivergent Students Representative who shall:

- a) represent all members who self-define as neurodivergent (this includes, but is not limited to those who self-define as dyslexic, dyspraxia, bipolar, ADHD and/or on the autism spectrum);
- 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
- f) members of the represented group;
- g) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- h) attend Exec meetings where possible.

2.6 People of Colour Representative:

There shall be a People of Colour Representative who shall:

- a) represent all members 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
- f) members of the represented group;
- g) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- h) attend Exec meetings where possible.

2.7 International, Exchange, and Erasmus Students Representative:

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

- a) represent all members 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;
- 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) attend Exec meetings where possible.

2.8 Women's Representative:

There shall be a Women's Representative who shall:

- a) represent all members 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 demigender women);
- 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) attend exec meetings where possible

2.9 Students with Caring Responsibilities Representative:

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

- a) represent all members who care for a friend or family member who, due to illness, disability, 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) attend Exec meetings where possible.

2.10 Mature Students and Parents Representative:

There shall be a Mature Students and Parents Representative who shall:

- i) represent all members who are mature and parent's students;
- j) liaise with the Mature Students Association;
- k) act as a point of contact for the represented group;
- l) liaise with the Executive Committee to ensure any specific needs of the represented group are being met by the Association;
- m) liaise with other organisations primarily involved with
- n) members of the represented group;
- o) assess the demand for, and be able to hold, events and campaigns aimed specifically at members of the represented group; and
- p) attend exec meetings where possible

2.11 Local Students Representative:

There shall be a Local Students Representative who shall:

- a) represent all members who live within the Durham area;
- 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) attend Exec meetings where possible.

2.12 Men's Representative:

There shall be a Men's Representative who shall:

- a) represent all members who self-define as either partially or completely as a man, as well as any other members who wish to be represented by them (this includes, but is not limited to, those who self-define as trans men, non-binary men, demigender men);
- 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) attend Exec meetings where possible.

2.13 Care Leavers Representative:

There shall be a Care Leavers Representative who shall:

- a) represent all members who self-define as a having been in the care leaver, fostered and/or have experienced living in care;
- 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) attend Exec meetings where possible.

2.14 Estranged Students Representative:

There shall be an Estranged Students Representative who shall:

- a) represent all members who have no relationship with, or support from, their parents, guardians, or family connections;
- 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) attend Exec meetings where possible.

[1] <https://personal.natwest.com/personal/life-moments/student-living-index.html>

[2] <https://www.palatiniate.org.uk/durham-students-receive-more-money-from-parents-than-those-at-any-other-university-report-suggests/>

[3] <https://www.dur.ac.uk/resources/about/access/FinalAA-UniversityofDurham.pdf>

Assembly Report

Assembly is asked to receive a report from the Durham SU Board of Trustees. At its last meeting, the Board discussed:

- Making its papers and decisions available online, to support transparency and accountability.
- A reforecast budget for Durham SU, which realigned the old budget structure to the new Durham SU strategy, so that students can see how much resource goes into our education work (for example).
- The management accounts for Durham SU, which confirmed that the SU is on track with its budget expectations to date.
- The Annual Report, which was presented to the Annual Members Meeting on 13 March 2018.
- The consolidated Risk Register, and confirmed that Durham SU was addressing the major risks which faced Durham SU at this time, including
 - The operational development of the new strategy.
 - The financial planning framework.
 - The human resources framework.
 - Student group governance.
 - The policy framework, specifically data protection and safeguarding.
- The Charity Commission's new Charity Governance Code, which supports Durham SU's effectiveness and public accountability.

Trustee Appointments

The Board's Governance and Appointments Committee also met in February, and extended the terms of office of two lay Trustees until 1 August 2018, subject to the ratification of Assembly.

The terms of Anthony Baker, and Louise Shillinglaw, are due to expire on 13 March 2018. Both are eligible to be reappointed to a further term of office of three years.

Two further lay Trustees have terms of office that expire on 31 July 2018 so, in order to take all four together and regularise the terms of office, Governance and Appointments Committee consider the best option is to extend the terms of office of Anthony Baker and Louise Shillinglaw until the end of the financial year, and then a paper on all four lay Trustee appointment will come to the June meeting of Assembly for ratification.

Anthony Baker Anthony is Artistic Director and joint CEO of Dance City. He has extensive experience providing strategic leadership, managing year to year budgets and developing and delivering business plans. He joined the Union as a trustee in 2015.

Louise Shillinglaw Louise is a HR professional with expert knowledge in managing wide ranging people services across all levels of the Human Resources function. She has specialist knowledge across Change Management, Employee Engagement and developing Organisation Culture and Values. She is currently Head of People and Organisational Development for County Durham Housing Group.