

Durham Students' Union Assembly Agenda

Thursday 31 January 2019 – 18:30, PCL048

Time	Subject	Who	Paper
18:30	A. Welcome	Chair	
18:30 18:33	B. Minutes of the meeting on November 8	Chair	UA/1819/16
18:33 18:35	C. Apologies for absence and conflicts of interest	Chair	

Routine Business

18:35 19:00	D. Governance Review	George Walker	
19:00 19:20	E. Officer Updates	Officers	UA/1819/17

**** Access Break ****

Items for Discussion

19:30 19:35	F. NUS Motion: <i>Power to make our universities pay all workers the Living Wage</i>	Kate McIntosh	UA/1819/18
19:35 19:40	G. NUS Motion: <i>Rent Strikes</i>	Tom Chapman	UA/1819/19
19:40 19:45	H. NUS Motion: <i>Creating a Platform for Discussion: Sports, Music and Outreach</i>	Matt Bonini	UA/1819/20
19:45 19:50	I. NUS Motion: <i>Student Worker Rights</i>	Sam Johnson- Audini	UA/1819/21
19:50 20:00	J. Support the fight for marriage equality in Northern Ireland	Sam Johnson- Audini	UA/1819/22
20:00 20:10	K. Support for direct action against rising accommodation fees	Kate McIntosh	UA/1819/23
20:10 20:30	L. Student Group Governance	Charlie Walker	UA/1819/24

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Assembly Minutes: 4th December 2018

Item A: Welcome

Ted Lavis-Coward (TLC), Chair, opened the meeting and congratulated the NUS delegates

Item B: Minutes of the last meeting

The minutes were approved.

No comments or corrections from Assembly.

Item C: Apologies and conflicts of interest

Apologies from International Students' Association

No conflicts of interest

Item D: Vice-chair election

Antonia Barber (AB) spoke in support of her nomination for Vice-chair

Kate McIntosh (KM) asked about inclusivity and accessibility

TLC apologised for lack of accessibility in ER140

Item E: Officer Updates

George Walker (GW) spoke to his objectives

Assembly asked:

- What is the timeline around the UCU strike fund?
 - GW shared that consultation will close at the end of term. It is expected that by the middle of Epiphany term the university will be able to respond to the strike fund consultation. While the university is not required to consult students as to how to spend this money, there is strong encouragement from the PVC of Education that the university will honour student opinion.
- Are there any plans to consult the associations about the strike fund?
 - GW clarified that the online consultation is open to every student including all association members. If students have additional thoughts, concerns or ideas, GW invites students to contact him.

Meg Haskins (MH) spoke to her objectives

Assembly asked:

- Why has she thrown out the Get Home Safe Scheme due to lack of use when it is like throwing out fire extinguishers for not being used. It was asked whether there are better ways of making it work such as marketing.
 - MH clarified that the Get Home Safe Scheme is a University scheme, not an SU scheme, and that recently students have been turned away by taxi drivers, making the scheme unreliable. MH is committed to working with the university to find an alternative scheme, but in the meantime, the Nightbus remains available to students.

Saul Cahill (SC) spoke to his objectives

David Evans (DE) spoke to his objectives

Charlie Walker (CW) spoke to his objectives

Item F: Committee Updates

Stuart Goldie (SG) provided an update of Academic Affairs Committee

Rosie Trainor (RT) provided an update of DUCK Committee

Assembly asked:

- Is the area of support for charities still extended to include Queen's Campus?
 - RT verified that yes, it does.

Hia Advani (HA) provided an update of Governance and Grants Committee

Will Lewington (WL) provided an update of JCR Presidents' Committee

Andrew Dean (AD) provided an update of MCR Presidents' Committee

Steven Lowes (SL) provided an update of Societies Committee

Nathan Kunin (NK) provided an update of Union Reps Committee

Access Break

Item G: UCU Anti-casualisation Policy

DE proposed the policy

Assembly voted in favour of the policy

Item H: Elections Expenses Policy

GW proposed the policy

Assembly voted in favour of the policy

Item I: Support of the Associations Policy

Neve Ovenden (NO): Proposed the policy

Assembly requested clarification as to whether the policy gives the associations full voting member rights.

NO clarified that it will not award voting rights until the Board ratifies them.

TLC reminds Assembly that the vote requires a $\frac{2}{3}$ vote majority due to a change in the standing orders

Assembly voted in favour of the policy

TO: Assembly
FROM: George Walker, President
RE: President Report
DATE: 31 January 2019

Update on priorities:

Community Engagement

- Visited Leeds University Union and Leeds Beckett Students' Union with a focus on volunteering, private sector housing and social impact initiatives.
- Continuing to meet with local stakeholders and contribute to work of University Community Engagement Taskforce.
- Beginning drafting of Durham SU Community Engagement Strategy this term, giving time for consultation with relevant bodies and individuals.

Student Workers

- Included in report to University Council. Commitment secured from Provost to report back to the Joint Senate & Council meeting in February with update on casual staff working group.
- Invited to join casual staff working group. We are currently working to contribute relevant areas of interest to the Terms of Reference for the group.
- Campaign launched at end of last term with advice and campaign pages and social media graphics posted over Christmas period. Have since also student worker quiz.
- We will be partnering with the Careers Service for National Student Employment Week. We'll be pushing the campaign over social media and having a stall in the SU throughout the week, as well as helping the Careers Service with advertising the Awards, which recognise good practice by student employers and employees.
- We are also currently planning a further stand-alone campaign week for later in Epiphany term.

General updates:

#RippedOff Campaign

- We are working to focus the campaign on the 'bursary gap' between the cost of college fees and the financial support made available by the University.
- We produced a 'Cost of Attendance' Report outlining the costs students incur attending Durham and experiencing a fulfilling student life. This report has been well-received by the University and we hope that this will help to provide a strong basis from which to argue for increased financial support or a reduction in fees.



Library Wish Tree Project

- I have been worked with the Library on their 'Wish Tree' project to collect donations for local charities in the run-up to Christmas. This was a huge success with hundreds of gifts being donated! The three charities (Durham Action on Single Housing, Moving On Durham and Age UK County Durham) were very grateful and have asked that their thanks be passed onto all those who donated.

UCU Strike Fund

- Last term's survey on the UCU Strike Fund received over 1100 responses. The results show strong support for the options presented, particularly those proposing the extension of Mental Health First Aid training, more resources for the counselling service and renovations to Dunelm House to provide more quality study space.
- University are pleased with this response and have asked us to draw up proposals for how the money should be spent to present to them, so work on this is ongoing.
- We have also been told by the University that they miscalculated the amount of money available for the fund, so there is now an additional £82k available to be spent this year, bringing the total funds currently available to around £430k.

NUS Update

- NUS have now released their white paper regarding proposed reforms. We will be meeting as an Officer team next week and will be publishing an initial response, which will be made available to all students.
- We will continue to feed into NUS' consultation processes, in line with the position outlined. We will also be briefing our elected NUS delegates on the NUS Turnaround process, to allow them to effectively engage in these debates at National Conference.

Voter registration Campaign

- We have received registration rates back from the County Council following the campaign, which indicate that the campaign was successful in having a significant impact on registration rates within a number of Colleges



TO: Assembly
FROM: Saul Cahill, Undergraduate Academic Officer
RE: Undergraduate Academic Officer Report
DATE: 31 January 2019

Update on priorities:

Liberating the curriculum

- At the last Education Committee, a paper was presented on implementing the Student Consultation Framework. We successfully amended it to tell departments explicitly that they must consult with members of liberation groups as part of the Curriculum Review process.
- Also presented was a paper from the University on students who reported that they had been discriminated against by their lecturers in their MEQs with departments being asked to respond to the issues highlighted by students
- Visits to London unions planned to look at their work around decolonising the curriculum

Spaces for Students

- Received data from the library on student usage of the library and began to analyse usage patterns at different times of the year – verbal report to accompany.

Academic Societies

- Met with Charlie to discuss how academic societies can be fully involved in wider society development activity.
- Met with the Academic Societies representative on Societies Committee to discuss the kind of activities carried out by academic societies and how we can support them.

General updates:

Earth Sciences Departmental Review

- Attended for a full day. Key issues surrounded issues with late releases of assessment questions and low quality assessment feedback as well as concerns around the costs associated with field trips. I understand that several years ago, the university established a pot of money to ensure field trips were free, but this did not grow with inflation which has meant departments are once again charging. This is particularly problematic given field trips are often compulsory parts of degrees.

Committees

- Education Committee – The toilet paper's been flushed.

Task and Finish Groups

- Academic Advice and Academic Advisors – to try and improve the quality of academic advice in the university, including clearer guidance around what is expected of academic advisors
- Efficient Assurance of Assessment – After concerns around inconsistencies in marking showed in several external examiner reports, this group has been established to discuss what improvements can be made to the University's guidelines on marking.
- Academic Representation – To discuss how we can make SSCCs more effective as well as other methods to capture student feedback on their education experience.

Lecture Capture

- A brief CIS problem meant that there were a few recordings that should have taken place but did not but the cause of this is now identified and being addressed.
- Broadly speaking, seems to be being well used with students seemingly using it only to check over parts of lectures they struggled with.
- ~50% increase in usage over Christmas holidays!

CIS

- Interviewed for the new Chief Information Officer. We made a decision on the appointment and I am happy with the appointed candidate
- Met with the current CIS leadership team to discuss their current strategy to fix the service. While useful to get a grip on the failings on the university's side which they felt impeded their work, I also expressed students' concerns unnecessary delays around what are seemingly simple tasks as opposed to the larger scale projects they felt were causing problems.



TO: Assembly
FROM: David Evans, Postgraduate Academic Officer
RE: Postgraduate Academic Officer Report
DATE: 31 January 2019

Update on priorities:

Postgraduate Teachers' Pay and Conditions

Negotiating with the University: Though I mentioned in my last report that the HR department had agreed to circulate a request for information on how conditions for PGs who teach varied between departments, this agreement was rescinded pending the start of a working group examining casual work contracts as a whole. This working group is due to start imminently, however at present only the SU President is included in the membership. I consider my involvement in this working group to be a key avenue for ensuring my work in this area gets done, and I will not accept being pushed from pillar to post by the University on this. I will provide a further verbal update at Assembly on whether my involvement in this group has been adequately resolved, and outline next steps for lobbying as appropriate.

Collaboration with University and College Union: I thank Assembly for formally approving collaboration with UCU on this project at its last meeting. By the time of this meeting we will have had a further meeting with Durham UCU's President at which the joint next steps in our campaign will have been discussed. UCU will have their own representative on the working group, and the response from the University to UCU's proposals which the SU helped shape indicates any new arrangements should be agreed and implemented in time for AY19/20. Together we will fight to ensure these are the best arrangements possible for PG teachers.

Best Practice in Supervision

Review of Survey Responses: I have dissected the comments submitted to our survey of supervisory conditions for postgraduate researchers in the University, which indicate that while many are happy with their arrangements, when issues arise they can go badly wrong and seriously damage a student's ability to work. Key recurring issues include:

- A worrying frequency of unreported bullying by those in positions of responsibility
- Supervisors leaving before degree completion, with no clear replacement mechanism
- Unawareness of avenues for recourse, and them being ineffective when used
- Supervisors not responding to contact or being unaware of their responsibilities
- Deterrence from making valid complaints, either by culture or direct instruction

These are issues no student should have to deal with. My proposals to help rectify these problems will include ensuring supervisors are properly equipped to support students, with minimum standards of training and sufficient time to dedicate to supervisees; strengthening avenues the available avenues of recourse and communicating them across the University and throughout departments; and focussing on part-time and distance learner students to ensure they have supervision models that are both supportive and inclusive.

Task & Finish Group: The Research Degrees Committee of the University has set up a working group specifically to examine the issue of supervisory practices and departmental research culture. Having now met once, many of the issues discussed above have been raised and work has begun to address them. Our next concrete step is to work with the University to get in contact with part-time and distance learner students so that we can properly represent them and lobby on their behalf. I feel confident that the academics I am working with on this project are supportive and truly want to ensure supervisions work for all.

General updates:

Postgraduate Research Printing: A recommendation has been made by Education Committee for Postgraduate Researchers to be given free printing, similar to staff provision, following rightful outcry at CIS removing several systems for free printing in departments last year. Further work needs to be done to work out the cost of providing this, but I believe academics are in support of this and I will lobby for this to be implemented in time for next academic year. I will further look into the cost to PG Taught students who also incur printing costs as necessary parts of their degree, and while free printing may be difficult to achieve, I will look at lobbying for more free print credit for PGTs to reduce the cost. Any anecdotes you can share on how the cost of printing affects you to help fight for this are appreciated.

Financial Awards Committee: This University committee dealing with scholarships and bursaries dealt with several matters affecting postgraduates worthy of report. Firstly, we have asked for clarity on the amount of money the University disburses on studentships for PGR students, as the value and sources of these are unclear and could spur the University into seeking more funding and providing more opportunities for students. Secondly, an expansion of the Alumni Discount for tuition fees for PGT courses was considered. I believe that promoting the retention of UG students onto PGT courses is of benefit not only to current students but in improving the diversity and opportunities for student collaboration on many PGT courses, and I will support these discount proposals when they are next seen.

Postgraduate Forum: I intend to hold a 'PG Forum' event in the near future, an opportunity for PGs to discuss a topic affecting their academic experience to shape SU policy and hear from an expert on the topic. My first proposed topic after discussion with MCR PresComm is on 'Funding for Postgraduates', encompassing varied areas such as how the University administers scholarship payments, funding for conference attendance, what bench fees cover and how students fund their living costs. Keep an eye out for details in the near future and get in touch if you know anyone with particular expertise who may wish to present.



‘And the rest...’: Rather than go into detail about everything else I’ve been working on here, here are a few further projects I’m involved in that I can elaborate on verbally at Assembly: recruitment for the Vice-Provost for Research; how students feed into 5-yearly reviews of departments; attendance at NUS PG Conference by the time of this meeting; discussing the University’s economic impact on the Durham locale and how it can work with others in the community to improve this; considering guidelines for dissertation (non-PGR) supervision; co-ordinating research into the cost to students of attending Durham University; and developing improvements to our academic representative structures.



TO: Assembly
FROM: Meg Haskins, Welfare and Liberation Officer
RE: Welfare and Liberation Report
DATE: 31 January 2019

Update on priorities:

Consistent and quality student support

In October I established a task and finish group to create a programme of standardised training for College Welfare Officers, Association Welfare Officers and Common Room Presidents. I have now completed the online survey and focus group and the findings and recommendations have been written up. The recommendations have since been discussed with my task and finish group members; been shared with the DU Welfare Network and Association Collaboration; and will be discussed at Student Wellbeing Support and Subcommittee. (Thank you to everyone involved for your input!)

I've continued to build stronger relations with the Claypath and University Medical Group. I have attended multiple Patient Participation Groups and am working with the practice manager to ensure student voices are heard more clearly.

I have presented my research on the importance of BAME diversity within the University Counselling Service staff to the University and would welcome any further comments on this from members of Assembly

PresComm recently raised that there is a gap in student support in colleges in that some porters receive MHFA (or equivalent) training and others do not. This is something I am currently looking into and will keep you updated.

Student safety

Pincident is still ongoing:

- I am continuing to collect data on all forms of unwanted harassment, violence and discrimination, as well as bystander intervention. I presented the initial findings to the City Safety Group in December and have sent relevant data to the University to aid their work tackling race and religious based hate crime.
- I am also working to make the messaging on Pincident materials clearer, with more direct messages surrounding tackling sexual harassment/ violence and hate crime.



At the most recent SVMOG meeting we scoped out the various approaches we could use in order to undertake a climate culture assessment. This will hopefully take place later in the year in order to assess all of the work done so far to tackle sexual violence.

I met with Clarissa Humphreys (Student Support & Training Officer (Sexual Violence & Misconduct)) and Christine Stretesky (Equality, Diversity and Inclusion Policy Officer) to discuss future plans for Active Bystander Training.

Quality, affordable housing

My housing survey received over 470 responses. Before next Assembly the data will be analysed in order to drive forward my (and future officers') work around improving housing conditions. I intend to share a report on the findings with the student body.

Research is still underway to learn how other unions have tackled the issue of poor quality housing, which will accompany the results of the housing survey.

In order to better understand the pros and cons of a Landlord Rating Scheme, I have a trip to Leeds University Union planned in March.

General updates:

- ★ I attended Durham University Residents Forum; the Fitness to Study steering group; the University Health Centre Patient Participation Group; the Respect Commission group; and Wider Student Experience Committee (where we discussed the latest draft of the non-academic misconduct procedure).
- ★ I attended the PBSA liaison group where we discussed their desire to have stronger links with the University – especially concerning welfare contacts. We are working to improve these links over the coming months.
- ★ I attended the Access Review Group where I presented a list of rooms which the University claim are 'accessible' vs. what we found to be accessible (with marked differences). Moving forward the University are going to add a 'criteria' to the room booking form to ensure that the accessibility of the room is considered (e.g. induction loops, accessible desks, can someone access the front of the lecture theatre) and our findings are going to be used by University timetabling. We are also going to look at where buildings which contain accessible rooms can be made accessible from the outside.
- ★ I attended the first meeting of a signposting task and finish group which is working to create a University-wide signposting document by May.
- ★ I held the first Association Working Group, looking at how we can improve the guidance and training offered to Association Execs. Here we established the group's aims and a

future timeline.



- ★ The rent guarantor scheme is still undergoing legal checks through the university before it is formally launched. In the meantime, if students are experiencing hardship or expect to experience financial difficulty due to not having a rent guarantor, I urge them to contact the University Hardship Fund as soon as possible.
- ★ I am in the process of planning a Mental Health Awareness Week Campaign (w/c 4th March). Get in touch if you want to know more/ get involved!
- ★ I've had further discussions around how we can improve the reliability of the Nightbus to ensure that there are affordable ways to help potentially vulnerable students get home safely during late night hours.
- ★ I have met with the University to discuss the Hardship Fund.
- ★ I held office hours and would welcome people's thoughts on whether these are useful!

TO: Assembly

FROM: Charlie Walker, Opportunities Officer

RE: Opportunities Officer Report

DATE: 31 January 2019

Update on priorities:

Priority	Actions taken	Next steps
Campaign for Affordability	<ul style="list-style-type: none"> • Research still ongoing • UEC will have received Living Wage paper inbetween writing this and Assembly; I can update verbally • Arranging Citizens training • Conversation with Scholarships and PVC C&SE about Student Opportunities Fund 	<ul style="list-style-type: none"> • Share results of qualitative survey • Speak to CFO about Student Opportunities Fund • Meet with Scholarships again
Project Awesome	<ul style="list-style-type: none"> • Writing up student media report progressing • Article on future of student media published • Participation in student development trial ongoing; we have received an update from the team 	<ul style="list-style-type: none"> • Meetings with student media groups about report • Have initial meetings about University Challenge
Common Room Development	<ul style="list-style-type: none"> • Initial conversation with PresComm • Initial conversation with PVC C&SE • Brainstorm with PresComm Chair 	<ul style="list-style-type: none"> • Meet with PresComm Chair to plan next steps • Present findings to PresComm

General updates:

- Planning follow up to “Lessons From Auschwitz” visit with JCR Presidents, Jewish Society and University. Look on Facebook for details on an event.
- Refreshers Fair!
- Consultation on Student Group Governance.
- Fed into University thinking on future size and shape of colleges.
- Went on trip to Leeds with George to look at community volunteering, engagement and citizenship work at Leeds University and Leeds Beckett.



- Me and Meg fed back on papers on student conduct at Wider Student Experience Committee.
- Received a visit from Edinburgh University Students' Association and shared thoughts on a range of SU issues.

TO: Assembly

FROM: Kate McIntosh

RE: NUS Motion
Power to make our universities pay all workers the Living Wage

DATE: 31 January 2019

Power to make our universities pay all workers the Living Wage

Conference believes:

1. Everyone deserves to be paid a wage that they can live on.
2. Just over 20% of Universities are currently Living Wage Employers¹.
3. When universities are a large employer in their area, they possess wage-setting power that determines the pay of workers beyond the university as well as within.
4. As of 2018, 92% of students believe all university staff should be paid a Living Wage².
5. Outsourcing of workers by universities creates a two-tier workforce where outsourced staff experience poorer working conditions and earn less per hour.³
6. Workers currently paid less than a living wage in UK universities are predominantly women.⁴

Conference further believes:

1. Students, and student-led-campaigns, can play a vital role in holding their universities to account for their failure to pay a real living wage to all staff.
2. Moreover, student activists should be working to improve the lives of every member of their university communities, students and staff alike.

Conference resolves

1. To mandate the Vice President Society and Citizenship, or relevant officers, to work with the Living Wage Foundation and Citizens UK to develop strategies for securing the Living Wage for university employees.
2. To investigate the extent of outsourcing in universities, as an obstacle to securing a living wage for all.
3. To support the creation of student-led campaigns for the living wage through Students Unions' nationally.
4. To mandate officers to provide relevant resources, expertise and guidance to students campaigning for the living wage in their universities.

¹ The Living Wage Foundation, 15th September 2018, [<https://www.livingwage.org.uk/news/news-students-shocked-vice-chancellor-excess-back-call-living-wage-universities%C2%A0>] The Living Wage is calculated based on the real cost of living determined by a basic basket of goods drawing from the Minimum Income Standard. It is currently £9.00 outside London, and £10.55 in London.

² [<https://www.livingwage.org.uk/news/news-students-shocked-vice-chancellor-excess-back-call-living-wage-universities%C2%A0>]

³ The Living Wage in the UK Higher Education Sector, Unison and NUS, 2013 [<https://www.unison.org.uk/content/uploads/2013/11/Briefings-and-CircularsLiving-wage-research-Exec-summary3.pdf>]

⁴ [<https://www.livingwage.org.uk/news/news-women-continue-be-hit-hardest-low-wages-uk>]

TO: Assembly
FROM: Tom Chapman
RE: NUS Motion:
Rent Strikes
DATE: 31 January 2019

Conference Believes

- NUS has committed to ending rent practices that make university harder to afford for students, including letting fees and council tax¹
- Student housing prices are continuing to increase well above what ordinary students can afford²³
- Rip-off accommodation fees inflate housing costs for both students and residents
- Due to the maintenance loan system, high accommodation costs leave a significantly higher debt burden on poorer students

Conference Further Believes

- Unaffordable accommodation systematically lowers access to education for poorer students and negatively impacts student welfare
- Rent strikes are an effective form of direct action against exploitative fees and practices, evidenced in campaigns at UCL⁴ and SOAS⁵ among others

Conference Resolves

- To mandate relevant Officers to provide a range of effective support to student groups undertaking rent strikes, including informational and material support
- To work to build relationships between student and non-student housing campaigns,
- To support the creation and growth of tenants' unions

¹ [https://s3-eu-west-](https://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/36493/2e19f96cbfc0861b028b3607f9d2efb7/Welfare_Zone_Live_Policy_201518.pdf)

[1.amazonaws.com/nusdigital/document/documents/36493/2e19f96cbfc0861b028b3607f9d2efb7/Welfare_Zone_Live_Policy_201518.pdf](https://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/36493/2e19f96cbfc0861b028b3607f9d2efb7/Welfare_Zone_Live_Policy_201518.pdf)

² <https://www.nus.org.uk/en/news/student-housing-a-look-beyond-private-renting/>

³ https://www.huffingtonpost.co.uk/ben-grech/the-student-housing-market_b_16682922.html

⁴ <http://studentsunionucl.org/articles/union-and-cut-rent-secure-rent-reductions-for-2018-19>

⁵ <https://soasunion.org/news/article/6013/SOAS-Student-Rent-Strike-Wins-Compensation/>

TO: Assembly
FROM: Matt Bonini
RE: NUS Motion
Creating a Platform for Discussion: Sports, Music and Outreach
DATE: 31 January 2019

This Conference Believes:

1. Nationwide, University level sports, music, and outreach initiatives face comparable issues such as a lack of funding and a lack of inclusion¹.
2. Student leaders involved in these extra-curricular activities currently have few opportunities or structures to communicate with each other at a national level.

This Conference Further Believes:

1. Working together and sharing best practice across student communities is what makes us stronger and increases our ability to find effective solutions to the problems we face.

This Conference Resolves:

1. To further support sports, music, and outreach societies by supporting student leaders to lobby their universities for increased funding.
2. To create a platform in which student heads of university wide Sport, Music, and Outreach societies can get into contact and discuss different methods and approaches in tackling issues they may face.

¹ <https://www.bucs.org.uk/page.asp?section=20636§ionTitle=British+Active+Students+Survey>

TO: Assembly

FROM: Sam Johnson-Audini

RE: NUS Motion
Working 9 til 5 not a way to make a living (alongside a degree)

DATE: 31 January 2019

Conference Believes

- In order to deal with rising living costs students are increasingly working alongside their studies.
- In 2015 around 77% of students were in paid employment alongside their degrees. (<https://www.bbc.co.uk/news/education-33843987>)
- As of 2017 less than 8% of working 16-24 year old's were members of a trade union. (<https://www.gov.uk/government/statistics/trade-union-statistics-2017>)
- Students can find themselves subject to undesirable, or sometimes unlawful, employment conditions.

Conference Further Believes

- Student workers can face specific difficulties in managing academics and working. ('I could have got a better degree'
<https://www.theguardian.com/education/2017/aug/07/grades-experience-your-stories-working-studying-university>)
- Student workers can feel excluded from student life as short notice events are difficult to attend, especially students with varying working schedules. This can lead to some student workers feeling excluded from wider student life.
- Trade Unions are key organisations in providing protection and resources for those who are employed.
- Students Unions and Trade Unions share the values of collectivism and democracy and should work together to achieve their shared goals.

Conference Resolves

- To provide a best practice guide for student unions and student groups inclusion of student workers.
- To work with the TUC and other relevant organisations to provide resources and information surrounding student workers' rights.
- To encourage students to join the relevant trade union and provide resources to this effect.
- To provide guidelines to universities regarding how best to support student workers and their academic studies.

TO: Assembly
FROM: Sam Johnson-Audini
RE: Support the fight for marriage equality in Northern Ireland
DATE: 31 January 2019

Assembly notes:

- That in the most recent vote, 51% of Northern Irish MLAs (Members of the Legislative Assembly) voted for marriage equality, but the DUP (Democratic Unionist Party) was able to veto it by invoking a petition of concern.¹
- That 70% of the Northern Irish public are in support of marriage equality.²
- That Northern Ireland is the only place in the UK where same-sex marriage is still illegal.
- That reduced LGBT+ rights in Northern Ireland has led to a mental health crisis in the community that is particularly severe, with 35% of LGBT+ individuals self-harming compared to 13% in rest of UK, 57% drinking to hazardous levels compared to 24% in England, and 25% attempting suicide.³

Assembly believes:

- That marriage is a fundamental human right that everyone, regardless of their identity, should have access to.
- That it is our duty as a students' union to fight for marriage equality and LGBT+ rights in Northern Ireland, not only on behalf of our LGBT+ and Northern Irish student populations, but also as a fundamental human right.

Assembly resolves:

- To mandate the Welfare & Liberation Officer to support the Love Equality Coalition campaign for equal marriage in Northern Ireland by running a fundraiser during LGBT+ History Month.
- To support the Love Equality Coalition further by publishing a statement of support as a students' union, and running an online awareness-raising campaign about marriage equality in Northern Ireland.

¹ <https://www.bbc.co.uk/news/uk-northern-ireland-politics-34692546>

² <https://www.belfasttelegraph.co.uk/news/northern-ireland/survey-shows-70-support-for-samesex-marriages-in-northern-ireland-34842125.html>

³ <https://www.mentalhealth.org.uk/publications/mental-health-northern-ireland-fundamental-facts>

TO: Assembly

FROM: Kate McIntosh

RE: Support for direct action against rising accommodation fees

DATE: 31 January 2019

Assembly notes:

1. In October University Executive Council decided for the fourth year in a row to raise the price of a room in college by RPI, a measure of inflation that the Office for National statistics has discredited.¹
2. Before 2016/17 fees were raised at a rate unrelated to but often higher than inflation.
3. As of 2019 the maximum maintenance loan available to home students studying outside London is £8700, and the most expensive college rooms in 2019/20 will be £8149.
4. The SU's Ripped Off Campaign has been building momentum this year, with a well-attended protest in October that attracted media attention.
5. Multiple SU student groups and Common Room Societies have been mobilising support for a freeze in accommodation fees and are considering direct action, including Aidan's Ripped Off Society and Durham University Labour Club.
6. On 17th January Durham University Labour Club occupied the Palatine Centre overnight as a 'sleep-in' against rising accommodation fees to highlight the disparity between high fees and poor-quality rooms. The protest was covered in the local press and had a wide reach on social media, with a very positive reception.
7. Rent Strikes were successful at University College London in 2015², Goldsmith, University of London in 2016³, and the University of Sussex in 2017.⁴

Assembly believes:

1. Based on the drawbacks of RPI, and the fact that fees were raised randomly before being linked to RPI in 2016/17, continued rent hikes in Durham are unjustifiable.
2. Financial impediments should not be a hurdle for anyone wishing to attend Durham University, central to which is the experience of living within the college community.
3. A successful campaign against rising fees will involve a plurality of tactics including activity by students to build support for a freeze in fees from across the community, draw attention to the disparity between room cost and room quality and, when appropriate, directly impact the University's revenue or reputation.

Assembly resolves:

1. To support further direct action against rising accommodation fees, when appropriate.

¹[<https://www.ons.gov.uk/economy/inflationandpriceindices/articles/shortcomings-of-the-retail-prices-index-as-a-measure-of-inflation/2018-03-08>]

²[<https://www.theguardian.com/education/2015/dec/06/angry-students-rise-up-soaring-rents-accommodation>]

³[<https://www.theguardian.com/education/2017/jul/06/students-win-15m-pledge-from-ucl-after-five-month-rent-strike>]

⁴[<https://www.brightonandhoveindependent.co.uk/news/education/students-celebrate-victory-after-rent-strike-threat-over-halls-1-8292050>]

2. To recognise the growing desire among Durham students for a more diverse range of campaign tactics, including direct action.
3. To mandate officers to lead research into the efficacy and logistics of rent strikes in Durham.
4. To mandate officers to provide support and expertise to students' undertaking direct action at their discretion, to ensure students' actions are effective, and compatible with the aims and values of Durham SU.

TO: Assembly
FROM: Charlie Walker
RE: Student Group Governance Framework
DATE: 31 January 2019

Assembly notes:

1. At the 8 November 2019 meeting of Assembly, a proposal to adopt a new model Student Group Constitution and Heads of Terms for a new Student Group Agreement were presented and rejected after speeches against by the Societies Committee Chair and SwDA President.
2. Assembly members felt that there had been insufficient consultation with student groups and a lack of explanation as to how these changes would reduce risk.
3. After the November Assembly, the SU conducted a consultation based on a timeline agreed by the Opportunities Officer, Societies Committee Chair and SwDA President. This timeline was then published on the SU website and shared with Assembly members and the Student Group Execs mailing list.
[\[https://www.durhamsu.com/articles/update-from-charlie-student-group-governance-consultation\]](https://www.durhamsu.com/articles/update-from-charlie-student-group-governance-consultation)
4. The consultation period included an online survey on the documents, a Societies Forum meeting and several Societies Committee meetings. The second Societies Forum was not held, based on a lack of attendance at the first Forum.
5. Responses to the consultation formed the basis of FAQs published on the SU website and proposed changes, which were reviewed by the Students' Unions lawyers. [\[https://www.durhamsu.com/articles/student-group-governance-faqs\]](https://www.durhamsu.com/articles/student-group-governance-faqs)
6. A number of amendments to the documents have been made as a result and the FAQs have further explained the reasons for other sections about which students have raised questions or concerns.
7. All student members have a further opportunity to suggest changes directly by proposing amendments to this motion at Assembly.
8. For clarity, Societies Committee has been renamed to Student Groups Committee after a Board of Trustees meeting accepted certain low risk Standing Order changes adopted by Assembly at the end of the 2017-18 academic year. This includes a change to include Association and Media representation on the Committee.

Assembly further notes:

9. Developments in student group risk since the November meeting of Assembly include:
 - a. One of the SU's largest Society mailing lists was used to send a commercial advert to over 800 students who had not given their permission for their data to be used in this way.
 - b. An Association email was sent without using 'BCC', revealing the email addresses of everyone on the mailing list to all other members of the mailing list.

- c. A Society staged an 'occupation' of a university building without the prior knowledge of the Opportunities Team and without assessing the risks to their members.
 - d. SU staff dealt with a Home Office inquiry regarding the immigration status of non-students attending a large Student Group event.
 - e. The lack of a standard complaints procedure has led to a situation where a complaint made in September 2018 is still unresolved and has only just reached the appeals stage, causing undue stress to all parties.
 - f. A Student Group booked an event without understanding the implications of VAT on ticket sales, meaning that they would run the event at a loss of £700.
10. Much of this reflects that data protection is emerging as an area of high risk, and priority action since November, under the direction of the Board of Trustees, has focused on assessing the risks to the personal data of student group members.
 11. The fundamentals of the situation, however, remain unchanged, i.e. that:
 12. There are roughly 250 Durham SU student groups, all of which are fully regulated by the SU. They aren't legally distinct bodies but operate with a high degree of trust and freedom.
 13. Durham SU is the legal backstop for student groups. The SU assumes responsibility for grant funding, entering into contracts, providing banking facilities, taking out insurance, safeguarding, data protection, health and safety, assuring fair complaints, creating investment plans – and so on. This provides a framework where student groups can do their thing, and don't have to worry about individually constructing the infrastructure that protects their leaders and members from the most serious of risks.
 14. Durham SU needs to have a flexible and happy balance between a common regulatory framework – where student groups all agree that the best way to do the things they enjoy as well as protecting themselves - and individual student group innovation.
 15. Student Groups Committee is a Committee of Assembly with a lot of responsibility. Student Groups Committee should continue to act on behalf of Assembly to ensure student groups are successful.
 16. The Board of Trustees has a legitimate interest in ensuring legal compliance, but this shouldn't be the same thing as requiring uniformity or limiting the innovation of student groups.

Assembly believes:

1. The further consultation on the proposed documents is welcome.
2. Amendments to these documents made as a result of this consultation are welcome.
3. The overwhelming majority of student groups are already operating within the parameters of the Student Group Agreement and the model constitution. There will be very little change in regulation and absolutely no change in day to day activity.
4. A small minority of student groups will have concerns about specific parts of the changes – they might have an external bank account that receives donations from alumni, for example – and these concerns should be listened to, and allowances made where possible. This sort of difference is absolutely fine, if it's known by Durham SU and agreed to be low risk.
5. There is provision within the documents for Student Groups Committee to authorise differences following discussion. Student Groups Committee should take a

sympathetic view to the concerns of individual student groups who want to do something a little bit different.

6. Most student groups will want to make sure that their aims and activities can continue, their Committees have the right volunteers in the right elected positions, and their meetings and events continue in the way that works for them. These model documents welcome that freedom and make allowances for Durham SU student groups to continue to be award winning and generally awesome.
7. The Women's Association, the Trans Association and the Working Class Students Association have not been ratified by the Durham SU Board because the constitutions they proposed have some areas which do not align with the infrastructure that applies to all other student groups (such as differences in complaints procedures, for example). The Board determined that writing three additional risks of this nature into the Standing Orders was not within their risk tolerance, but were happy to support the groups with resources and funding for the time being. The adoption of the new Student Group Agreement and the model constitution will allow these groups to make slight amendments to their proposed constitutions – such as a standard complaints procedure as required by law – and the Durham SU Board will then consider them for ratification.

Assembly resolves:

1. To welcome the public consultation with Student Groups conducted since the November 2018 meeting of Assembly and the subsequent amendments made.
2. To approve the Heads of Terms for the Student Group Agreement and the model Student Group Constitution.
3. To transition student groups to the model constitution over the next year, allowing time for groups that want to make a case for preserving any part of their current constitutions or who want to find out more.
4. To have all current student groups working within the model constitution after conclusion of the registration period in 2019.
5. That Student Groups Committee should adopt terms of reference that make clear how it will operate and how it will discharge its duties. Student Groups Committee is delegated power from Assembly to agree its terms of reference, for ratification by the Board of Trustees.
6. That the Welfare and Liberation Officer and the Opportunities Officer should work together to make sure that the unratified Association constitutions are helped to align to these model documents, and therefore presented to Assembly and the Board of Trustees as soon as possible.

DURHAM STUDENTS' UNION
STUDENT GROUP CONSTITUTION
NOTICE TO STUDENT GROUPS

BACKGROUND

All Student Groups (excluding Associations as regulated separately by Standing Orders, Item G) must have a constitution ("**Constitution**"), which they shall submit to the Student Groups Committee with their application for initial registration. Upon re-registration, if any amendments to the Constitution have been made since it was last submitted to the Student Groups Committee, the latest version of the Constitution will need to be submitted and the amendments clearly flagged and explained. If no amendments have been made the Student Group shall be required to make a declaration to this effect.

Each Student Group's Constitution shall clearly set out how the Student Group is governed internally i.e. its purposes, powers, governance arrangements and proceedings. Having a clear Constitution, which all members adhere to will help to ensure that the Student Group is run smoothly and efficiently and that its members can focus their efforts on "successfully" fulfilling the Society's purposes rather than on governance issues.

THE TEMPLATE CONSTITUTION

For each Student Group, the Constitution is its key governing document and sets out the rules under which it conducts itself. It is therefore important that the Constitution accurately reflects what the Student Group wants to achieve and how they want it to operate.

To help ensure that your Student Group covers 'the basics' we have created a template constitution for you to use as a starting point – please see Appendix 1. All Student Groups must use and complete this template. We have also created some guidance to help you to complete the template – please see Appendix 2.

If you would like to make any changes to the template to deal with any specific needs that your Society may have, please do explain those changes and the specific needs in as much detail as you can when applying for registration or re-registration (as applicable). The Student Group Committee has discretion whether or not to accept certain changes, and therefore whether or not to accept your application for registration or re-registration. The more information that you can provide to help the Student Group Committee to assess the changes, the better.

Should you wish to make any changes to your Constitution in the interim period then the procedure set out in the template constitution at Appendix 1 must be followed.

Please note that any changes to the items listed at Article 10.2 on page 9 of this document will require the prior written consent of Durham Students' Union given their particular importance.

If you have any questions please contact [TBC].

APPENDIX 1

STUDENT SOCIETY CONSTITUTION

Adopted on [INSERT DATE]

1. NAME, AIMS AND ORGANISATION

- 1.1 The Society is called [INSERT NAME], but in this Constitution will be referred to as simply **the Society**.
- 1.2 The aims of the Society are
- 1.2.1 [INSERT AIM]
- 1.2.2 [INSERT AIM] etc
- (the **Aims**).
- 1.3 In order to achieve its Aims, the Society may:
- 1.3.1 [INSERT DETAILS]
- 1.3.2 [INSERT DETAILS] etc
- 1.3.3 Carry out such other activities which the Committee (defined in Article 6) believes will help the Society to achieve its Aims, and which are agreed in advance with the Student Group Committee.
- 1.4 The composition, work and organisation of the Society shall be governed by this Constitution and by the Student Group Agreement entered into between Durham Students' Union and the Society. If there is a conflict between the two then the Student Group Agreement will prevail.
- 1.5 The Society will be overseen on a day to day basis by the Chair (with support from the other members of the Committee), and the Chair shall be directly answerable to the Student Group Committee and the Durham Students' Union Board of Trustees. Notwithstanding this, the Committee is collectively answerable to Durham Students' Union as the body with ultimate responsibility for compliance with the law and with the regulation of the Charity Commission.

2. RELATIONSHIP WITH DURHAM STUDENTS' UNION AND DURHAM UNIVERSITY

- 2.1 The Society shall at all times comply with and conduct itself in accordance with the terms of the Student Group Agreement and all relevant Durham Students' Union or Durham University (the **University**) regulations, rules, standing orders, policies, procedures and codes of practice etc in force from time to time including but not limited to:
- 2.1.1 The Durham Students' Union complaints procedure;
- 2.1.2 The agreement in place between Durham Students' Union and the University regarding the use of the University's name;
- collectively referred to in this Constitution as the **Rules and Regulations**.
- 2.2 The Society shall not, and shall not purport to, make or enter into any commitments for and on behalf of Durham Student's Union or the University except as otherwise agreed in advance with Durham Students' Union and/or the University (as applicable).
- 2.3 The Society recognises that it does not have permission to use the University's logo.

- 2.4 Neither Durham Students' Union nor the University shall be held liable for any debts/financial liability of the Society unless otherwise agreed in writing and unless such liability arises from an act or omission on the part of the Society as authorised by Durham Students' Union and/or the University (as applicable).

3. MEMBERSHIP

3.1 Who can be a member of the Society

- 3.1.1 All members of Durham Students' Union may be a member of the Society (hereafter referred to as "**Student Members**").
- 3.1.2 Persons who are not members of Durham Students' Union may, at the discretion of the Society, become members of the Society (hereafter referred to as "**Associate Members**").

3.2 Minimum membership numbers

- 3.2.1 There must be at least [three] members at all times. If the number of members falls below this number the existing members must immediately notify the Student Group Committee who may decide to de-ratify the Society if the existing members are unable to promptly secure additional members.

3.3 Membership fee

- 3.3.1 As a condition of membership, members may be required to pay an annual fee to the Society. The level of that fee (if any) shall be in line with the relevant Durham Students' Union's policy on this issue.

3.4 Membership entitlements

- 3.4.1 All members shall be entitled to attend all Society events (subject to availability and any lawful restrictions that the Officers (defined in Article 6) may impose from time to time).
- 3.4.2 All members shall be entitled to Society privileges that the Committee may arrange from time to time [such as [INSERT EXAMPLES HERE E.G. DISCOUNT CARDS FOR X RETAILER/BAR]]
- 3.4.3 All members shall be entitled to attend the Society's General Meetings and Annual General Meetings (**AGMs**) and put forward agenda items to be considered, although only Student Members can vote at these.

3.5 Member responsibilities

- 3.5.1 Members must not act in a manner which brings, or is likely to bring, the Society, Durham Students' Union and/or the University into disrepute.
- 3.5.2 Each member must, as a condition of membership, sign a declaration confirming that they will, at all times:
- (a) comply with the terms of this Constitution, the relevant Rules and Regulations, and all relevant laws and regulations (including but not limited to the General Data Protection Regulation); and
 - (b) act in the best interests of the Society and Durham Students' Union, and uphold the Society's Aims and the objects of Durham Students' Union.

4. GENERAL MEETINGS

- 4.1 A General Meeting may be held at any time during the University's term time.
- 4.2 [A General Meeting must be held at least [twice every University term]].
- 4.3 All members [who have fully paid any fees due to the Society] (subject to the Conflicts of Interest section below) shall be entitled to attend a General Meeting and, if they are Student Members, they shall also be entitled to vote at a General Meeting.
- 4.4 The Durham Students' Union Trustee Board and the Student Group Committee may each nominate someone to attend and speak at the General Meetings on their behalf should they wish. The non-voting delegates from Student Group Committee and from the Board of Trustees are there to have a regard for matters of good governance and not to seek to direct the democracy or activities of the student group. They should inform the Chair of their attendance and the reason for their attendance. Other persons who are not members of the Society may also attend the General Meetings but only with the prior consent of the Committee.
- 4.5 A General Meeting may be called by:
- 4.5.1 the Committee; or
- 4.5.2 [ten percent] of members of the Society or [insert number] of members of the Society, whichever is the greatest.
- 4.6 Meetings may take place by video conference or telephone conference or similar means to allow every member to take part in the meeting.
- 4.7 Notification of all General Meetings shall be circulated to all members of the Society (and, where the agenda for the General Meeting includes a matter of significant, to members of the Student Group Committee and the Durham Students' Union Board of Trustees) at least seven days in advance of the meeting date. Notices shall be given in writing, including by email where members have given their consent. For the purpose of this Article 4.7, a "matter of significance" shall include a proposal to amend this Constitution or a proposal to change the rights of the Society's members
- 4.8 Motions to be discussed should be presented to the Society Secretary not less than [five days] prior to the General Meeting unless the Committee agrees otherwise.
- 4.9 The Chair, or in his/her absence, the Vice-Chair (if any) shall chair the General Meeting. In the absence of the Chair and Vice-Chair, the members present at the General Meeting shall elect a chairperson from amongst themselves for that meeting.
- 4.10 The Society Secretary will take the minutes of the General Meetings.
- 4.11 The quorum for General Meetings shall be [20%] of the membership of the Society.
- 4.12 All decisions at a General Meeting will be made by a show of hands or electronic vote, unless at least [three] members demand a secret ballot. In the case of electronic vote, that vote must be received at the email address set out in the notice of the General Meeting at least 48 hours before that meeting.
- 4.13 Motions carried by the necessary majority (i.e. a 50% or more vote in favour of the motion) at quorate General Meetings are binding on the Society (unless those motions also require the prior consent of the Student Group Committee or the Durham Students' Union Board of Trustees, in which case they will need that prior consent also to be binding).

5. AGMs

- 5.1 AGMs shall be held annually prior to the deadline for the Society to submit its application for re-registration to the Student Group Committee, as determined from year to year.
- 5.2 All members who, at the point that notice of the AGM is issued, have fully paid any fees due to the Society (subject to the Conflicts of Interest section below) shall be entitled to attend and, in the case of Student Members only, entitled to vote at the AGM.
- 5.3 Any person nominated by the Durham Students' Union Board of Trustees and/or the Student Group Committee may attend and speak at the General Meetings should they wish. The non-voting delegates from Student Group Committee and from the Board of Trustees are there to have a regard for matters of good governance and not to seek to direct the democracy or activities of the student group. They should inform the Chair of their attendance and the reason for their attendance. Other persons who are not members of the Society may also attend the AGM but only with the prior consent of the Committee.
- 5.4 Notification of an AGM shall be circulated to all members of the Society (and to members of the Student Group Committee and the Durham Students' Union Board of Trustees) at least [two weeks] in advance of the meeting date. [Notices shall be given in writing, including by email where members have given their consent].
- 5.5 Meetings may take place by video conference or telephone conference or similar means to allow every member of the Committee to take part in the meeting.
- 5.6 Motions to be discussed should be presented to the Society Secretary not less than [seven days] prior to the AGM unless the Committee agrees otherwise.
- 5.7 The Chair, or in his/her absence, the Vice-Chair (if any) shall chair the AGM. In the absence of the Chair and Vice-Chair, the members present at the AGM shall elect a chairperson from amongst themselves for that meeting.
- 5.8 The Society Secretary will take the minutes of the AGM.
- 5.9 The quorum for an AGM shall be [20%] of the membership of the Society.
- 5.10 At the AGM the following business shall take place:
 - 5.10.1 Chair's report.
 - 5.10.2 Report by other Officers (where applicable).
 - 5.10.3 The Society Secretary shall report on the administrative affairs of the Society.
 - 5.10.4 Approval of the minutes of the last General Meeting.
 - 5.10.5 Approval of the Society's accounts for the preceding year.
 - 5.10.6 Approval of the Society's plan and budget for the forthcoming year.
 - 5.10.7 Constitutional amendments (if any).
 - 5.10.8 Such other business as is considered necessary.
- 5.11 All decisions at an AGM will be made by a show of hands or electronic vote, unless at least [three] members demand a secret ballot. In the case of electronic vote, that vote must be received at the email address set out in the notice of the AGM at least 48 hours before that meeting and validated by [INSERT ROLE] as eligible.

6. THE COMMITTEE

6.1 Composition of the Committee

- 6.1.1 The Committee is made up of the following **Officers** (you should feel free to call your student group Committee member whatever you think it most appropriate and will help students to understand their role. This might mean that Chair is President, General Editor or Head of Committee):
- (a) The **Chair** who shall be the nominal head and representative of the Society and is ultimately responsible for the conduct of the Society and such other matters as set out in this Constitution and in the Chair's role description. The Chair is accountable to the Durham Students' Union Board of Trustees.
 - (b) Any **Vice-Chair** who shall support the president and act as substitute for the Chair when they are not available and such other matters as set out in this Constitution and in the Vice Chair's role description.
 - (c) The **Treasurer** who shall maintain the Society accounts and any property whether belonging to the Society or in the care of the Society, and shall be responsible to the Chair for those and such other matters as set out in this Constitution and in the Treasurer's role description.
 - (d) The **Society Secretary** who shall be responsible for the administration of the Society, including taking the minutes of the AGMs, General Meetings and Committee meetings and such other matters as set out in this Constitution and in the Society Secretary's role description.
 - (e) Such other positions as the Committee may decide from time to time.

6.2 Election of Officers and cessation of office

- 6.2.1 Notwithstanding any provision herein to the contrary, Officers must be elected in accordance with the Durham Students' Union Student Groups Election Policy (as amended from time to time).
- 6.2.2 Any Student Member may run for a Committee post.
- 6.2.3 Subject to Article 6.2.4, all Officers shall commence their posts on the first day of the University's summer break and shall continue in post until the last day of the University's third academic term. Prior to the end of their term in post, each Officer shall use all reasonable endeavours to train the incoming Officers, and to ensure a smooth handover.
- 6.2.4 An Officer's term in office may cease prior to the last day of the University's third academic term if:
- (a) They resign.
 - (b) A motion of no confidence is passed at a General Meeting held in accordance with Article 4.
 - (c) They are removed from their post by the Board of Trustees of Durham Students' Union of its own volition, or on the recommendation of the Panel or Appeal Panel pursuant to Article 11.
 - (d) They are removed from their post by a majority vote of the Committee.
 - (e) In the case of an Officer who is also a trustee of Durham Students' Union, that person is removed from the office of trustee in accordance with the articles of association of Durham Students' Union. In these circumstances, they will be deemed to have resigned from the Committee, and their resignation will take effect on the date that their termination from office of trustee takes effect.

- 6.2.5 They cease to be a member of Durham Students' Union for whatever reason. In these circumstances, they will be deemed to have resigned from the Committee and their resignation will take effect on the date that their membership of Durham Students' Union ends. Details of all resignations, dismissals and appointments must be sent to the Student Group Committee within seven days of the resignation, dismissal and/or appointment (as applicable).

6.3 Responsibilities and powers of the Officers

- 6.3.1 The Committee shall manage the Society's day to day duties, general business and policy.
- 6.3.2 The Committee may delegate any of its functions to another group or person, but is ultimately responsible for the acts or omissions of such group or person.
- 6.3.3 The Committee is responsible for the Society's compliance with the Rules and Regulations; the law (including charity law), regulation and best practice; and the Student Group Agreement, and is accountable to the Durham Students' Union Board of Trustees for the same.
- 6.3.4 The Committee may specify further responsibilities for themselves, or for any Officer, as required.
- 6.3.5 Upon appointment each Officer shall sign a declaration confirming that they:
- (a) Are able and willing to act as an Officer.
 - (b) Shall attend such training as the Durham Students' Union Board of Trustees and/or the Student Group Committee may require from time to time.
 - (c) Will at all times act in the best interests of the Society and uphold the Society's Aims.
 - (d) Will at all times act in the best interests of Durham Students' Union and uphold the objects of Durham Students' Union.

7. THE COMMITTEE MEETINGS AND DECISION MAKING

- 7.1 The Committee must meet at least [twice in every University academic term].
- 7.2 An Officer may call a Committee meeting by writing or email to the Society Secretary.
- 7.3 Any persons nominated by the Student Group Committee and/or the Durham Students' Union Board of Trustees may attend and speak at the Committee meetings. Other persons may also attend with the prior consent of the Committee.
- 7.4 Notification of a Committee meeting shall be circulated to all members of the Committee (and to members of the Student Group Committee and the Durham Students' Union Board of Trustees) at least [one week] in advance of the meeting date. Notification may be circulated by email (rather than by post) to the email address supplied by the recipients for this purpose, and provided the recipients agree in advance to receive such notifications by email.
- 7.5 Meetings may take place by video conference or telephone conference or similar means to allow every member of the Committee to take part in the meeting.
- 7.6 The Chair will chair all Committee meetings. If the Chair is unable or unwilling to do so then the Vice-Chair (if any) shall chair the meetings. If the Vice-Chair is unable or unwilling to do so, or if there is no Vice-Chair, those present shall appoint one of their number to chair the meeting.
- 7.7 In the event of a tie, the chair of the meeting will have a casting vote.

- 7.8 The quorum for a meeting of the Committee shall be [three] members.
- 7.9 The Committee may make decisions outside of meetings, provided that such decisions are recorded by the Society Secretary and that all members of the Committee have the opportunity to participate in the decision making process.

8. CONFLICTS OF INTEREST

- 8.1 A member (including an Officer) who has a conflict of interest in relation to the matters discussed at a General Meeting, AGM or a Committee meeting must:
- 8.1.1 At the start of the meeting declare the nature and extent of their interest in the matter in question.
 - 8.1.2 Excuse themselves from the meeting whilst the matter in question is being discussed.
 - 8.1.3 Not be counted in the quorum for the part of the meeting where the matter in question is discussed.
 - 8.1.4 Not vote on the matter in question.
- 8.2 The Society Secretary must keep a record of all interests declared.

9. ASSETS AND FINANCIAL MATTERS

9.1 Assets

- 9.1.1 All assets (whether tangible or intangible) (**Assets**) purchased by the Society (whether from monies raised, grants awarded to it by Durham Students' Union or otherwise) or provided or awarded to the Society by Durham Students' Union shall at all times remain the property of Durham Students' Union.
- 9.1.2 The Society and its members shall not cause, or permit to be caused, any damage to the Assets and may otherwise be held liable for any such damage.
- 9.1.3 For the avoidance of doubt:
 - (a) Tangible assets are physical assets such as stationery, books, IT equipment and furniture.
 - (b) Intangible assets are non-physical assets such as contracts or agreements, computer software, domain names, trademarks, goodwill and copyright.

9.2 Bank Account

- 9.2.1 Unless otherwise agreed with the Durham Students' Union Finance Committee, on the recommendation of The Chief Executive of Durham Students' Union, the Society shall not be permitted to maintain its own bank account. All of the Society's funds (the **Society's Funds**) must be deposited into the Durham Students' Union bank account, as nominated by Durham Students' Union from time to time (the **Bank Account**). The Society's Funds will be ring-fenced from such other funds contained within that Bank Account (i.e. the Society's Funds will be held by Durham Students' Union as a restricted fund).
- 9.2.2 Money received from members, sponsors, donors, and any other third parties:
 - (a) Must be immediately deposited into the Bank Account.
 - (b) May only be used for the purpose it was provided, donated, etc.

- (c) Must be immediately returned if provided, donated etc. for a purpose that is incompatible with the Aims of the Society.

9.2.3 It is the Committee's responsibility to ensure that it instructs Durham Students' Union as to the correct use of, or return of, the Society's Funds held in the Bank Account.

9.3 Accounting Records

9.3.1 The financial year for the Society is the same as that for Durham Students' Union i.e. 31 July.

9.3.2 The Society's accounts and financial records shall be kept by Durham Students' Union for at least seven financial years and can be inspected by any member of the Society, the Student Group Committee or the Durham Students' Union Board of Trustees upon request.

9.3.3 The Treasurer is responsible for:

- (a) Ensuring that monies received are properly accounted for, and that the Society's financial records are kept in good order.
- (b) Presenting the Society's accounts to the members annually at the AGM.
- (c) Ensuring that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- (d) Presenting an undated budget to the first full meeting of the Committee in the following academic year to be discussed.

9.4 Miscellaneous

9.4.1 The Society shall be non-profit making which means that the members (including the Officers) may only receive payment, direct or indirect, as reimbursement for legitimate expenses reasonably incurred in carrying out activities in furtherance of the Aims.

9.4.2 Any reserves at the end of the financial year shall be carried over into the restricted reserves for that Society for the following financial year, unless otherwise agreed by Durham Students' Union.

9.4.3 If the Society is suspended or de-ratified by the Student Group Committee and/or the Durham Students' Union Board of Trustees or the Society has been dormant for two years, any balance left in its Bank Account shall be transferred to the Durham Students' Union bank account, as a restricted fund, for the charitable purposes of Durham Students' Union.

9.4.4 Records of the Society's business (whether financial or otherwise) shall be available for inspection by members of the Society, the Student Group Committee and Durham Students' Union.

10. CHANGES TO THE CONSTITUTION AND COMPLAINTS PROCEDURE

10.1 Subject to Article 10.2 below, the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present.

10.2 Any alteration to the following provisions of this Constitution will require the prior written consent of the Board of Trustees who will be exercising the powers of Durham Students' Union entity as per the Articles of Association:

10.2.1 Article 1 – Name, Aims and Organisation

- 10.2.2 Article 2 – Relationship with Durham Students' Union and Durham University
 - 10.2.3 Article 6.2.4 – Cessation of office of an Officer
 - 10.2.4 Article 6.3.5 – Requirement for Officers to sign a declaration.
 - 10.2.5 Article 9 – Assets and Financial Matters
 - 10.2.6 Article 10 – Changes to the Constitution and Complaints Procedure
 - 10.2.7 Article 11 – Breach of this Constitution
 - 10.2.8 Article 12 – Dissolution
- 10.3 Any deviation from the Durham Students' Union Complaints Procedure will require the prior written consent of the Durham Students' Union's Board of Trustees. A copy of that Procedure is available from the Opportunities Team upon request.

11. BREACH OF THIS CONSTITUTION

- 11.1 If a member is alleged to have breached the terms of this Constitution then those allegations must be promptly reported to a member of the Committee, and the process set out below must be followed.
- 11.2 All persons involved in the process must at the outset sign a declaration to confirm that they will deal with the matter sensitively and with respect for the privacy of the relevant member concerned, and shall treat the information that they are privy to as part of the process as confidential.
- 11.3 Allegations of breach of this Constitution must, where possible, be dealt with in an informal and prompt manner. However, where this is not possible, or where the relevant member of the Committee believes that the breach is more than minor or has been committed before by the same person, then the Student Group Committee must be notified and the more formal process below must be followed.

Investigation

- 11.4 An Officer (the **Investigatory Officer**) shall promptly investigate the alleged breach.
- 11.5 The Investigatory Officer may, as part of the investigatory process, suspend the member in question as a member of the Society. Suspension shall not imply that the relevant member has breached the Constitution – suspension will be a neutral measure designed to facilitate the investigation process.
- 11.6 The Investigatory Officer shall share the findings of their investigation with the Panel (defined below).

Panel decision

- 11.7 A panel made up of one member of the Committee (but not the Chair or the Investigatory Officer), one member of the Student Group Committee, and one other member of the Society appointed by the Opportunities Officer, (the **Panel**), must promptly discuss the allegation and shall invite the member who is alleged to have breached the Constitution to put forward their views at the meeting. That member may be accompanied by a trusted friend or family member, but not a legal representative.
- 11.8 Each Panel member shall have one vote. If the majority or all of the Panel members decide that the member in question did breach the Constitution then the Panel is authorised to carry out one or more of the following actions:

- 11.8.1 Issue a written warning to the member;
- 11.8.2 Expel the member from the Society;
- 11.8.3 Make a recommendation to the Board of Trustees of Durham Students' Union to suspend or expel the member from Durham Students' Union in accordance with the latter's articles of association;
- 11.8.4 Remove the member as an Officer of the Society, and propose to the other members that a replacement Officer be elected without undue delay in accordance with the Durham Students' Union Student Groups Election Policy;
- 11.8.5 Require the member to undergo such relevant training and development as specified by the Panel and in the timeframes specified by the Panel;

otherwise, the complaint will be dismissed.

Appeal Panel decision

- 11.9 Subject to Article 11.10, if the Panel decides that the member in question did breach the Constitution, that member may appeal that decision to a separate panel (the **Appeals Panel**) within 5 days of the decision.
- 11.10 Any person appealing a decision to carry out the action listed at Article 11.8.3 shall have the right of appeal (if any) as for a trustee of Durham Students' Union as set out in Articles 86 to 89 inclusive of the articles association of Durham Students' Union.
- 11.11 The Appeals Panel shall comprise the Chair and one other Officer (excluding the Investigatory Officer and the Officer who sat on the Panel).
- 11.12 The Appeals Panel shall meet to consider the allegations against the relevant member. The proceedings of the Appeals Panel shall be conducted in the same way as the Panel originally conducted their proceedings.
- 11.13 The Appeals Panel may substitute any alternative outcome, or uphold the original decision or recommendation of the Panel, and shall, in writing, notify the relevant member of the Appeal Panel's decision within 5 days of the appeal hearing.
- 11.14 Durham Students' Union shall appoint an individual to take notes of the meetings of the Panel and the Appeals Panel and shall circulate the draft minutes to the Panel and Appeals Panel (as appropriate) for commenting and approval.
- 11.15 Subject to Article 11.16, the Appeal Panel's decision shall be final.

External validation of the process

- 11.16 If the relevant member remains dissatisfied with the decision **and** believes that the correct procedure has not been followed in reaching that decision then they must write, within 5 days of the date of the decision, to the Appeals Panel, setting out why they believe the correct procedure was not followed. An independent, external person, nominated by Durham Students' Union Board of Trustees will then review the fairness (or otherwise) of the process and make recommendations to that Board of Trustees and the Committee on how to readdress that going forward. That independent external person may not, however, substitute an alternative outcome of the Appeals Panel.

12. DISSOLUTION

- 12.1 The Society may be wound up by a resolution of [three quarters/two thirds] of those present in person or by proxy at a General Meeting called for that purpose provided that notice of the

proposed dissolution is first provided to the Student Group Committee and to the Durham Students' Union Board of Trustees in good time before the General Meeting.

- 12.2 Any motion for dissolution of the Society shall provide that assets remaining after all liabilities have been met shall not be distributed amongst the members but instead paid to Durham Students' Union for its general charitable purposes
- 12.3 The Society shall automatically be dissolved if it ceases to be registered or de-ratified by the Student Group Committee.

APPENDIX 2

GUIDANCE ON HOW TO COMPLETE THE TEMPLATE CONSTITUTION

You will see in the template there are a number of provisions in square brackets. Those have been included to guide you, but please feel free to amend the wording in those brackets to suit the nature and anticipated size of your Society. For example, at Article 4.7 we have suggested that members need to be given seven days' notice of a General Meeting. You may feel that seven days is either too short or too long, and can amend that to suit how you feel your Society will operate best.

Some provisions however must be included in your Constitution and these include:

- Article 1: Name, Aims And Organisation
- Article 2: Relationship With Durham Students' Union And Durham University
- Article 3.1: Who Can Be A Member Of The Society
- Article 3.5: Member responsibilities
- Article 4: General Meetings
- Article 6.2: Election of Officers and cessation of office
- Article 6.3.5: Declaration by Officers
- Article 7: The Committee Meetings and Decision Making
- Article 8: Conflicts of Interest
- Article 9.1: Assets
- Article 9.2: Bank Account
- Article 9.3.1: Accounting Records – financial year
- Article 9.3.2: Accounting Records – retention and inspection of records
- Article 9.4: Miscellaneous
- Article 10: Changes to the Constitution and Complaints Procedure
- Article 11: Breach of the Constitution.
- Article 12: Dissolution

1. NAME, AIMS AND ORGANISATION

1.1 Name

1.2 It is important that your Society's name distinguishes your Society from our other ones and at the same time makes it immediately clear to others what your Society does. Your Society's name must **not** therefore:

- 1.2.1 Be misleading or ambiguous; students and members of the public alike must be clear, from the name, as to what the Society's activities/aims are.
- 1.2.2 Be the same or similar to that of another registered Student Society.

- 1.2.3 Be such that a reasonable person may take offence to it.
- 1.2.4 Be such that it may damage the reputation of Durham Students' Union or the University.
- 1.2.5 Contain acronyms.
- 1.3 You may include the words "Durham University" in your name provided that the Student Group Committee agree to this and provided you agree to comply with the terms and conditions of use of that name as set out by the University from time to time. If you are considering using "Durham University" in your name please contact the Opportunities Team to discuss this further and to obtain a copy of the terms and conditions that you will need to comply with. Even if you are granted permission to use the "Durham University" name, **you may not use the University's logo.**
- 1.4 **Aims and organisation**
- 1.5 Please be as descriptive as possible in this section of the Constitution in terms of what your Society intends to do (i.e. what are its Aims) and how it intends to achieve that.
- 1.6 The Aims must fall within Durham Students' Union's aims/objects of **advancing education of students at Durham University**. They must not undermine or compromise, or fall outside of the scope of, Durham Students' Union's aims/objects.
- 1.7 Think about what kind of Society you want your Society to be. Will you want it to, for example:
 - 1.7.1 Provide a social forum for those interested in X subject area.
 - 1.7.2 Organise team building events to improve member's skills in X .
 - 1.7.3 Provide members with links to X communities and companies.
 - 1.7.4 Organise and host guest lectures related to X.
 - 1.7.5 Encourage members to take a more active role in competitions relating to X.
 - 1.7.6 Provide support and industrial links for students in X.
 - 1.7.7 Organise events and fundraise on issues relating to X, etc.
- 1.8 As a general rule, the Society must be open to all interested members of the University. If you want to impose any restrictions on eligibility to join or participate in the activities of your Society on grounds such as national origins, ethnicity, religion, gender or sexual orientation, you must be able to adequately justify those to the Student Group Committee.
- 1.9 Remember, we cannot have two Societies that are the same (or thereabouts). So you need to make sure that you Society stands out from the crowd.

2. RELATIONSHIP WITH DURHAM STUDENTS' UNION AND DURHAM UNIVERSITY

- 2.1 As a Durham University student and a member of the Durham Students' Union, what you do (or don't do!) can impact on the reputations of those organisations and can have financial, legal and/or regulatory repercussions for them.
- 2.2 It is therefore important that you uphold the reputation of both Durham Students' Union and the University (particularly if you have "Durham University" in your name) at all times by complying with their policies and procedures etc.
- 2.3 Please speak to the Opportunities Team if you would like further details about those policies and procedures.

3. MEMBERSHIP

3.1 Who can be a member of the Society

- 3.1.1 This template assumes that your Society will only have two "classes" or "types" of member i.e. Student Members and Associate Members, and that only Student Members can be elected as Officers and can vote at General Meetings and AGMs.
- 3.1.2 However, we recognise that you may want your Society to be open to a broader range of membership types, or may even want to narrow the range of people who can be members. If this is the case then please make this clear and:
- (a) In the case of narrowing the range of people, please explain the rationale for this and, in doing so, bear in mind that restricting entry on grounds such as gender, sexual orientation, religion, ethnicity, national origins etc are, as a starting point, prohibited under the Equality Act 2010. Robust justification would therefore be needed as to why you consider the restriction in question is necessary.
 - (b) If the different classes or types of person will each be entitled to different benefits, voting rights etc then again make these clear in the relevant sections of the template.

3.2 Minimum membership numbers

- 3.2.1 You may choose the minimum number of members that your Society must always have. We have suggested that the number must not be less than three, but please select a number that is appropriate to your Society.

3.3 Membership fee

- 3.3.1 If you intend to charge your members an annual membership fee that fee must be calculated in accordance with Durham Students' Union's policy on this and must be pre-approved by the Committee.
- 3.3.2 You should not specify the membership price in the Constitution as your membership fee may well change over the years, if only to keep in line with inflation.
- 3.3.3 The membership fee should not be prohibitive and deter people from joining the Society.

3.4 Membership entitlements

- 3.4.1 If there are any particular privileges that your members will receive then feel free to list them here. However, to make things flexible only list the privileges that are likely to be available for the foreseeable future, otherwise you will need to follow the process set out later to amend the Constitution if and when the privileges change.

3.5 **Membership Responsibilities**

- 3.5.1 We have prepared a template declaration for you to complete and use for your members. Please ask the Opportunities Team for a copy.

4. **GENERAL MEETINGS**

- 4.1 As your Society becomes more and more popular and its membership grows, then it will be increasingly important for your internal procedures to be clear and manageable. The template constitution sets out the key issues that need to be covered to help make the running of your various meetings – General Meetings, AGMs and Committee meetings – as smooth as possible. The key issues that your Constitution will need to cover as a minimum, and which are dealt with in the template are:

4.1.1 Frequency of meetings.

4.1.2 Who can attend and vote at meetings.

4.1.3 How the meetings can be called.

4.1.4 How much notice needs to be given of the meetings.

4.1.5 How the meetings can be held.

- (a) If you feel that you may struggle to find a time that everyone will be available to attend meetings in person, then we have given you the right to allow people to attend by telephone / video conference.

4.1.6 Chairing the meetings.

- (a) This should usually be something that the Chair does or the Vice-Chair (if any) if the Chair is absent.

4.1.7 Taking the minutes.

- (a) This should usually be something that the Society Secretary does.

4.1.8 Quorum.

- (a) The quorum is the number of members needed at a meeting. If there are not enough members, then any resolutions passed/decisions made at the meeting will not be valid.

4.1.9 Decision making.

- 4.2 Whilst each of the issues listed above must be covered in your Constitution, please feel free to tailor to suit the needs of your Society.

5. **AGMS**

- 5.1 Please see section 4 above.

6. **THE COMMITTEE**

6.1 **Composition**

- 6.1.1 It is important for you to have an Committee comprising of at least a Chair, Treasurer and Society Secretary to help with overseeing and running the Society. We would recommend that you also have a Vice-Chair, although this is not compulsory.

- 6.1.2 The Committee will be directly answerable to the Student Group Committee and to the Durham Students' Union Board of Trustees.

6.2 Election Process and Cessation of Office

- 6.2.1 It is essential that elections are carried out in accordance with the Durham Students' Union Student Groups Elections Policy. A copy of that policy is available from the Opportunities Team upon request.
- 6.2.2 An Officer's term in office may end prematurely in a number of circumstances. The circumstances listed at Article 6.2.4 may not be amended.

6.3 Responsibilities

- 6.3.1 If the Committee chooses to delegate any of its functions to any groups or persons then you should ensure that you keep a record of this.
- 6.3.2 In light of the fact that the legal and regulatory environment in which your Society, Durham Students' Union and the University operate has increased (as so too, therefore, the repercussions) it is important that your Committee keeps the Society on the 'right side' of the law. To help them do this we, Durham Students' Union, will be making relevant training available to them, which we will expect them to attend. However, feel free to source your own training in addition to this!
- 6.3.3 So that each member of the Committee is clear on what is required of them, and other members are clear on the roles of the Committee, you should draw up a role description for each of them. Those descriptions can be amended from time to time as needed.
- 6.3.4 It is important that Officers of the Committee lead by example. Officers will therefore be required to sign a declaration at the start of their appointment confirming that they will act in accordance with the standards expected of them. A template declaration is available from the Opportunities Officer should you need one.

7. COMMITTEE MEETINGS AND DECISION MAKING

- 7.1 Please see section 4 above.

8. CONFLICTS OF INTEREST

- 8.1 Conflicts of interest can have a negative impact on your Society's reputation and membership as they may give the impression to the outside world that certain members are acting in their own interests rather than the interests of the members as a whole. For this reason, it is important that conflicts are managed appropriately and that members declare any conflicts that they have and do not participate or vote on matters where they are conflicted.
- 8.2 Examples of conflicts that might arise are:
- 8.2.1 Paying for a guest lecturer to speak at a Society event and that guest lecturer is a relative of one of the Society's members. That member must declare this.
- 8.2.2 Making a grant to a person who is a close relative of one of the Society's members. Again, that member must declare this.
- 8.2.3 Offering members discounts at a particular bar and that bar is owned by a relative of one of the Society's members. That member must declare this.

9. ASSETS AND FINANCIAL MATTERS

- 9.1 All assets that the Society purchases or otherwise acquires, shall belong to Durham Students' Union. All Society members must therefore take good care of those assets and may be held liable for any damage caused to them.
- 9.2 It goes without saying that:
- 9.2.1 You can only use the monies that you receive for the purpose for which they were given.
- 9.2.2 You can only accept monies if given for a purpose that falls in line with the Society's Aims.
- 9.3 You must ensure that all monies are properly accounted for and that your outgoings do not exceed your incomings. This is just basic business sense!
- 9.4 Please remember that any monies received by or raised by the Society ultimately belong to Durham Students' Union.
- 9.5 In exceptional circumstances, Durham Students Union's Finance Committee, on the recommendation of Durham Students' Union's Chief Executive, may authorise the Society to have their own bank account, subject to agreed safeguards.

10. CHANGES TO THE CONSTITUTION

- 10.1 Given the increasing legal and regulatory risks that Durham Students' Union and the University face nowadays, you will appreciate that they will need oversight on how your Society is run, and therefore on your Constitution. For this reason, if you would like to make any changes to certain key provisions of the Constitution (as set out in Article 10.2 of the template) then you will need the consent of Durham Students' Union.

11. BREACHES OF THIS CONSTITUTION AND COMPLAINTS PROCEDURE

- 11.1 There may, unfortunately, be times when a member of the Society is not performing their duties as required, behaving inappropriately, misusing Society funds, or breaching the terms of this Constitution or the Rules and Regulations etc. In these circumstances, that member's behaviour needs to be addressed by the Society. This may, in extreme cases, involve expelling that member from the Society and/or from Durham Students' Union.
- 11.2 Any deviations from Durham Students' Union's Standard Complaints Procedure must be pre-approved by the board of Durham Students' Union.

12. DISSOLUTION

- 12.1 If the Society is brought to an end (for whatever reason) then anything that it "owns" will need to be transferred to Durham Students' Union; the members are not entitled to keep that.

We hope that this guide has been helpful but if you do have any questions about how to complete the template then please contact [TBC]

22/10/18 draft

Heads of Terms for new Student Group Agreement

This document sets out the key terms of the proposed new agreement between Durham Students' Union and its Student Groups. This document is not intended to be legally binding.

BACKGROUND

1. Durham Students' Union wants all of its students to have amazing experiences with the student groups that they join, because those Groups, and the communities that they create, are integral to Durham student life and to Durham Students' Union's ambition as being one of the best, if not the best, union of students.
2. To achieve this, Durham Students' Union wants to support its Student Groups to ensure that they are run effectively, are appropriately supported, and operate in a legally compliant way so as to protect the reputation etc of the group itself, and of its members.
3. Student Groups are essential to promoting Durham Students' Union's vision, values and charitable objects. However, the relationship between Durham Students' Union and its Student Groups is not, and should not be, one sided. Durham Students' Union expects certain reasonable commitments from its Student Groups in return. The relationship is one of give and take.
4. The purpose of the new Student Group Agreement is therefore to set out what each party expects to give to, and receive from, the other.
5. For that Agreement to truly reflect the 'give and take' relationship, and to really 'work', it needs to be created with the interests of both the Student Groups and Durham Students' Union in mind. The skeleton proposal below has therefore been drafted by Durham Students' Union for comments from the working group representing the Student Groups before presentation to the Societies Committee.

SUGGESTED TERMS

1. WHO DOES THIS AGREEMENT APPLY TO?

- 1.1 Durham Students' Union
- 1.2 All Student Groups – societies, media groups, associations, Nightline

2. HOW LONG SHOULD THIS AGREEMENT LAST?

- 2.1 Student Groups will need to sign up to this when first registering as a Student Group, and annually as part of the re-registration process.
- 2.2 Student Groups acknowledge that re-registration is not automatic.

3. WHAT PRINCIPLES UNDERPIN THE RELATIONSHIP BETWEEN DURHAM STUDENTS' UNION AND THE STUDENT GROUPS?

- 3.1 The Student Groups are not separate legal entities but instead form part of Durham Students' Union. This means that the Student Groups are ultimately accountable to the Durham Students' Union Board of Trustees, and that Durham Students' Union is ultimately responsible for the actions of the Student Groups.
- 3.2 With the above in mind, examples of the principles that underpin the relationship may include:
 - 3.2.1 Respect and understanding i.e. clarity and mutual understanding between the parties about their respective roles and what each party brings to the relationship.
 - 3.2.2 Mutual support and commitment i.e. commitment of both to making the relationship work.
 - 3.2.3 Trust and openness i.e. being open with each other, and building trust.
 - 3.2.4 Autonomy i.e. recognition that the Student Groups should be empowered to manage their own affairs, but that given the increased regulatory environment, Student Groups need to respect the controls and oversight that arise through affiliation with Durham SU, for their own benefit.
 - 3.2.5 The need to protect those decision makers within the Student Groups and ensure that Durham Students' Union has effective responsibility for them and their actions.
 - 3.2.6 Diversity and equality i.e. both parties are committed to the fair treatment of all.
 - 3.2.7 Good stewardship of resources.
 - 3.2.8 Being proud and upholding each other's good reputation.

4. WHAT SUPPORT ETC CAN DURHAM STUDENTS' UNION PROVIDE TO ITS STUDENT GROUPS?

- 4.1 Getting involved in a Student Group is one of the most fun and useful things students will do at University. Through joining a Student Group, students will meet new people, enjoy new activities, broaden their horizons, have access to valuable advice, and develop new skills to enhance their CV. This is why Durham Students' Union is committed to providing support and resources to its Student Groups to enable them to operate effectively.

4.2 The Student Group Agreement will need to set out, so far as possible, the support and resources that Durham Student's Union does and can provide to its Student Groups. By way of illustration, see Appendix 1 for the support listed in the existing Student Group Agreement.

5. WHAT SHOULD THE STUDENT GROUPS DO IN RETURN FOR SUPPORT?

5.1 Each Student Group will:

5.1.1 At all times comply with:

- (a) Its constitution;
- (b) The terms of the Student Group Agreement;
- (c) The law and regulation in so far as relevant to its activities, in particular charity law, data protection law, health and safety law, and safeguarding regulations;
- (d) Are there any specific policies etc that should be specifically brought to the Student Group's attention. For example:
 - (i) Events Policy (which provides that Student Groups do not have automatic access to insurance etc by virtue of their registration as a Student Group; they will need to firstly carry out an appropriate risk assessment which will need to be approved by Durham Students' Union).
 - (ii) Licence agreement with Durham University, where used in the name of the Student Group.
 - (iii) The Student Group Code of Conduct.

5.1.2 Comply with its obligations in relation to the provision of a development plan and budget (see below).

5.1.3 Regularly report to Durham Students' Union (see below).

5.1.4 Give notice to the Durham Students' Union board, in accordance with the Student Group's constitution, of relevant general meetings and all AGMs so as to allow a Durham Students' Union representative to attend/speak at those if appropriate.

5.1.5 Ensure that its Officers undergo appropriate and regular training, and that all members working with vulnerable groups act in line with Safeguarding Policy, which will usually mean they are DBS checked and undergo relevant safeguarding training.

5.1.6 Process complaints through the Durham Students' Union complaints procedure (unless an exemption applies).

5.1.7 Complies with risk assessment processes, such that all events are covered by appropriate and adequate insurance.

5.1.8 Notify Durham Students' Union immediately in the event that it becomes aware of any breach of its constitution, breach of this Agreement or any other action which could be detrimental to the interests or reputation of the Student Group, of Durham Students' Union, or of Durham University.

5.1.9 Unless otherwise agreed with Durham Students' Union Finance Committee, on the recommendation of The Chief Executive of Durham Students' Union, deposit all of that Student Group's funds into the Durham Students' Union bank account, as nominated by Durham Students' Union from time to time.

- 5.2 Each Student Group will not:
- 5.2.1 Enter into any contracts for and on behalf of Durham Students' Union (including sponsorship contracts) without the prior written approval of Durham Students' Union.
 - 5.2.2 Make any commitments/promises to third parties for and on behalf of Durham Students' Union, without the prior written approval of Durham Students' Union.
 - 5.2.3 Bring the name of Durham Students' Union or Durham University into disrepute.
 - 5.2.4 Make statements or comments in or to the press, on behalf of Durham Students' Union unless those statements or comments are pre-approved by Durham Students' Union.
 - 5.2.5 Hold fundraising activities to subsidise activity costs; only fundraising activities which directly further the Student Group's aims are permitted.
 - 5.2.6 Purport to employ any persons.
 - 5.2.7 Unless otherwise agreed with Durham Students' Union Finance Committee, on the recommendation of The Chief Executive of Durham Students' Union, maintain its own bank account.

6. RISK ASSESSMENTS

- 6.1 First and foremost, Durham Students' Union wants its Student Groups to do exciting "stuff". Risk assessments are not intended as a barrier to Student Group activities, but a means to enable them to take place safely. Durham Students' Union is there to help Student Groups carry out those assessments.
- 6.2 Each Student Group should ensure that they carry out suitable risk assessments in relation to each of their activities and events to ensure not only the health and safety and wellbeing of their members, but also ensure that reputations (e.g. of the Student Group, Durham Students' Union and, where relevant, the University), are preserved. Where risks are identified, Student Groups will ensure that an appropriate plan is put in place and executed to mitigate the risks identified.
- 6.3 Student Groups shall make all risk assessments and controls plans available to a nominated representative of the board of Durham Students' Union upon request.
- 6.4 Durham Students' Union, for insurance purposes, will need to pre-approve 'high risk' activities.
- 6.5 Student Groups that provide food and drink at events will have to follow the relevant guidance and procedures regarding food handling and safety provided by Durham Students' Union and, where relevant, Durham University.
- 6.6 Student Groups who work regularly with children or vulnerable adults should comply with the Durham Students' Union safeguarding policy and undergo DBS checks where relevant.
- 6.7 Members who are under 18 years of age may participate in Student Group activities with permission from a parent or guardian. Controls will need to be in place also in relation to participation by external members, where relevant.

7. DEVELOPMENT PLAN, BUDGET AND GRANT FUNDING

- 7.1 At the start of every academic term (unless otherwise agreed) the Student Groups will present to Durham Students' Union a development plan in relation to the forthcoming academic term, in such format as agreed with Durham Students' Union. That development plan will need to include details such as:
- (a) Proposed calendar of activities.

- (b) Proposed costs of the activities to be undertaken.
- (c) Anticipated benefits/outputs of the activities.
- (d) Risk assessment of the proposed activities / risk rating of each of the proposed activities.

7.2 Durham Students' Union may reject an item or items of the business plan. In those circumstances Durham Students' Union may need to provide support to the Student Group in relation to the rejected items until those items are no longer rejected by Durham Students' Union.

7.3 Student Groups may apply for grant funding from Durham Students' Union in accordance with the Student Group Grant Allocation Regulations. At the end of each academic year, unspent grants will be reclaimed by Durham Students' Union.

8. FINANCIAL MANAGEMENT

8.1 It is important that Student Groups manage their financial resources in a sustainable manner, whilst spending their funds for the benefit of their members. Student Groups are therefore required to comply with the "Financial Matters" clause in their constitution at all times.

9. REPORTING

9.1 Unless otherwise agreed with Durham Students' Union, Student Groups will provide Durham Students' Union with an annual report setting out how the Student Group achieved what it set out to achieve that year (if at all) / its progress in relation to its development plan. Student Groups may, from time to time, need to provide Durham Students' Union with a termly report (e.g. if high-risk activities were carried out that term) in such format as Durham Students' Union may require.

9.2 Examples of what the Student Groups may need to report to the Durham Students' Union on:

9.2.1 Regular reporting suggestions:

- (a) Details of new activities not included in the development plan and details of the risk assessment carried out in relation to those/in relation to the high-risk activities.
- (b) Proposed changes to the membership fee.
- (c) Resignations/removal of any Executive Committee member, and appointment of new Officers.
- (d) Financial report including reconciliation of monies received and spent.
- (e) Any others?

9.2.2 Immediate reporting suggestions:

- (a) (Material) breach of this Agreement. A "material" breach shall include a breach of paragraphs 3 (principles), 5 (obligations of the Student Groups), 5.2.7 (presentation of the development plan), 8 (reporting), and 10 (matters requiring the prior consent of Durham Students' Union).
- (b) Any incident which is likely to bring the Student Group, Durham Students' Union and/or Durham University into disrepute. For example:
 - (i) think back to when the police were called to attend the Champagne Society's 2016 summer ball at Hardwick Hall;

(ii) a member is injured whilst undertaking sports (e.g. horse riding as part of the Equestrian Society's activities, or sky diving as part of the Freefall Club's activities).

(c) Any incident which would be regarded as a serious incident and reportable to the Charity Commission under the serious incident reporting regime:

<https://bit.ly/2wFo4RS>

(d) Any suspected or actual fraud or financial mismanagement.

(e) Any others?

9.2.3 A new Durham Students' Union email account will be set up to facilitate the reporting process.

10. MATTERS REQUIRING THE PRIOR CONSENT OF DURHAM STUDENTS' UNION

10.1 Any alteration to the following provisions of the template constitution will need to be pre-approved by Durham Students' Union:

10.1.1 Paragraph 1 – Name, Aims and Organisation

10.1.2 Paragraph 2 – Relationship with Durham Students' Union and the University

10.1.3 Paragraph 9 – Financial Matters

10.1.4 Paragraph 10 – Changes to the Constitution

10.1.5 Paragraph 11 – Breach of the Constitution

10.1.6 Paragraph 12 – Dissolution

10.2 Entering into certain agreements with third parties

10.3 Any other matters determined by Durham Students' Union acting reasonably.

11. DISPUTES AND BREACHES OF THE STUDENT GROUP AGREEMENT?

11.1 How will disputes that arise between the Student Groups and Durham Student's Union be dealt with, including a dispute as to whether the other party is upholding their end of the bargain? How will a suspected breach of this Agreement by either party be dealt with? Example processes are set out below:

11.2 The parties should try to resolve any disputes informally, but if informal resolution cannot be reached:

11.2.1 The aggrieved party shall give written notice to the other of the dispute.

11.2.2 A Student Group Officer (other than the Chair) shall then meet with a member of Durham Students' Union's Opportunities Team to try to reach agreement.

11.2.3 If agreement cannot be reached, the Chair of the Student Group shall meet with the CEO of Durham Students' Union (or their nominee) to try to reach agreement.

11.2.4 If agreement still cannot be reached, a nominated member of the Board of Durham Students' Union shall consider the issue and put forward a resolution to the relevant Student Group Officers. If the resolution is agreed, the parties shall implement that resolution. If a resolution is not agreed, Durham Students' Union may take such steps as are necessary to suspend or de-ratify the Student Group.

11.3 Where there is an alleged breach of the Student Group Agreement or the Student Group Constitution by a member of a Student Group, the process set out in the relevant Student Group's constitution will need to be followed.

11.4 In relation to the removal of officers of a Student Group, or removal of a member of a Student Group, the provisions in the relevant Student Group's constitution will need to be followed.

12. AMENDMENT AND REVIEW OF THE AGREEMENT

12.1 Durham Students' Union shall review the Student Group Agreement on an annual basis and may by a vote of Assembly and the Board of Trustees make changes to it at any time, upon giving notice to the Student Groups.

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APPENDIX

1. THE LIST BELOW SETS OUT WHAT DURHAM STUDENTS' UNION OFFERS TO ITS STUDENT GROUPS UNDER THE EXISTING STUDENT GROUP AGREEMENT:

- 1.1 Student representatives (full-time and voluntary) with remits focused on improving the support available to Student Groups, and ways for Student Groups to influence this support.
- 1.2 Dedicated Durham Students' Union staff to assist with all aspects of running a Student Group, and supporting development.
- 1.3 Training sessions and workshops to provide Student Groups with the skills they need to run their Group, as well as resources and programmes to assist personal development.
- 1.4 Support with the development of Student Groups, such as through the society accreditation scheme.
- 1.5 Free publicity via the Durham Students' Union website, noticeboards, attendance at freshers/refreshers fairs, as well as other opportunities to promote the Student Group e.g. social media takeover.
- 1.6 Free room bookings for Durham Students' Union facilities, as well as University rooms.
- 1.7 Free or low cost equipment hire.
- 1.8 A financial management system, with staff support.
- 1.9 Opportunities to apply for funding for activities, events, campaigns or equipment.
- 1.10 Opportunities to get involved in Durham Students' Union campaigns and initiatives e.g. Give it a Go.
- 1.11 Free insurance in the UK for most activities, and legal support including contract checking.
- 1.12 Regular communication from Durham Students' Union about the things the Student Groups need to know, including the publication of important dates in good time.
- 1.13 Permission to use designated Durham Students' Union logos in line with branding guidelines.
- 1.14 Ability to apply for permission to use Durham University's name (e.g. as the "Durham University XXXX Society") through the Durham Students' Union accreditation process.
- 1.15 Celebration of the achievements of Student Groups, including *Student Group of the Week*, the Durham Students' Union annual awards and the Student Group Recognition Scheme.