Durham Students' Union
Assembly Agenda

Tuesday, 9 May 2017– 19:00, ER201

Time		Subject	Who	Paper
19:00-19:01	A.	Welcome	Chair	
19:01-19:03	B.	Apologies for absence and Conflicts of interest	Chair	
19:03-19:05	C.	Minutes of the meeting on 09 March	Chair	UA/1617/041
		Routine Business		
19:05-19:20	D.	Update on Officer Work	Student Officers	UA/1617/043
		Items for Discussion		
19:20-19:30	E.	New Society Ratification	Societies Committee Chair	UA/1617/044
19:30-19:45	F.	SU Strategy	President	
19:45-20:00	G.	Motion: Give Durham Students a Voice: Integrate Voter Registration and Student Enrolment	George Walker	UA/1617/045
20:00-20:10	H.	Motion: Rent Guarantor Scheme	Weiling Tay	UA/1617/046
20:10-20:25	I.	Motion: Changes to Standing Orders Regarding Start Date of Officers	Alice Dee	UA/1617/047
20:25-20:40	J.	Motion: Campaign to Cut College Costs	Alice Dee	UA/1617/048
20:40-20:55	K.	Motion: Policy on Assembly Engagement	Charlie Walker	UA/1617/049
		Any Other Business		
20:55-21:10	L.	Questions to Officers		

Next meeting will be 1 June 2017, ER201
Agenda closes (so papers must be in) 22 May at 17:00.

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

Durham Students' Union
Assembly Minutes

Date: 09 March 2017
Time: 19:00
Location: ER201, Elvet Riverside

Attendance

Members present	26	Members absent	10
Members who sent apologies	4	Members not yet elected	2

Chair: Andy Corkhill

The following staff members were in attendance:
Gary Hughes (Chief Executive), Kirsten Lightfoot (Director of Learning), Christine Stretesky (Director of Governance & Compliance), Georgi Lambert (Marketing Manager), Jemma Graham (Student Group Coordinator), Laura Wilkinson (Executive Assistant)

Welcome
The Chair welcomed members to Assembly.

Apologies
The Chair listed the apologies that had been received prior to the meeting (see table following the minutes).

Conflict of Interest
The Chair asked for notification of conflict of interest before the meeting began; none were received.

Notification of AOB
The Chair asked for notification of any other business before the meeting began; none was received.

Minutes of the previous meeting and matters arising from the minutes
The minutes of the last meeting were approved by Assembly with 20 members voting in favour.

Update on Officer Work

The President (AD) updated Assembly members on her objectives for the year, taking the paper as read and highlighting key points. She stated that the consultation framework was going well and was currently being trialled on the eating space in the library. She congratulated the winners of the officer elections and said well done to the candidates who ran, and also those who are running now for UG academic. The elections were successful with around 4200 voting. AD informed members that both Oxford SU and Hull SU had been to visit. Harry Cross asked about the specific student interest Alice is representing during University strategy meeting and Ads response was that there were multiple conversations about the strategy and last week she had been discussing student numbers.

The <u>Academic Affairs Officer</u> (LW) presented Assembly her objectives and advised that she had been evaluating the support given to course reps, and that a survey would be going out. She stated that she had submitted the academic year report to UEC, and thanked those that had filled out the survey. She was now waiting for a response and will feed back to student body ASAP. Katie Unwin asked what has been done about Erasmus in light of Brexit and LW advised that nothing has been decided but she understands it's a huge issue. James Creer said a huge well done to LW and all the course reps that pushed out the survey to achieve the 6000 responses.

The <u>Activities Officer</u> (KS) presented her objectives to Assembly, advising that she has been working on a report looking at impact on participation in student activities. She advised that she is also working on a quality society scheme and re-creating the student group regulations. Regarding keeping Wednesday afternoons free – the University have confirmed that they currently have no plans to change this. Harry Cross asked KS a multi-part question concerning the statement the Union published on KWAF, specifically asking how the quote from the Pro-VC for Education was obtained. KS responded that once the policy was passed by Assembly the Union contacted the University and the Pro-VC emailed a response, from which the quote was obtained. Harry continued to question KS concerning the quote at which time; the Chair acknowledged that the question being asked was not able to be answered in Assembly as it related to Union staff.

The <u>Community Officer</u> (JG) presented her objectives to Assembly, informing members that the University's Diversity and Equality Advisory Group have agreed to have the presidents of People of Colour Association, LGBT+ Association and Students with Disabilities Association on the committee. She also advised that the plans for the new site at St. Mary's field were looking good regarding accessibility. She congratulated LGBT+ Association for being awarded best national LGBT group at NUS conference. Molly smith asked why Mature Students Association and International Association presidents weren't sitting on the Diversity & Equality advisory group and JG advised that they were keen on making sure the liberation groups were represented, but that Mature and International Associations would still feed into the committee through the Welfare and Liberation Officer.

The <u>Development Officer</u> (AJ) presented his objectives to Assembly informing members that he had been working on DUCK exec training and development needs, and was planning a development day to train the new exec team. He also advised that the Take the Lead programme was starting in July 2017. He also stated that there would soon be SU workshops with random students to help gather feedback on the new strategy. James Creer asked what would be done for space in the meantime if St. Mary's field development is not complete until 2019; LW advised that she was working with the library to come up with a solution.

Update from Committees

DUCK
The Chair of DUCK Committee updated members that DUCK had secured match funding from County Durham Community Foundation meaning that everything DUCK raises, CDCF will match. She also advised that DUCK week had been successful and that the Cathedral sleep out had risen over £7k. She announced that the DUCK Triwizard ball is taking place tomorrow night (10 March) and that the DUCK race is on Sunday (12 March).

Academic Affairs
The Chair of Academic Affairs Committee updated members on the committees work on the international attainment gap, and thanked Harry Cross and Audrey Allas for their work on collating PGT contracts from departments to make sure it is uniform and fair across the University.

Welfare, Equality & Diversity
J Smith updated assembly members on the work of WED Comm on behalf of the Chair, including that they had submitted two motions to NUS, and were working on active bystander training for SU staff.

New Society Ratification
The Chair of Societies Committee presented the below societies and stated that it is recommended that they be ratified:

Guinness Society
Quiz Society
Durham Dutchies
Durham Society for Economic Pluralism
Saudi Student Society
Primatological Society

Vote:
For: 25
Against: 0
Abstain: 0

The Assembly voted **for** the ratification of approving the above listed societies.

The Chair of Assembly stated that the remaining societies would be voted on separately due to there being societies that are against them being ratified. However Societies Committee recommends that all three are ratified.

Enhancing Legal Sector Access (ELSA)
Bar Society
HeForShe Society

A member of Enhancing Legal Sector Access (ELSA) spoke in favour of the society being ratified. A member of Law Society then spoke, who previously had been against ratification, but stated that the two societies had discussed their issues and that Law Society were now in favour of ELSA being ratified.

For: 23
Against: 1
Abstain: 1

ELSA was ratified as a Durham SU society.

A member of Bar Society spoke in favour of the society's ratification, and a member of Law spoke against the ratification on behalf of both Law Society and Mooting Society. Members of Assembly asked questions before taking the vote.

For: 13
Against: 6
Abstain: 8

The Bar Society was <u>ratified</u> as a SU society.

A member of HeForShe Society spoke in favour of their ratification, and a member of Feminism Society spoke against it. Assembly members asked questions and debated both sides.

For: 11
Against: 11
Abstain: 4

The vote was a tie, and HeForShe Society would therefore <u>not</u> be ratified.

Policy Paper: Rent Guarantor Scheme
Weiling Tay and Jo Gower presented the policy. They explained that the policy proposes that the University act as a guarantor which is not an uncommon scheme in Universities. The paper recommends that the University undertake research and then run a pilot scheme. JG asked for Assembly member's feedback. Courtney Caton advised that we should avoid it being means tested by the University, so they don't look at a student's income beforehand. Thom Addinall-Biddulph pointed out that some similar schemes in other universities don't cover 1st year students, so we would need to make sure 1st years and Masters Students would be covered. David Evans stated that we should make sure the admin fee is non-existent or at least affordable. Will Waters asked if can Erasmus students be included and JG stated that they would be incorporated in to it. AD thanks Weiling for her work on the policy and for bringing it to Assembly.

Strengthening NUS Democracy
Alice Dee presented the paper on strengthening NUS democracy and asked members to contact her or one of the other NUS delegates if they had any questions or comments.

Questions to Officers

There were no questions submitted

The Chair adjourned the meeting at 21:00, and announced that the next meeting will be on 9 May 2017, at 19:00 in ER201

#	Andy Corkhill	Chair	
1	Alice Dee	President	
2	Kara-Jane Senior	Activities	
3	Lisa Whiting	Academic Affairs	
4	Adam Jarvis	Development	
5	Jo Gower	Community	
6	Adeline Chow	ISA	
7	Molly Smith for Ted Coward	LGBT+a	
8	Courtney Cliffe	SwDA	
9	James Colville	Mature Students Association	
10	Iris Lang	People of Colour Association	
11	Anna Greenall	Academic Affairs Committee	
12	Thea Burton	Societies Committee	
13	Alex Tarrant-Anderson for Megan Croll	JCR PresComm	
14	Bethany Fleming	DUCK Exec	
15	David Evans for Abi Steed	MCR PresComm	
16	Charlie Walker	Governance & Grants	
17	Dewi Erwan Humphreys	Environmental & Citizenship	
18	J Smith for Rosa Tallack	WED Comm	
19	Craig Bateman	Media Rep	
20	Mitchell Langcaster-James	St. Cuthberts	
21	Thom Addinall-Biddulph	Ustinov	
22	Will Waters	St John's	
23	George Walker	Van Mildert	
24	Tom Harwood	St Mary's	
25	Harriet Barsham	St. Chad's	
26	Nicola Tweedy	Grey	
27	Meghan Hosch	Hatfield	
28	Jazz Beard	John Snow	
29	Clara Gallay for Luke Hollander	St Aidan's	
30	Chris Waters	Collingwood	
31	Kieran Laurie	St Hild & St Bede	
32	Laura Doherty	University College	
33	James Creer	Stephenson	
34	Stella Elena Alexandrova	Trevelyan	
35	Rachel Meyer	Josephine Butler	
36	Harry Cross	Open Position	
37	Johan Seidenfaden	Open Position	
38	Dominic Birch	Open Position	
39	VACANT	Open Position (freshers)	
40	Dominic Robson	UG Academic Rep	
41	Hannah Britt	PGR Academic Rep	
42	VACANT	PGT Academic Rep	
Attended		**Sent Apologies**	**No Attendance or Apologies**	**Not in post**

President, Alice Dee

Plan of Work update

Priority One: *I will make sure College Students' Union Reps play a key role in shaping Durham SU because I understand the importance of Colleges in our time at Durham and it's so important that we work better with your reps.*		
Project progress	**Officer comment**	**Next steps**
Developing the definition of role 'College Union Rep'	Role description is now written and approved.	College Reps to pass this through their common rooms.
Organising Student Leaders Conference	Over Easter the SU held a 2 day conference for key student leaders, including College reps about their role in the SU, training and worked on our strategy.	Embed the findings of this event into our future work.
Operationalising role for future years	Have begun discussions with common room presidents about empowering Union Reps further and clarifying priorities for Union Reps over Presidents.	Hold a workshop for Presidents and Union reps to explore how roles can better complement each other.

Priority Two: *I will insure as many students as possible are involving in making decisions about things that affect them. We're entering a big time of change in Durham and it's vital that we, as a student body, help shape what's going on around us.*		
Project progress	**Officer comment**	**Next steps**
'Eating Space in the Library' project currently being used as a trial.	Have critiqued consultation plan with the Library and provided feedback.	To meet with the Library and implement required changes for 'good' consultation.
Pass the framework through the relevant University governance structures and communicate the changes.	After the trial this should be possible.	Awaiting feedback from the University Secretary's Office on this.
Standardise a mechanism to ensure all relevant decisions are made with student partnership.	***(small)Win*** all University papers now include a 'consultation' section, highlighting relevant stakeholder involvement.	n/a
Meet with PVC Education and PVC Colleges about long term consultation.	In future, having genuine consultation on new projects and decisions requires a long term plan of consultation needed. E.g. research on what students would like to see form new study space	Develop plan to pass onto future officer teams.

Priority Three: *I will make sure Queen's Campus students keep benefiting from the best student experience possible. Because in the lead up to and during the move of Queen's up to Durham, we need to make sure that student priorities are the focus of decisions and that Queen's students are*

welcomed to Durham.

Project progress	Officer comment	Next steps
Investigating academic complaints from QC students	Ran feedback within all academic departments moving 17/18 on issues facing students.	Working with departments to address issues, directing students to advice service if necessary.
Supporting logistical needs of students affected by the transition.	Seeing requests for transport and accommodation support and advice.	Helping students address needs or lobbying University for further support. In some extreme cases, seeking external advice.
Helping students receive financial support for change in circumstance.	Having secured 'QC hardship fund' I'm helping students apply to fund and addressing some unforeseen issues with funding and application.	Continue to sign post and support students needing help. Working with the advice service and University to streamline process.
Assessing current services provided by SU at Queens	Having fully reviewed our service offer and previous feedback, we are asking students what other provision they would like at QC.	To prioritise planning to improve provision for the transition year 17/18.
QC Transition group membership	Meetings ongoing	Raise specific student concerns.

Other actions and meetings		
Activity	**Officer comment**	**Change made for students**
SU strategy development	Now focusing on specific themes of work for strategic priority.	Enables the SU to work clearly on priorities and align resources to them.
Accommodation fees	'Consultation' with University is progressing, with main focus being on review of College costs. Currently arguing for a decrease, in line with Ripped Off Campaign.	Maintaining pressure on the University to make College accommodation more accessible.
Ripped Off campaign	Accommodation fees campaign being run to highlight the unjustified increase in Accommodation fees since to 2009.	As above, and raising the awareness of students.
NUS Conference	Attended conference in Brighton as lead delegate.	Ensuring Durham is engaged in shaping our national Union and having the voices of Durham student heard.
Mitie	Lobbying University leadership to stop using Mitie for facilities management.	Holding our institution to account, ensuring that our money doesn't fund unethical companies.
Oxford visit and other SUs	Oxford SU came to visit and we visited Birmingham Guild,	Making sure Durham SU is sector leading in strategy and

	Birmingham City University, Aston SU, Liverpool Guild, Liverpool John Moore's, UEA, Anglia Ruskin SU, Cambridge, Manchester and Manchester Met SU to discuss strategies and sector best practice.	student representation.
City Safety Group	Jo and I presented on 'Never Have I Ever' campaign and represented student views in discussions.	Keeping student issues high on the agenda.
UG International student fees	Lobbied University in SFAAG and UEC on International student fee increases.	To keep fees low and Durham as accessible as possible.
Governance and Senate Effectiveness Review	Continued student representation on Governance reviews, main aim to increase Senate representation.	Further inclusion of student views at high University levels.
General Election response	Since general election has been announced we're running a voter registration campaign for students and working with DU to run events.	To facilitate student engagement in national politics and keep student issues as priority manifesto pledges.

Activities Officer - Kara-Jane Senior

Plan of Work update

Priority One: I will show how participation in student activities benefits and improves students' experience at Durham, because this research will enable students, employers and wider society to understand the importance of our work.		
Project progress	Officer comment	Next steps
▪ The 'Individual' and 'Student Group' Impact surveys have been open over the past month, and are now closed. ▪ We've shared an overview of the findings from the Participation Survey: www.durhamsu.com/articles/ activities-officer-update-42c5.	The information collected in the Participation Survey is very valuable, particularly regarding the potential barriers students face to getting involved in activities. This will help determine how the support provided by the SU, and the University, can be improved. The impact data will be a useful tool in ensuring the value of student groups is recognised, and they are resourced accordingly.	▪ A report will be written up of the findings from all surveys. ▪ I will make recommendations based on this data for what the SU and University can do to ensure students can access extra-curricular activities if they want to. ▪ Celebrate the amazing things students achieve outside their studies, no matter what this is.

Priority Two: I will make Durham SU processes easier for student groups, because our most dedicated volunteers deserve our best efforts to make their work hassle-free, and rewarding.		
Project progress	Officer comment	Next steps
▪ An external consultant came into Durham SU to review the governance and support of our student groups. ▪ With Societies Committee, I have made recommendations to improve finance processes for student groups, based on feedback from group Execs.	The consultant's report will be one of the most important things we've done in recent years to ensure student groups are well supported. It will most likely instigate some changes, which I know will be welcomed by many students.	▪ Determine action plan based on recommendations from the consultant's report, and findings from finance survey.

Priority Three: I will make sure Durham SU supports all student groups to provide outstanding experiences for their members, because we need to assure basic standards and celebrate outstanding achievements in one, simple, process.		
Project progress	Officer comment	Next steps
▪ I'm making progress on drafting a replacement for the Student Group Regulations. This is currently being known as *The Student Group Agreement*. ▪ A draft of the Quality Societies Scheme (name TBC) has been completed.	As a student led organisation it's important that we work with students, not just for them. The Student Group Agreement will outline expectations from both the SU as an organisation, and Student Groups – a mutual effort to ensure the best experience for student group members. The Student Group Agreement will form the essential requirements in the Scheme.	▪ The consultant's report from my second objective will also be useful in creating *The Student Group Agreement*, so I'll use some of the recommendations to complete the draft. ▪ The Quality Societies Scheme draft will be presented to Societies Committee and Societies Forum for feedback.

Other actions and meetings		
Activity	Officer comment	Change made for students
Supporting student media	With representatives from Media Groups and the Assembly Media Rep, we are updating the vision and values of Media at Durham SU. These will be a picture shared by our Media Groups, and provide the grounding for the collaborative work of Media Forum. Other groups that undertake media activities will been encouraged to embody the values, and work towards this vision too. The vision and values will also provide guidance for developing a new Media Group structure, which will ensure such groups have more specialist support.	Student media has the potential to be part of the life of every student either as a contributor or as an audience member. It's important that it is accessible to students of varying experiences, and provides a space for a diverse range of interests and views to be explored, for which a good support structure is integral. The shared vision and values will help Media Forum to become a useful and productive space for student media.
Developing our new strategy	More discussions as our strategy develops – very exciting! Make sure you have your say on our proposals (visit Durham SU website).	A strong students' union with a clear plan is essential to ensuring students interests and needs are always at the heart of what we do.
Supporting student group leaders	I've inputted into training being developed for student group Execs, and have been looking at the support given to our volunteer student group representatives. More to follow on this.	It's important students have the skills and support they require to be successful in their roles, ultimately improving the experiences of students involved in our groups.
Visits to other students' unions	Over the past few months I've visited Birmingham City SU, Birmingham Guild, Aston SU, Queen Mary SU, Manchester SU, Manchester Metropolitan SU, and Sunderland SU. My focus has been learning about how other unions support and deliver student groups, as well as more generally how they support student officers and do cool and essential things for students.	Learning best practice in the sector, and trying out new ideas, will help Durham SU to do its best for its members.
Awards all round!	Nominations for the SU Annual Awards are currently open – the categories are the same that I developed last year, which were well received. Tickets for the awards evening will be available soon [save the date: Sunday 11 June 2017]. Additionally, five of our groups have been shortlisted for National Societies Awards! *Read more*: www.durhamsu.com/articles/five-durham-su-student-groups-nominated-for-national-society-awards	It's so important to recognise the achievements of students (and staff) who help to make our university community what it is.
Attending student group events	Shout out to Durham Indonesian Student Community for their wonderful event, *Khatulistiwa*, on 29 April. I thoroughly enjoyed learning more about Indonesian culture and was very impressed by the organisation of the event. This event was supported by the *Never Miss a Day* campaign.	Events like this are important in building a strong and inclusive student community, where diversity is celebrated. I hope Durham SU will support further events like this in future.
Queen's Guide Award	I've achieved my Queen's Guide Award – the highest award a 14-26-year-old can work towards within Girlguiding. See more in my article (to follow release of Assembly papers).	My involvement in Girlguiding has had a major influence over me as a student leader. I hope I'm doing you all proud!

You can keep up with what I'm doing day-to-day by following me on Twitter (@durhamSUact) or on Facebook (www.facebook.com/DurhamSUact).

Community Officer – Jo Gower

Plan of Work update

	Priority One: **Representation for *underrepresented groups***		
	Project progress	Officer comment	Next steps
	❖ **Advertising and publicity for SwDA – please run for exec positions!** ❖ **Had a day dedicated to discussion between Equality, Diversity, and Inclusion Manager and Association representatives** ❖ **Development of college minority/identity rep training with the Associations, development team, and Development Officer** ❖ **Development of template role descriptions for college reps (to be taken to JCR Pres Comm)** ❖ **Pushing further with Trans and Intersex Inclusion Policy with Experience Durham** ❖ **Meeting next week with VC, Deputy VC and Provost, and Deputy Provost to discuss Equality and Diversity across the whole University** ❖ **Raised concerns about racial insensitivity in the University at the highest levels** ❖ **Discussed minority representation structures in SUs in Cambridge, University of East Anglia, Liverpool, and Anglia Ruskin University** ❖ **Attended the AMOSSHE conference on Supporting Trans Students (blog post to follow!)** ❖ **Attended the Institutional Athena Swan Committee meeting and raised the issue of lack of understanding of trans identities**	❖ Because of dissertations, work with Associations has been a bit less intense than last time, but I have been maintaining work with the University and the Associations when they can spare the time!	❖ Arrange meeting with police to discuss introduction of a Race-Relations Officer ❖ Discussions about potential creation of an Association to represent those of marginalised genders ❖ Push University to receive trans inclusion training

	Priority Two: **Changing attitudes toward *sexual violence and harassment***		
	Project progress	Officer comment	Next steps
	❖ **Vice Chancellor agreed to be involved in the campaign** ❖ **Student-facing document about disclosure procedure has been circulated around SVMOG and is ready to be released to students** ❖ **Writing policy around SU staff & execs consent and ABI training** ❖ **Continued to run train-the-trainer ABI sessions with Welfare Officers and JCR+MCR execs – let me know if you want to be involved!** ❖ **Fed back student opinion from "Sexual Violence: What's Next?" forum to SVMOG** ❖ **Online 'Pincident' platform has been designed and is being developed for use on the website** ❖ **Discussions about bringing ABI training to all college bar staff**	❖ Excellent that VC agrees with us in that if we want to make culture change we need to have peers as part of the campaign, but this will mean we'll have to do photoshoots and rethink deadlines	❖ Consent form for being featured on posters in campaign ❖ Taking photos of staff and student leaders for campaign ❖ Release after exams with re-release before Freshers' Week ❖ Continue training JCR+MCR execs and continue investigating

			possibility of specific bar training

	Priority Three: Improving the experience of *students with disabilities*		
	Project progress	Officer comment	Next steps
	❖ **Collected data from other SUs about how much their medical notes cost** ❖ **Brought discussion of medical notes to Academic Registrar and Deputy AR** ❖ **Accessibility survey has been completed and results analysed** ❖ **Have contacted University Medical Group to ask for a meeting – no response yet…** ❖ **Have contacted Residents' Forum to ask for their support in lobbying to reduce costs – has been met positively and will be continuing with this** ❖ **Writing a guide to medical evidence for students to provide students with options and routes to go down to minimise financial expenditure**	❖ Not a single SU contacted had medical notes within £10 as expensive as ours – we are an outlier and this is unacceptable ❖ The Academic Office agreed with my issue of students with chronic illnesses being expected to give more medical evidence and have said they will discuss with departments to reiterate that students with disabilities or long-term/chronic illness should not have to do this.	❖ Write up report based on feedback from accessibility survey to present to the next Access Review Group meeting ❖ If the Medical Group do not respond, take this to members of the City Council

Extra stuff:

- Alcohol Impact groups – presented results of #NeverHaveIEver Campaign to the City Safety group, which was well received (with the question of whether we can bring it into local schools), and have been asked to provide it to Student Support staff in colleges
- Discussion of work experience of local students with Safeguarding Operations Group
- Trustee duties!

DURHAM STUDENTS' UNION Enabling Students

Adam Jarvis - Development Officer
Objectives 2016 – 2017

Priority 1: #WorkInsights

	Project Progress	Officer Comment	Next Steps
	The Employability Campaign is ready and is happening during Easter Term, will materials developed and I've written a couple of articles and the report.	This campaign is being used to highlight the findings of our employer research, and launching Work Insights and the new Learning Hub.	Continuing running the campaign over the next few weeks.
	Outlines have been written and a number of Work Insights placements have been confirmed, which are now ready for students to apply.	This has been a really big and enjoyable project and we've got a range of opportunities available, and students can sign up or find out more here: **www.durhamsu.com/workinsights**	Matching up applications with placements in time for the summer holidays.
	The Learning Hub on the website is now completed and active here: **www.durhamsu.com/learn**	This has been another really big and enjoyable project and has a range of training and materials available for all students, as well as a one-stop-shop for all things employability / development.	Ensuring the site is running smoothly and everything is in the right place.

Priority 2: #SupportingDUCK

	Project Progress	Officer Comment	Next Steps
	Currently planning a DUCK Development Day to incorporate handover, training, and long-term planning the committee to ensure they are ready for next year.	The day is set to happen on Wednesday 14 June and I'm looking forward to seeing how the day goes.	Continue planning for the event, developing training and organising trainers.
	Working with the DUCK Exec to update the processes handover booklet, including new positions and updated financial information.	This was a project started last year but this needs updating with new roles, updated processes and to make sure it's ready to give to the new exec.	Gathering the remaining processes and re-compiling the booklet in time for the Development Day.

Priority 3: #SupportingCommonRooms

	Project Progress	Officer Comment	Next Steps
	Collating all of the feedback received about training and support from the Student Leaders Conference and incorporating this, alongside other feedback from Common Rooms, into a plan.	The feedback from Common Rooms has shown they want a split for training between end of Easter and start of Michaelmas terms. Currently working out which sessions (and which positions) are suited for when, and developing sessions as required.	Planning and running training for new position holders at the end of this term, and creating a yearly plan.

Other Projects

Beyond Graduation	Student Leaders Conference	Staff and Officer Induction	Training Plans	Budget and Bank Tender	SU Strategy Focus Groups and Trips	Trustee Meetings

TO: Assembly

FROM: Societies Committee

RE: New Society Ratification

DATE: 28 April 2017

The Union has received several applications for new societies. Societies Committee has met and makes the following recommendations:

When reviewing new society applications for approval Assembly should consider the following factors:

- How sustainable the group would be e.g. in maintaining membership levels and providing regular events throughout the academic year;
- Whether the aims of the group are too similar to a group(s) already in existence, which would negatively impact on engagement with said group(s);
- If the aims and objectives of the society are in line with those of the Students' Union;
- Whether the group would contravene Students' Union policies and procedures, or circumvent the law.

Assembly may determine other conditions on which to approve applications for factors such as student wellbeing and upholding Students' Union values. However, Assembly should also ensure that a diverse range of opportunities are available to students of varying interests, beliefs and experiences.

Societies Committee review society applications thoroughly in advance of Assembly meetings and make recommendations for Assembly based on the above. This process includes carefully assessing the aims of applicant groups, and seeking out further information from applicants and current groups where needed.

Society	Aims	Recommendation from Societies Committee
Geology For Global Development	The group aims to involve university students and the public, through science communication; volunteering; placements and events. Geology for Global Development (GfGD, Durham), is the university branch of the charitable organisation, GfGD (Number 1165663). Durham has an international reputation for excellence in geology, hazards and sustainability. The group aims to involve university students and the public, through science communication; volunteering; placements and events. By using the knowledge of Durham's academic and local community, we believe that we can have a positive impact by developing the knowledge and skills required to make a positive contribution to global development.	Ratify; very different focus to the academically focussed Arthur Holmes Geological Society.
Latin Social Dance Society	Latin Social Dance Society aims to promote social Latin dancing by teaching Salsa, Bachata and Kizomba, through a combination of high quality lessons with experienced and enthusiastic teachers, regular expert "masterclass workshops" with guest teachers, and regular social	Ratify; The organising group had worked with BALADS this year but feel that a separate society is

	dancing to both practice and socialise. We provide the opportunity for all of our members to develop and practice their social dancing skills and improvisation, and form new friendships in an international scale.	needed; BALADS has no objection to this.
Cross Fit	We aim to build a CrossFit society for all abilities to encourage fit and healthy living among Durham students with regular meetings to train together. We hope to have the expertise of an experienced coach for those who have the potential and dedication to compete at a high level and set training sessions so we can workout together. The ultimate goal is to have a community where we can build camaraderie and transfer knowledge about our shared passion, training, competing, nutrition and recovery for ultimate performance. Considering the exceptional level of athletes at this University, we would want the chance for our best members to go on to represent Durham in competitions in this challenging up and coming sport.	Ratify
Buckfast Society	The Buckfast society, founded in February 2017 by Ben McLaughlin and Laura Sainty, meets to learn about, and show appreciation for, the smooth tonic wine attributed to the original French monks who settled at Buckfast Abbey in the 1880's. As the society grows it aims to hold regular social meetings and an annual Buckfast Ball. To allow people who enjoy the iconic drink to meet and socialise in a respectable and safe environment. To educate people about the controversy surrounding Buckfast (particularly in Scotland) and use this example to promote responsible drinking. To host a black tie charity ball once a year on National Buckfast Day. To educate people with regard to the brewing process of this unusual fortified wine and its different versions across the UK. To support the work of the monks at Buckfast Abbey whose skills and expertise produce the tonic with its smooth, rounded taste.	Ratify
Stand-up Society	To perform fortnightly, and offer a place where people can meet up and discuss both the performance and joke writing aspects of stand-up comedy. It will also be a way in which people can meet up, watch and view stand up, and arrange travel to different venues. The Stand Up Society aims to bring stand-up more into the mainstream at Durham university, and arrange trips to go see and perform stand-up.	Ratify; Different to Shellshock in that it is stand-up and not improv.
Model Westminster Society	-Empower students to shape and influence public and social policy through inclusive discussion and conversation - Facilitate and deliver a range of policy workshops and debates, which inspire conversation and collaboration between various actors within policy-making - Offer individuals the chance to have a meaningful voice on local and national policy review - Develop a policy network, where proposals are shaped by experts but made my students - Work with community leaders to shape policy outcomes and encourage positive social action - Lead campaigns on issues surrounding policy making and co-productive on a cross-party and multi-agency basis.	Ratify

TO: Assembly

FROM: Governance and Grants Committee

RE: Motions

DATE: 26 April 2017

The following motions have been submitted to Assembly for consideration and debate:

- ➢ Policy on Integrating Voter Registration and Student Enrolment – George Walker
- ➢ Rent Guarantor Scheme – Weiling Tay
- ➢ Change to Standing Orders – Officer start dates – Alice Dee
- ➢ Campaign to Cut College Costs – Alice Dee
- ➢ Policy on Assembly Engagement – Charlie Walker

Each Motion will be taken in term for consideration and debate. As a reminder, debates on motions shall normally follow this order:

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

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

If the majority of Assembly vote for a motion, it will become policy of Durham Students' Union with exception of the proposal to modify Standing Orders. In that case, if the vote is in favour of amending the Standing Orders, that would be the outcome.

Major amendments to any proposed policy must be submitted in writing to dsu.governance@durham.ac.uk no later than 17:00 on Thursday 4 May. Major amendments will be circulated via email before the meeting. Minor amendments can be made during Assembly at the discretion of the chair.

Give Durham Students a Voice: Integrate Voter Registration and Student Enrolment

Assembly Notes:

1. Students register to vote in very low numbers compared to the rest of the UK population
2. When students do register to vote, they often do not register at their term-time address
3. In 2013, the government's introduction of individual voter registration led to many students falling off the electoral register
4. Low voter turnouts among young people and students has meant that governments have implemented policy that goes against the interests of Durham students, such as rising tuition fees
5. Voter registration has already been integrated with existing enrolment processes at other Universities, including the University of Sheffield and the University of Birmingham
6. Where voter registration has been integrated with existing enrolment processes, there has been a substantial rise in the number of students registering to vote, with 76% of students now registered to vote at the University of Sheffield
7. That the House of Lords recently passed an amendment to the Higher Education Bill that would make it mandatory for HE institutions to offer their students an opportunity to be put on the electoral register

Assembly Believes:

1. Durham Students' Union should encourage students to be active citizens and ensuring as many students as possible vote in local and national elections is a key part of this
2. That students need to vote in increased numbers so that we can have a say in our future. Students' influence is diminished when we vote in lower numbers, making governments less likely to act in the interests of students
3. Durham University integrating voter registration into the existing enrolment process could lead to a substantial increase in the number of Durham students who are registered to vote
4. That Durham students should encourage their local MPs to vote in favour of the amendment to the HE Bill that would make it compulsory for all HE institutions to give their students an opportunity to be put on the electoral register

Assembly Resolves:

1. To lobby the University to integrate voter registration and enrolment, so that students can choose to submit the information needed for voter registration via an online form during the enrolment process

2. To lobby the University to adopt the 'Sheffield Model' (details attached), where the University has an agreement with the Council that allows it to collect data for voter registration during the enrolment process
3. To encourage students to lobby their local MPs to support the amendment to the Higher Education Bill which would make it mandatory for all HE institutions to offer students the opportunity to be placed on the electoral roll
4. To mandate the Students' Union President to release a public statement of the Union's position as outlined above

Student Electoral Registration

How can Universities support it?

SROC – 5 April 2016

Introivductions

- Gemma Bottery, Senior Registration Assistant, Registration Team

- Ana Kingston, Head of Registry Services

- Absent colleagues...
  - SCC Electoral Services Manager
  - Student Registration Manager
  - University of Sheffield Data Protection Officer
  - Technical Team support

How it started…

- The approach to the University of Sheffield

- The idea - John Tomlinson, Sheffield City Council, Electoral Registration Services Manager

- The political endorsement - Paul Blomfield, MP for Sheffield Central

- The Students' Union encouragement

- The University response

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What they say now...

- The Sheffield Model

- Times Higher Leadership & Management Award in 2015

- Gloria De Piero, Shadow Minister for Electoral Registration January 2016:

The University of Sheffield has achieved outstanding results by integrating voter registration into the enrolment process… I write to you today to call for official guidance to be issued to every vice-chancellor in the country about how they can adopt the Sheffield model in their universities for next year's enrolment."

- Nicola Dandrdige, UUK CEO

"Projects such as at the University of Sheffield, where the university, students' union and local authority electoral registration officer worked closely together, resulted in an online mechanism to integrate voter registration with start of term university registration. This was the key to boosting numbers on the electoral roll in the city." UUK Bulletin, 4 February 2016.

The Numbers...

- Home (UK) & EU students

- Full-Time & Part-Time

- UG, PGT & PGRs

	2014/15	2015/16	Trend
Registering to Vote	**14481 (75%)**	**15352 (76%)**	**+6%**
Supplying NINO	**5056**	**5829**	**+15%**

The Initial Questions

1. Should we?

2. Can we?

3. How?

Data Protection
Sensitive Data
Student View

The Answers...

Should we? — Yes → Clear **University Support** for student participation in the electoral process
Full and active **engagement of the Students' Union**

Can we? — Yes → **Data Sharing Agreement** with Sheffield City Council:
✓established the Sheffield City Council as the Data Controller and the University as the Data Processor in relation to data collected for the purposes of voter registration and data transfer purposes

✓allowed the collection of students' NINOs.

How? — Yes → **Via established online pre-registration and registration processes**

Data Sharing Agreement

- Applies to student data supplied to the University for the purpose of electoral registration collected during the student registration process

- Third party (student) consent

- Date for the provision of the deliverables

- Annual fee

The Sheffield Model

- Annual process
  - One opportunity for students each year
  - New students: Initial student registration
  - Continuers: at re-registration for next academic session
- H/EU students eligible only
- Voluntary
- Automatic Electoral Registration
- NINO optional

New Students – Pre-Registration

Pre-registration

You are here: Home / Pre-registration

Main menu ☰

Help Information

Log out →

Welcome Andreas, to the University of Sheffield's pre-registration system.

You have been given access to this system because you have accepted an unconditional offer at the University. You will receive other emails over the coming months asking you to return here and undertake tasks.

Please complete as many tasks as possible BEFORE YOU ARRIVE at the University. You can complete them in any order and you may find that some tasks are not available to you at certain times so please do keep checking.

If you are an **Erasmus and Study Abroad student** do not worry if you do not yet have any pre-registration tasks to complete. Tasks will appear within two months of your course start date.

If you need help or want to ask a question, please hover over the ❓ icons next to each section below to find out who to contact. You can also click on 'Help Information' in the left-hand column.

For further information, please go to: www.sheffield.ac.uk/registration.

Philosophy (PhD/Philosophy FT) - Applicant Number : 159765801/1

Pre-registration Core Tasks ❓
Read the Admissions Requirements
Upload a passport photo to obtain a University UCard (identity card)
Update personal details (including financial information)
Upload your Sponsor Letter
Pre-register with the University Health Service
Preparing for registration and arriving in Sheffield

Pre-registration Guidance Tasks ❓
✔ Find out about Voter Registration
Read our guide on how to get online as soon as you arrive
Prepare a budget ready for when you start your studies using the Money Planner
Apply for a Sheffield Mentor
Read Doctoral Development Programme Information and Requirements
Discover what your new Student Union has to offer

Main menu

[Click here to close the current application and bring back the list of pre-registration tasks](#)

Pre-registration - For information task

Find out about Voter Registration

Sign up for the Electoral Register

As part of your registration with the University you will be given the opportunity to indicate whether you would like to be included on the Sheffield electoral register, so that you can vote in national and local elections.

If you wish to register to vote while you are a resident in Sheffield, in the personal details task of your pre-registration and online registration account you will be asked to provide details, which will be securely transferred to Sheffield City Council for you to be included in the electoral register. You will be asked to provide your National Insurance number, so please have this ready.

Why should I be on the electoral register?
If you are not registered you can't vote. The electoral register is also used in Credit Referencing when buying some items, such as mobile phones, or opening a bank account. Some employers also check Credit Referencing.

I'm not British can I vote?
Commonwealth and Republic of Ireland citizens are entitled to register and vote in all elections in Britain. Citizens of European Union states are entitled to register and vote in local and European elections.

I'm already registered at my home address
That's great, though it is worth checking that you still are. You are entitled to be registered at home and your University address. At local council elections you can vote in both as well.

I'm not interested in voting
Voting is not compulsory so you can choose whether to vote or not.

Want to know more about the electoral roll and Sheffield City Council?
To find out more about the electoral roll, or to register directly with Sheffield City Council please go to: www.sheffield.gov.uk/elections or you can also apply to be on the electoral register at: www.gov.uk/register-to-vote.

New & Continuing Students - (Re-) Registration

Search for [your search] [Search]

Online Registration

Study at Sheffield | For Current Students | For Staff | Our Research | Departments & Services | Useful Links | News & Events

Online Registration Menu

Log Out

Voter Registration Details

It is not compulsory to complete this screen. Please ignore it if you do not wish to register to vote in Sheffield.

If you wish to register to vote in national and local elections while you are resident in Sheffield please complete the information below. It will be transferred to Sheffield City Council in October this year to enable them to enter your name on the electoral roll.

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes but can be used for some limited purposes specified by law e.g. detecting crime, calling people for jury service, and checking credit applications.

Please note, once you complete and submit the form below you will not be able to change the information supplied. If you wish to register to vote directly with Sheffield City Council, rather than supply your information now, you can do this via: www.sheffield.gov.uk/elections

* denotes a required item.

Voter Registration details	
Family Name	**Stufinthree**
First Name	**Stufin**
Date of Birth	**08-JAN-1970**
Nationality	**China**
Term Time Address	**Term time address held on your record**
Opt In to Open Register ⓘ *	[▾]
National Insurance Number ⓘ	[ ]
Intended Method of Voting	[▾]
Do you give permission for Sheffield City Council to contact you with queries *	[▾]
Email address for Sheffield City Council to contact	[ ]

Declaration
I understand that this information will be passed to the Electoral Registration Officer of Sheffield City Council. The Electoral Registration Officer will use this data to compile the Electoral Register. Eligibility for inclusion on the Electoral Register will be determined by the Electoral Registration Officer. *   [ ]

[Save]   Cancel

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Data Transfer

- Submission of data to the Council in November each year

- Annual fee charged to SCC

Any Questions?

To Discover And Understand.

Rent Guarantor Scheme

Assembly notes:

1. When signing tenancy agreements, letting agents and landlords usually require that students renting their properties provide a third-party guarantor.

2. As the guarantor is often required to be UK-based, earn above a certain income and/or be of a certain age, this can cause problems for international students, care-leaving students, and students from low-income backgrounds.

3. Students who are unable to provide a guarantor are often required to pay 6-12 months' rent in advance. This can amount to a lump-sum payment of £2000-£8000. On top of the costs of living and all other costs related to being a Durham student, this can hit students extremely hard – especially students from poorer backgrounds and international students.

4. From the qualitative evidence collated (see research paper attached), we know that the following letting agents in Durham require students without a UK Guarantor to pay 6-12 months' rent in advance:

  • Acorn Properties
  • J.W.Wood
  • Reeds Rains

5. Other students are forced to find commercial guarantor schemes that act as a guarantor for a fixed fee. Private guarantor companies charge students up to one months' rent – on average £290.

6. Such a requirement makes renting many properties impossible for affected students, due to insufficient income, or to visa requirements. Tier 4 visa students have to demonstrate they have enough money to support themselves (and any dependents) whilst studying in the UK for each month of their course, up to a maximum of 9 months. Students studying on a course for more than 12 months have to show maintenance of £1,015 per month, i.e. £9,135 for 9 months.

Assembly believes:

1. UK Guarantor requirements disproportionately impact international students, care-leaving students, and students from low-income backgrounds.

2. Guarantor requirements can segregate international, low-income, and care-leaving students from other students. Hence, such requirements limit choice for these students, and if they are excluded from the private rented sector they may be unable to live with friends. This can isolate students since students 'living out' tend to spend the most social time with their housemates.

3. Upfront payments make student renters vulnerable to unscrupulous landlords. Once the rent is paid the tenant will struggle to have their money reimbursed if they

vacate their property for any reason. Upfront payments may also disincentivise landlords from maintaining the property to an appropriate level.

4. A University-backed guarantor scheme would be a low cost and low risk way for the University to support current and prospective students to live independently.

5. A guarantor scheme would support students to access housing and choose where they want to live. This would undoubtedly have a positive impact on the wider student experience of students who cannot provide a UK guarantor.

Assembly Resolves:

1. To mandate the Community Officer (becoming the Welfare and Liberation Officer) to work with the University to design a guarantor scheme that is inclusive and not burdensome (in terms of administrative and financial requirements) for potential applicants.

2. That this guarantor scheme should consider: who would be eligible; which properties would be eligible; defining a threshold for rent level; verification procedures; and a policy and procedure for debt collection.

3. That the Community Officer (becoming the Welfare and Liberation Officer) will lobby the University to commission research to assess the needs of students in Durham in relation to guarantors, and reflect on best practice in the sector.

4. To mandate the Community Officer (becoming the Welfare and Liberation Officer)to lobby the University – in the context of the 'wider student experience' and internationalisation streams of the 2017-2020 University Strategy – to scope out and launch a pilot guarantor scheme.

5. To mandate the Community Officer (becoming the Welfare and Liberation Officer) to also seek solutions for postgraduate students and Erasmus students, who tend to face greater vulnerability in tenancy agreements.

TO: Assembly Members

FROM: Alice Dee, President

RE: Proposed Modification of Officer start and End Dates

DATE: 25 April 2017

Background

Presently, Officers are in post from 1 July in the year of their election to 30 June of the following year. As I learned this year, starting in post in July presents issues due to the schedule of University meetings. University meetings are held, essentially on a September to July schedule with UEC and a number of other large committees commencing business in September and making rather large decisions in July. Generally, University committees do not meet in August. By having our officers start in July, we are asking them to attend University meetings where a year's worth of input/work has occurred in forming the agenda. New Officers can do a much better job in representing students if they were allowed to induct into the role in August, attend those initial meetings in September and conclude their post at the end of July, after those important University meeting.

Proposal

Amend Standing Order F, paragraph 1 to read:

> Sabbatical Trustees (hereafter "Student Officers") will hold office from 1st August in the Year of their election until 31st July of the following Year. The Board will have discretion to vary this to allow students to finish assessment for their programme, so long as the Officer is in post for no more than 12 months.

Action to be taken

Assembly is asked to approve the President's proposal.

The President will then ask the Board of Trustees to approve the decision taken by Assembly. The changes will then become effective immediately this year.

**Durham Students' Union
Standing Orders**

These Standing Orders were updated on 13 December 2016.

Preamble

These Standing Orders should be read in conjunction with the Constitution of Durham Students' Union and any appendices and annexes attached herewith.

Terms used in these Standing Orders shall be as defined in the Constitution. The following terms which are not defined in the Constitution shall have the following meanings unless the context otherwise requires:-

"Colleges" Those Maintained Colleges and Recognised Colleges as defined by the University;

"Course" A programme or course of study leading to a qualification awarded by the University;

"Course Constituency" An electoral constituency based upon Course cohort structures;

"Faculty" An aggregate of areas of academic study as defined by the University;

"Officer" The elected officers of the Union, including Sabbatical Trustees;

"Secretary" The University Secretary.

Standing Order A: Rights and Benefits of Membership

Democratic Rights

1.   All Members shall be entitled to take part in all aspects of its democracy. Nothing in these Standing Orders shall be interpreted as allowing a committee or officer of the Union to restrict democratic rights, except by application of criteria set forth in these Standing Orders.

2.   All Members shall have the right to stand for election and vote in elections subject to restrictions laid out in these Standing Orders.

3.   Any Member shall have the right to opt out of Union membership.

    3.1.   Students wishing to do so must complete an opt-out form and return it to the Union.
    3.2.   A copy of the form will be sent to the Secretary.
    3.3.   The opt-out shall be valid for a student's academic career unless the student opts back into the Union.
    3.4.   Any change to the opt-out form must be approved by the University.

4.   Any Member shall be entitled to make a complaint under the terms of the Complaints Procedure.

Equal Opportunities

5.   The Union shall have, and abide by, an Equal Opportunities Policy.

6.   All bodies of the Union including Student Groups shall abide by the Equal Opportunities Policy.

Facilities and Benefits

7.   Members shall be entitled to:

    7.1.   make use of all welfare, commercial and other services provided by the Union, where doing so does not conflict with the right of another Member to do the same;
    7.2.   to join any Student Group affiliated to the Union.

8.   Students who have opted out of Union membership shall be entitled to make reasonable use of all welfare, commercial and other services provided by the Union where doing so does not conflict with the rights of Members to do the same, except where events or facilities are for Members only.

9.   The Union shall have a disciplinary procedure for Members.

10.   Nothing in this standing order shall prevent the holder of any licence which permits the sale or consumption of alcohol or the provision of entertainment of any sort on Union premises from taking any reasonable action to preserve such licences.

Data Protection

11.   The Union will approve, and abide by, a Data Protection Policy.

Standing Order B: Policy

Definition

1.   Policy shall be a statement of the political and representational will or beliefs of the Union, and shall be binding upon all Officers and bodies of the Union.

2.   No policy may contradict the Constitution or these Standing Orders.

3.   Governance and Grants Committee shall keep a record of all policy.

4.   Subject to the law, policies may be approved on any matter not explicitly forbidden by the Constitution.

Creation

5.   Any policy motion passed by one or more of these bodies shall constitute policy:

    5.1.   Referendum
    5.2.   General Meetings
    5.3.   Board of Trustees
    5.4.   Assembly
    5.5.   Committees

6.   The order of precedence on matters of policy shall be as defined above, subject to the provision of the Constitution.

Assignment

7.   Responsibility for implementation of a policy may be assigned to a committee or an Officer or any combination of committees and Officers.

8.   Assembly may re-assign responsibility for implementation of any policy to a committee or an Officer or any combination of committees and Officers.

Alteration

9.   Governance and Grants Committee shall advise Assembly on the removal of any policy or section of policy that has become redundant or for which the implementation has been fully completed.

10.   Anybody may alter or remove existing policies by the passing of a motion by simple majority, provided that it does not:

    10.1.   alter or remove a policy passed by a body of greater precedence within the current or immediate previous Academic Year, or;
    10.2.   alter or remove a policy passed by itself within the current or immediate previous Academic Year except where a request is received from a number of voting members of that body which is equal to or greater than the quorum figure for that body.

11.   If a body passes a policy which conflicts with an existing policy, the earlier policy shall be removed, provided that Governance and Grants Committee makes Assembly aware of this conflict at the time the policy is presented to Assembly.

Renewal

12.   Governance and Grants Committee shall present current policies of the Union for review at the second Assembly meeting in the second Academic Year after the policies' adoption or most recent renewal.

13.   Assembly shall renew or remove the policy or refer the policy to an Officer or committee for discussion.

14.   Any policy which is renewed shall be considered to have been approved as policy on the date of renewal.

15.   Any policy which is not renewed or referred elsewhere shall immediately lapse.

16.   Any policy which is referred to an Officer or committee and not renewed or amended before the end of the next academic term shall immediately lapse.

Standing Order C: Elections and Referendums

1. The election of Sabbatical Trustees, Student Trustees and delegates to the National Union of Students National Conference shall be conducted annually on such dates as Assembly and the Board of Trustees shall agree.

2. Governance and Grants Committee shall decide the dates of the nomination period, training, husting and other events relevant to the administration of such elections in order to ensure maximum participation by Members in the election process.

3. Such elections shall be conducted by electronic cross-campus ballot using the Single Transferable Vote method, as detailed in an Appendix to these Standing Orders.

4. All other Officers and delegates shall be elected in accordance with regulations as may be decided from time-to-time by Assembly.

5. By-elections shall be conducted in a similar manner as outlined above.

Returning Officers

6. The Senior Returning Officer and Deputy Returning Officer shall be appointed annually by the Board of Trustees.

7. Neither the Senior Returning Officer nor the Deputy Returning Officer shall be a Member of the Union.

8. The Senior Returning Officer shall have overall responsibility for the conduct of all cross-campus ballots including the counting of the ballot

9. The administration of the election shall be managed by the Deputy Returning Officer.

10. Any changes to the election regulations must be approved by Assembly and the Board of Trustees and the University Secretary.

Complaints

11. The Deputy Returning Officer shall receive and investigate complaints.

12. Decisions made by the Deputy Returning Officer may be appealed to the Senior Returning Officer.

13. Decisions made by the Senior Returning Officer may be appealed to Governance and Grants Committee.

Re-Open Nominations

14. The option to Re-open Nominations shall be treated as a candidate in all elections.

Referendums

15. Notice of all referendums shall be given using the methods specified in the Standing Orders for cross-campus ballots, in the form of the motion to be voted upon.

16. A referendum shall take the form of an electronic cross-campus ballot.

17. Voting and the counting of votes shall take place in accordance with these Standing Orders and be treated as an election under the Election Regulations, except for the following:

    17.1.   that there shall be no 'Re-Open Nominations' option;

17.2.   voting shall start no sooner than seven and no later than twenty-one clear days after notice is given.

18.   A budget shall be made available to a Member wishing to support one or more options in a referendum for the production of publicity in support of these options.

19.   Such budgets shall be approved by Governance and Grants Committee.

Standing Order D: Assembly

Role and Powers

1. The primary role and powers of Assembly shall be as laid out in the Constitution.

2. Assembly shall have the following additional powers:

   2.1.   To ratify grant allocations to Student Groups on the recommendation of the Governance and Grants Committee;
   2.2.   To oversee the annual action plans of the Sabbatical Trustees;
   2.3.   To identify priorities for and oversee the annual action plans of its sub-committees;

Membership

3. The membership of Assembly shall be constituted as follows:

   3.1.   The Sabbatical Trustees;
   3.2.   The Presidents of the recognised Associations;
   3.3.   The Chair or delegate of each committee of Assembly;
   3.4.   One Academic Representative from each level of study (undergraduate, post graduate taught and postgraduate research) as elected by Academic Affairs Forum;
   3.5.   One person from each College, elected by and from the respective members of those Colleges;
   3.6.   One person elected by Media Forum;
   3.7.   Four open places to be elected by Assembly members, of which one must be a first year undergraduate student.

Quorum

4. The quorum shall be 50% plus one of the membership in post at the time of the meeting.

5. Any voting or decision made at a meeting that does not achieve quorum must be ratified at the next Assembly meeting quorate.

Dates of meetings

6. There shall be a minimum of two meetings of Assembly in each of the Michaelmas and Epiphany terms and a minimum of one meeting in the Easter term.

7. Governance and Grants Committee shall confirm the dates for meetings of Assembly.

8. Additional meetings may be called by Governance and Grants Committee at the request of ten members of Assembly or by the Trustees.

9. Five clear days' notice is required for additional meetings.

10. Governance and Grants Committee shall publish the agenda at least seven clear days in advance of the meeting.

Voting

11. All members of Assembly shall be entitled to vote on all matters of Assembly, except where explicitly excluded in these Standing Orders.

12. All members of Assembly shall hold no more than one vote each.

13. A voting member may send a delegate who may vote in their place to any Assembly meeting upon the consent of the Governance and Grants Committee. Any request to send a delegate

must be sent Governance and Grants Committee no later than four clear days before Assembly.

14. Voting on all matters except elections shall be by show of hands or any other method approved by the Governance and Grants Committee

15. Voting on elections shall be conducted by secret ballot.

16. A vote on a motion which does not reach a simple majority of those members of Assembly present and voting shall be deemed to have been defeated.

17. The Chair shall not have a vote or a casting vote.

Election of Chair and Vice-Chair

18. The election of the Chair and Vice-Chair shall be considered at the first meeting of the Academic Year.

19. Assembly shall elect a Chair from amongst the Members of the Union.

20. Assembly shall elect a Vice-Chair from members of Assembly.

21. The Chair shall be prohibited from holding any other role within the Union Assembly or any of its committees or the Board of Trustees or any of its committees or any Common Room executive committee or equivalent excluding membership of Governance Committee and any role explicitly authorised in the Constitution or these Standing Orders.

22. During the process of electing the Chair, the President shall act as Chair.

23. If the Chair or Vice-Chair is unavailable for a meeting, or part of a meeting, the Assembly shall elect from its membership an acting Chair for the time during which the Chair or Vice-Chair is unavailable.

Proceedings

24. Items for inclusion on the agenda shall be submitted to Governance and Grants Committee at least ten clear days before the meeting at which they are to be discussed.

25. Governance and Grants Committee shall finalise the agenda.

26. The agenda and supporting documentation shall be published at least seven clear days before the meeting.

27. Governance and Grants Committee shall have discretion to include items which could not reasonably have been submitted at least ten clear days before the meeting.

28. Any such item must be of an urgent nature to the Members of the Union and could not reasonably be held over until the next meeting of Assembly.

29. Amendments to any motion must be submitted to Governance and Grants Committee at least four clear days before the meeting.

    29.1. Minor amendments to the text of a motion may be proposed at the meeting and accepted at the discretion of the Chair provided they do not change the overall intent or effect of the motion.

30. The Chair shall be responsible for the orderly conduct of meetings.

31. Debates on motions shall normally follow this order:

31.1. member of Assembly proposing the motion;
31.2. requests for clarification from members of Assembly;
31.3. member of Assembly opposing the motion;
31.4. alternating members of Assembly proposing and opposing the motion;
31.5. members of Assembly with general comments on the motion;
31.6. summation by the opposition;
31.7. summation by the proposer.

32. Amendments shall be debated after the first proposition speech and in the same order outlined in clause 31.

33. The first proposition speech and the first opposition speech shall be of no more than three minutes' duration. Other speeches shall be of no more than two minutes duration.

34. The Chair shall have the right to restrict the number of speeches in favour of or opposed to the motion if no new material is being introduced to the debate.

35. Proceedings shall be recorded by a member of Union staff nominated by the Chief Executive.

Attendance

36. Any member of Assembly who cannot attend a meeting shall submit apologies to Governance and Grants Committee in advance of that meeting.

36.1. Failure to attend two or more successive meetings without good cause may result in censure.

37. Any Member of the Union may attend and speak at meetings of Assembly.

38. All members of Governance and Grants Committee shall attend meetings of Assembly.

39. Any members of Union staff may attend meetings of Assembly and may speak at the discretion of the Chair.

Standing Order E: Committees and Forums

1.   There will be committees and forums as approved by Assembly and described in the appendices to these Standing Orders.

2.   All Members of the Union will be entitled to attend and speak at committee and forum meetings.

3.   Any Committee may, with good reason, pass a motion by simple majority of the voting membership to meet in closed session. Any such motion shall apply only for the specified agenda item and will be reflected in the minutes.

Proceedings

4.   Committees and forums shall publish a calendar of meeting dates as soon as practicable after the start of each Academic Year.

5.   Committees and forums shall publish agendas and minutes for all meetings.

6.   Committees shall present a work plan to Assembly on an annual basis and present an update report to all Assembly meetings.

7.   Committees shall aim to develop policy for its own adoption, for recommendation for Assembly or for submission to a national conference.

8.   If a motion is submitted to Assembly, this can, it may be deferred by Assembly to a relevant subcommittee for scrutiny.

9.   Committees should work with and advise the Student Officers who are members of that committee.

10.   Committee and forum meetings shall seek to reach decisions based on consensus. If decisions cannot be reached by consensus, a simple majority by show of hands shall suffice.

11.   Each committee shall elect a chair from amongst their membership unless otherwise stated within these Standing Orders or Appendices.

12.   The chair shall be responsible for ensuring the orderly conduct of meetings, including the timely dissemination of the agenda and papers

13.   Proceedings of committees shall be recorded.

14.   Committees shall have the power to establish working groups to undertake specific tasks.

Terms of Reference

15.   The Terms of Reference of each committee shall be approved by Assembly and held as Appendices to these Standing Orders.

16.   Committees and forums other than sub-committees of the Board of Trustees, without specific provision in the Constitution or these Standing Orders must have Terms of Reference approved annually by Assembly.

Complaints

17.   Complaints about the conduct of a committee, forum or member in attendance at a committee or forum meeting must be made, in the first instance, to the chair of that Committee or forum or, thereafter, to Governance and Grants Committee.

Standing Order F: Sabbatical Trustees

1. Sabbatical Trustees (hereafter "Student Officers") will hold office from 1st ~~July~~ August in the Year of their election until ~~30th June~~ 31st July of the following Year. The Board will have discretion to vary this to allow students to finish assessment for their programme, so long as the Officer is in post for no more than 12 months.

2. Retiring Student Officers are required to assist in training their successors to facilitate a smooth handover period.

3. Incoming Student Officers will receive a maintenance payment on a pro rata basis for training or events attended during this period.

4. There shall be five Student Officers:

    4.1.   President;
    4.2.   Undergraduate Academic Officer;
    4.3.   Postgraduate Academic Officer;
    4.4.   Welfare and Liberation Officer;
    4.5.   Opportunities Officer.

Duties and Responsibilities

5. The Student Officers shall have the following duties:

    5.1.   act as a Trustee of the Union;
    5.2.   promote and defend the rights of members and act in the best interest of the Union at all times;
    5.3.   actively lead campaigns across all of the Durham University campuses on a range of issues that affect the diverse range of members including development of policy;
    5.4.   implement and uphold Union policy at all times;
    5.5.   work together as the Student Officer Team to deliver the strategic objectives and annual officer action plans;
    5.6.   attend, and report on their work to, Assembly and other committees when required;
    5.7.   attend ceremonial events on behalf of the Union;
    5.8.   attend committees as outlined in the committee membership list;
    5.9.   abide by the Seven Principles of Public Life ('Nolan Principles');
    5.10.   attend staff development and training as required;
    5.11.   collaborate with Union staff, to enhance services for members;
    5.12.   have lead Student Officer responsibility for the development of strategies and plans relating to their portfolios;
    5.13.   working to increase participation and to lower and/or remove barriers to participation in Union activities;
    5.14.   working within the democratic structures to debate and discuss policies and issues and to implement policies; and
    5.15.   fulfil any duties and obligations that arise consequentially upon signing a Sabbatical Trustee contract.

6. individual Student Officers shall also have for the following duties:

President

6.1.   The President shall have lead Student Officer responsibility for:

6.1.1. increasing participation and engagement by members in the activities, democracy and governance of the Union and its subsidiary groups;
6.1.2. effective implementation and administration of the governance and democratic structures of the Union;
6.1.3. communications, including being the chief spokesperson;
6.1.4. liaison between the Union and the University;
6.1.5. liaison between the Union and the Common Rooms;
6.1.6. liaison between the Union and the National Union of Students (NUS);
6.1.7. liaison between the Union and the local community;
6.1.8. liaison between the Officer Team and the Durham SU Chief Executive;
6.1.9. leading the Durham University delegation at NUS National Conference; and
6.1.10. coordinating the Student Officer Team.

Undergraduate Academic Officer

6.2. The Undergraduate Academic Officer shall be studying at an undergraduate level at the time of the election and will have lead Student Officer responsibility for:

6.2.1. leading Durham SU's policy and campaigns on undergraduate academic matters
6.2.2. liaising with departments and faculties to improve undergraduate academic experience
6.2.3. supporting student representatives to effectively improve undergraduate academic experience
6.2.4. undergraduate academic support, learning resources and study facilities
6.2.5. undergraduate academic quality evaluation projects

Postgraduate Academic Officer

6.3. The Postgraduate Academic Officer shall be studying at a postgraduate level at the time of the election and will have lead Student Officer responsibility for:

6.3.1. leading Durham SU's policy and campaigns on postgraduate academic matters
6.3.2. liaising with departments and faculties to improve postgraduate academic experience
6.3.3. supporting student representatives to effectively improve postgraduate academic experience
6.3.4. postgraduate academic support, learning resources and study facilities
6.3.5. postgraduate academic quality evaluation projects

Welfare and Liberation Officer

6.4. The Welfare and Liberation Officer shall have lead Student Officer responsibility for:

6.4.1. leading Durham SU's policy and campaigns on welfare, including health and wellbeing, accommodation and championing equality and diversity
6.4.3. enhancing non-academic facilities within the University;
6.4.4. championing equality and diversity;
6.4.2. supporting and coordinating self-defining students to come together in Durham SU's Liberation associations and liberation and rights campaigns;
6.4.3 supporting student representatives to effectively improve welfare and liberation at Durham University
6.4.4. internal and external community liaison, including statutory bodies;
6.4.7. championing the Union's work in the community, including charity fundraising.

Opportunities Officer

6.5 The Opportunities Officer shall have lead Student Officer responsibility for:

6.5.1. leading Durham SU's policy and campaigns on student opportunities and activities for all Durham students, including but not limited to Student Groups, student media, charity fundraising and volunteering.

6.5.2. lead Durham SU's policy and campaigns to enhance student personal development through supporting students to participate in opportunities that develop them, have fun, and make a difference to the world around them.

6.5.3. liaison with the University on wider student experience and development.

6.5.4. leading Durham SU's engagement with Experience Durham.

Reporting

7. Student Officers are required to present an annual action plan to the first Assembly meeting of the Academic Year.

8. Student Officers shall present an update on the annual action plan to every regular meeting of Assembly.

Standing Order G: Student Groups

1.   Student Groups shall include clubs, societies, associations and DUCK.

Clubs and Societies

2.   Any Club or Society whose aims and objectives do not contravene the Union's policies and procedures may apply to affiliate as a society of the Union.

3.   Only affiliated Societies are permitted to use the name "Durham University" in their title.

4.   Connection with a religious or party political organisation shall not be a bar to affiliation.

5.   Ratification or any changes to any Student Group's constitution must be approved by Assembly after agreement by the membership of the Student Group.

6.   Assembly shall approve regulations setting out conditions for new or continuing affiliation of Student Groups.

  6.1.   Any such regulations are subject to the approval of the Secretary and shall form an Appendix to these Standing Orders.

7.   Assembly may, with good reason, suspend or terminate the affiliation of any Student Group to the Union.

Associations

8.   There shall be Associations which shall be responsible for providing representation and, where appropriate, support and social opportunities and activities, for students identifying with those Associations.

9.   The recognised Associations shall be:

  9.1.   Students with Disabilities Association;
  9.2.   International Students' Association;
  9.3.   Lesbian, Gay, Bisexual and Transgender + Association;
  9.4.   Mature Students' Association;
  9.5   People of Colour.

10.   Each Association shall present to Assembly a constitution for approval which will comply with these Standing Orders and Union policies.

11.   Each Association shall elect a President on an annual basis.

12.   Each Association shall produce and present at the first Assembly meeting of the academic year, an annual work plan detailing how it intends to comply with its representation responsibilities and, if appropriate, its support and social responsibilities.

13.   Each Association shall hold an open meeting once a term for anyone who self-defines as belonging to that Association. These will be chaired by the association President and will discuss issues that are currently affecting the membership.

14.   Associations will not be subject to annual ratification by Assembly but any changes to an Association's constitution must be approved by Assembly.

DUCK

15. As the fundraising arm of the Students' Union, DUCK will be responsible for organising events and activities to raise awareness of or money for chosen charities and support all students fundraising activity at Durham University.

16. For the purpose of elections within DUCK, all full members of the Students' Union are considered members of DUCK.

17. There shall be an election on an annual basis for DUCK committee positions.

18. The membership of the committee shall be defined in the DUCK handbook; any changes to this handbook must be approved by Assembly on an annual basis.

19. DUCK will not be subject to annual ratification by Assembly.

Standing Order H: Academic Representatives

1.   There shall be representatives at Course, School/Department and Faculty level who shall be responsible for representing students' views on academic matters.

2.   All academic representative roles shall be recruited in line with the academic representative recruitment framework.

Course Representatives

3.   Each Course Constituency shall elect a number of Course Representatives.

4.   The number of Course Representatives shall be approved annually by Assembly after consultation with the University.

5.   Course Representatives shall be elected by and from a Course Constituency of which they are a member.

6.   The duties of a Course Representative shall include:

6.1.   Fulfilling such duties as are outlined in the academic representative role descriptions;
6.2.   Actively participating in training events;
6.3.   Proactively communicating with and seeking feedback from peers on their academic experiences and reporting back on decisions or other actions;
6.4.   Representing students' view from their course at meetings;
6.5.   Participating in academic campaigns organised by the Union.

School/Department Representatives

7.   There shall be one School/Department Representative in each school/department.

8.   The School/Department Representatives shall be elected by and from the Course Representatives in each respective school/department.

9.   The duties of a School/Department Representative shall include:

9.1.   Fulfilling their duties as outlined in the academic representative role description;
9.2.   Representing students' views from across the school/department at meetings;
9.3.   Actively participating in training events;
9.4.   Proactively communicating with, seek feedback from and leading Course Representatives from their respective school/department and reporting back on decisions or other actions;
9.5.   Participating in academic campaigns organised by the Union.

Faculty Representatives

10.   There shall be nine Faculty Representatives who shall be appointed by the Union from the following constituencies:

10.1.   Arts and Humanities (undergraduate)
10.2.   Arts and Humanities (postgraduate – taught)
10.3.   Arts and Humanities (postgraduate – research)
10.4.   Science Faculty (undergraduate)
10.5.   Science Faculty (postgraduate – taught)
10.6.   Science Faculty (postgraduate – research)
10.7.   Social Science and Health (undergraduate)
10.8.   Social Science and Health (postgraduate – taught)
10.9.   Social Science and Health (postgraduate – research)

11.   The duties of a Faculty Representative shall include:

    11.1.   Fulfilling those duties outlined in the academic representative role description;
    11.2.   Representing students' views from across the faculty at meetings;
    11.3.   Actively participating in training events;
    11.4.   Attending and representing students' views at Assembly;
    11.5.   Proactively seeking feedback from course and departmental representatives in their respective faculty;
    11.6.   Participating in academic campaigns organised by the Union.

12.   A Faculty Representative may not simultaneously act as a Course or School/Department Representative.

Term of Office

13.   The term of office of all academic representatives shall be one academic year.

14.   Course or School/Department Representatives may be removed from their positions by a majority vote of the members of the constituency from which they were elected.

15.   Faculty Representatives may be removed from their positions by Assembly or by a majority vote of the School/Department Representatives in the respective Faculty.

Standing Order I: Conditions of Office

1.   Any Committee Member may resign their committee membership by writing to Governance and Grants Committee, which will notify Assembly.

2.   Where an Officer or committee member resigns from their position, a by-election must be held to fill the vacant position.

3.   The remuneration of the Sabbatical Trustees shall be considered annually by the Board of Trustees.

Standing Order J: Disciplinary Processes

1.   Assembly may, with good reason, approve by simple majority a motion of censure of any Officer, Assembly, or Committee member elected by the structures of the Union.

2.   Assembly may approve a motion of no confidence in any Officer, Assembly or Committee member elected by itself or any of its sub-committees, to remove that person from office or prevent them taking up office.

    2.1.   Any such motion must pass by a two-thirds majority or, if a motion of censure has previously been passed against that person, by a simple majority.

3.   Disciplinary procedures shall be laid out in the Disciplinary Procedures Policy.

Standing Order K: Sub-committees of the Board of Trustees

The sub-committees of the Board of Trustees shall be constituted as outlined in this Standing Order.

Audit and risk committee

Role and responsibilities

1. The audit and risk committee is a sub-committee of the Board of Trustees and shall report directly to the Board.

2. The committee shall oversee all systems, controls and processes which may affect the Union's ability to meet its objectives.

3. The committee shall be responsible for:
    3.1.   ensuring that satisfactory risk management processes are in place;
    3.2.   ensuring that a satisfactory internal control environment is in place;
    3.3.   considering reports from the external auditors;
    3.4.   considering relevant areas of the annual report;
    3.5.   overseeing compliance with statutory and regulatory requirements;
    3.6.   advising the Board on the appointment and effectiveness of the external auditors.

4. The Board may assign other responsibilities from time-to-time.

5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.

6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7. The membership of the committee shall be appointed annually by the Board.

8. Subject to a majority of the members being Student Members, the membership shall include:

    8.1.   at least one but no more than two Student Officers;
    8.2.   at least one but no more than two Student Trustees;
    8.3.   at least one but no more than two Co-opted Trustees; and
    8.4.   no more than two additional members with relevant experience who shall not be Members or staff of the Union.

9. No member may serve for more than three years.

10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive, the director of operations and the governance support manager shall normally attend meetings.

12. A representative of the external auditor shall be invited to attend meetings.

13. The committee may invite other staff or advisors to attend meetings as required.

14. The University shall nominate a member of University staff to attend meetings.

Proceedings

15. The committee shall meet at least three times per year.

16. The quorum shall be three members.

17. The committee shall report back to the Board in writing after each meeting.

Finance committee

Role and responsibilities

1. The finance committee is a sub-committee of the Board of Trustees and shall report directly to the Board.

2. The committee shall oversee the Union's financial affairs.

3. The committee shall be responsible for:

   3.1. reviewing monthly financial reports including management accounts, cash flow projections,
   balance sheet and capital expenditure;
   3.2. overseeing the annual budgeting process including capital planning;
   3.3. overseeing the production of the annual report;
   3.4. overseeing financial policies including investments and reserves;
   3.5. overseeing internal financial procedures;
   3.6. approving expenditure which is not provided for in the budget subject to any limits applied by the Board from time-to-time;
   3.7. acting on other financial matters;
   3.8. making recommendations to the Board on all of the above.

4. The Board may assign other responsibilities from time-to-time.

5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.

6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7. The membership of the committee shall be appointed annually by the Board.

8. Subject to a majority of the members being Student Members, the membership shall include:

   8.1. the President;
   8.2. at least one but no more than two other Student Officers;
   8.3. at least one but no more than two Student Trustees;
   8.4. at least one but no more than two Co-opted Trustees; and
   8.5. no more than two additional members with relevant experience who shall not be Members or staff of the Union.

9. No member may serve for more than three years.

10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive, the director of operations and the finance manager shall normally attend meetings.

12. The committee may invite other staff or external advisors to attend meetings as required.

13. The University shall nominate a member of University staff who shall normally attend meetings.

Proceedings

14. The committee shall meet at least six times per year.

15. The quorum shall be four members.

16. The committee shall report back to the Board in writing after each meeting.

Human resources and remuneration committee

Role and responsibilities

1. The human resources and remuneration committee is a sub-committee of the Board of Trustees and shall report directly to the Board.

2. The committee shall oversee the human resources affairs of the Union.

3. The committee shall be responsible for:

   3.1. overseeing human resources policies and procedures;
   3.2. overseeing the benefits of employment;
   3.3. approving the recommendations of the chief executive on staff remuneration;
   3.4. approving the chief executive's remuneration;
   3.5. making recommendations to the Board on all of the above.

4. The Board may assign other responsibilities from time-to-time.

5. The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.

6. The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7. The membership of the committee shall be appointed annually by the Board.

8. Subject to a majority of the members being Student Members, the membership shall include:

   8.1. at least two but no more than three Student Officers;
   8.2. at least one but no more than two Student Trustees;
   8.3. at least one but no more than two Co-opted Trustees; and
   8.4. no more than two additional members with relevant experience who shall not be Members or staff of the Union.

9. No member may serve for more than three years.

10. The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11.   The chief executive and the director of learning shall normally attend meetings.

12.   The committee may invite other staff or external advisors to attend meetings as required.

Proceedings

13.   The committee shall meet at least three times per year.

14.   The quorum shall be three members.

15.   The committee shall report back to the Board in writing after each meeting.

Governance and appointments committee

Role and responsibilities

1.   The governance and appointments committee is a sub-committee of the Board of Trustees and shall report directly to the Board.

2.   The committee shall oversee the Board-level governance of the Union.

3.   The committee shall be responsible for:

3.1.   evaluating the effectiveness of the Board-level governance structure, including sub-committees;
3.2.   overseeing compliance with relevant regulatory, legal and code of practice requirements;
3.3.   overseeing the recruitment process for Co-opted Trustees;
3.4.   making recommendations to the Board on all of the above.

4.   The Board may assign other responsibilities from time-to-time.

5.   The committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.

6.   The committee is authorised by the Board to obtain appropriate legal and other professional advice in order to fulfil its responsibilities, but it must not incur direct expenditure without the prior approval of the Board.

Membership

7.   The membership of the committee shall be appointed annually by the Board.

8.   Subject to a majority of the members being Student Members, the membership shall include:

8.1.   the President;
8.2.   at least one but no more than two other Student Officers;
8.3.   the Chair of Assembly;
8.4.   at least one but no more than two Student Trustees;
8.5.   at least one but no more than two Co-opted Trustees; and
8.6.   no more than two additional members with relevant experience who shall not be Members or staff of the Union.

9.   No member may serve for more than three years.

10.   The chair of the committee shall be appointed by the Board from amongst the Co-opted Trustees.

Attendance

11. The chief executive and governance support manager shall normally attend meetings.

12. The committee may invite other staff or external advisors to attend meetings as required.

Proceedings

13. The committee shall meet at least three times per year.

14. The quorum shall be three members.

15. The committee shall report back to the Board in writing after each meeting.

Appendix C1: Cross-campus Election Regulations

Roles & Responsibilities

College Election Co-ordinators

1.   Every Common Room shall appoint a College Elections Co-ordinator (CEC).

2.   College Election Coordinators shall be required to remain neutral for the duration of the elections period.

3.   College Election Coordinators shall be responsible for:

    3.1   the oversight of College voting stations;
    3.2   promotion of the elections in Colleges.

Candidates

4.   Any candidate who is responsible for the administration of elections shall not carry out any such duties for the duration of the election period.

5.   Assembly shall appoint a temporary replacement to cover the candidate's responsibilities, if necessary.

6.   Candidates standing in cross-campus elections must be proposed and seconded by Members of the Union.

7.   Candidates shall be required to comply with all reasonable requirements of the Deputy Returning Officer including but not limited to the following:

    7.1   Submitting all required documentation and materials before the published deadlines;
    7.2   Attending training, briefings, hustings and other events as part of the election process;
    7.3   Complying with all Union and University policies and regulations and the law;
    7.4   Managing the conduct of their campaign teams.

Nominations

8.   The period for receipt of nomination forms for cross-campus elections shall be open for no fewer than seven clear days and more than fourteen clear days.

9.   A nomination for election shall be deemed valid if it complies with the requirements of the nomination form.

Campaigning

10.   Candidates/campaigns shall act in a responsible manner.

11.   Candidates/campaigns shall not canvass in libraries or other places used exclusively for study.

12.   Candidates/campaigns shall not use Union, University or similar resources to which they have access by virtue of an office or position of responsibility unless equal access to such resources is available to all candidates in the election.

13.   Candidates/campaigns shall not accept sponsorship from any third party.

14.   Candidates/campaigns shall not seek endorsement from any person who is involved in the administration of the elections.

15. Candidates/campaigns are permitted to spend a maximum of £60 on their campaign of which the Union will reimburse up to £40 on presentation of the required documentation, including receipts.

16. The Union will publish all manifestos online.

17. Candidates/campaigns must comply with any request from the Senior Returning Officer or Deputy Returning Office to access or view and materials including social media published by any candidate.

Husting Sessions

18. Governance and Grants Committee shall organise candidate husting sessions to be held at appropriate locations across the University for the purposes of Student Officer candidates husting and for Members to ask questions of the candidates.

19. Such sessions shall be of a form and at such times as Governance and Grants Committee decides in order to maximise participation by Members in the election process.

Voting and Counting

20. Voting shall take over four days and shall commence at 08:00 on the first day and cease at 17:00 on the fourth day.

21. The Senior Returning Officer may suspend voting at certain times if necessary to ensure the security and integrity of the ballot.

22. The count will be conducted as soon as practicable after the close of the voting period.

23. The results will be confirmed and published as soon as practicable but only after all complaints relating to the conduct of the election have been resolved.

Complaints

Registering a complaint

24. All complaints regarding the conduct of those involved in any election or the fairness of said election or application of the election regulations or other Union policies or University regulations during any election shall be directed to the Deputy Returning Officer and shall normally be submitted prior to the announcement of the result.

25. Any complaint which at the discretion of the Deputy Returning Officer could not have reasonably been submitted before the announcement of the result may be considered after the result has been announced.

26. All complaints must be submitted in writing to the Deputy Returning Officer.

27. Complaints shall only be accepted from Members.

Investigating a complaint

28. The Deputy Returning Officer will investigate all complaint(s) to determine whether a breach of regulations is likely to have occurred and shall present a report to the Senior Returning Officer.

29. The Senior Returning Officer can take any reasonable actions including but not limited to:

    29.1   the removal of publicity from any area;
    29.2   the alteration of details on any website and/or social network site used as publicity;
    29.3   a deduction in the subsidy the Union pays to the candidate(s);
    29.4   exclusion of a candidate or group of candidates;

29.5   invalidation of the election to the relevant positions; or

29.6   any other lesser sanction that the Senior Returning Officer may deem appropriate to the offence.

30.   Where a complaint has been received in regards to a breach in any University policy or regulation, the complainant will also be directed to the University's complaints procedures.

Appeals

31.   A candidate may appeal to the Governance and Grants Committee any decision made by the Senior Returning Officer.

32.   An appeal must be submitted in writing to the Governance and Grants Committee within one working day of the Senior Retuning Officer's decision being notified to the candidate.

33.   The bases on which Governance and Grants Committee may uphold an appeal are:

33.1   due process has not been followed correctly;

33.2   new evidence has emerged since the original decision which may affect a result or decision;

33.3   no decision has been made within a reasonable time.

34.   A meeting of Governance and Grants Committee shall be convened within 48 hours of receiving a complaint.

35.   Governance and Grants Committee's decisions will be published and communicated to the appellant within two working days.

36.   If the appellant is not satisfied with the outcome of the appeal, he or she can make a complaint under the Union's complaints procedure.

Policy: Cut College Costs

Assembly notes:

1.   Accommodation fees in Durham have steadily risen over the past nine academic years exceeding the Retail Price Index (RPI) by a difference of over 25%.

2.   The University's commitment to increasing accommodation rates by RPI is merely a small increase to an already exaggerated rate.

2.   For 2017-2018, Durham has announced accommodation fees of £6940 for catered, standard accommodation and £5336 for self-catered, ensuite.

3.   Had the University used the reasonable increase of RPI for the past nine academic years, the 2018-2019 fees would be at £5775 for catered, standard accommodation and £5139 for self-catered, ensuite.

4.   A review of 12 peer institutions' accommodation rates reveals that while Durham's upper fees for both catered and self-catered accommodation were by no means the highest, their lower fees were the highest for both catered and self-catered and by a significant margin. Durham's lowest catered fee is over £1000.00 per year more expensive than the next highest equivalent.

5.   The variation in accommodation fees offered by peer institutions is significantly greater than what is offered at Durham. Bar one University reviewed (which only had one catered college and therefore no differentiation in price) the average % difference for catered accommodation is 31.6%. For self-catered accommodation, the average % difference was larger at 48.5%.

6.   At Durham, there is a 7.1% difference in price from the lowest to the highest fee option if you want catered accommodation. For self-catered accommodation, there is a difference of 11.9%. For 2016-2017 Durham's accommodation rates for 2016-2017 include a shared room discount of just £225.

Assembly believes:

1.   Clear evidence exists showing that there have been exaggerated increases in accommodation fees resulting in Durham being an outlier amongst peer institutions.

2.   Exploring and setting differential prices on already inflated rates will not fix the problem of too high accommodation fees.

3.   A lowering of the base rate of accommodation fees is necessary before any differentiation occurs.

4.   High accommodation rates make living in college too high for returning students resulting in a loss of students returning to live in college and a loss of the college as a true student community.

5.   The University has been unable to identify why accommodation rates are set so high or where the money from accommodations fees is specifically distributed within the University budget.

Assembly resolves:

1.   To mandate the President to create and put on a campaign with the purpose of lobbying the University to:

- lower 2018-2019 accommodation fees to what they would have been had the University been using RPI for the last nine academic years;
- commit to an extensive review of accommodation fees that includes student consultation with a focus on:
    - Where the funds paid for accommodation fees are actually spent;
    - Pricing options including differential pricing;
    - Options to increase the number of returners; and
- freeze accommodation fees until the conclusion of the review.

Assembly Engagement and Accessibility Policy

Context: Assembly is a group of students which decides policy, holds the officers to account and ensures that all students are represented. This is a key function of the Union, and in order for Assembly to function properly, it must be well attended and its members must be engaged in the decision making process. This policy outlines how Assembly will ensure that its members are able to engage fully with Assembly, and that Assembly is accessible to all students.

Review: Governance and Grants Committee will review this policy every two years and make recommendations to Assembly.

Accountability. Assembly members are accountable to the students who elected them and to Assembly as a whole for their engagement with Assembly. Most groups represented on Assembly (colleges, associations, committees) have only one representative, and if that representative does not engage with Assembly, then that group is not effectively represented. As such, these groups retain the right to hold their own representatives accountable according to their own constitutions and standing orders.

Enabling engagement with Assembly. In order to ensure that Assembly functions effectively, Assembly takes responsibility for ensuring that its members are appropriately trained, that participation in Assembly is accessible to all students, and that reasonable adjustment needs are met, so that members are engaged with Assembly and students are well represented.

Assembly instructs Governance and Grants committee to work with Union staff in order to develop and implement training for Assembly members in the areas of:
1. the purpose and structure of Assembly and its committees,
2. the nature of Assembly papers and how to review them,
3. how to utilise the Union resources effectively,
4. what makes a well-written policy, and how to develop policy for the consideration of Assembly, and
5. how to participate and vote in Assembly meetings effectively.

This training may be tailored to the specific roles of Assembly members, or be coordinated with other training that Assembly members receive as part of their specific roles.

These training sessions will also provide an opportunity to inform members about opportunities to indicate that they have reasonable adjustment needs, to speak with officers or staff about Assembly papers and how to develop policy e.g. in union forums.

Accessibility. Assembly will be held in a wheelchair-accessible room. A room with a hearing loop will be used where possible. The Chair of Assembly may direct speakers to use a microphone if they are not satisfied that everyone present will be able to hear. For the benefit of those not able to attend, the officer updates will be livestreamed whenever this is feasible.

Monitoring of engagement with Assembly. The Chair of Assembly will monitor overall attendance at and engagement with Assembly and report their findings to Governance and Grants Committee regularly. Relevant indicators will include % attendance, useful and well-informed contributions from members, constructive debates, and proposals of well-written, student-developed policies.

Procedure for dealing with specific lack of engagement with Assembly. The Chair of Assembly will determine that a member of Assembly has failed to engage with Assembly if that member

1. does not attend a meeting of Assembly without sending a reasonable apology ahead of time,
2. does not attend three meetings of Assembly in a given year, regardless of apologies,
3. fails to appoint an appropriate proxy voter in their absence when they had reasonable time to do so in accordance with the standing orders,
4. consistently fails to vote or register their abstention during a meeting of Assembly, or
5. displays a lack of familiarity with Assembly papers sent in advance of a meeting.

Assembly understands that the failure of a member to engage with Assembly is **not necessarily an indication that the member is to blame**. As stated above, Assembly takes responsibility for ensuring that members are sufficiently supported with and trained for their responsibilities and that any reasonable adjustment needs are met. As such, in the first instance of an Assembly member failing to engage with Assembly, the Chair of Assembly, an Officer, or a Union staff member, as appropriate, will communicate privately with that Assembly member in order to

1. ensure that any reasonable adjustment needs they have are being met,
2. determine if there are any other issues which are preventing them from engaging with Assembly, and make appropriate recommendations, and
3. if necessary, remind them of their responsibilities to Assembly and the students who elected them.

Subsequent to this meeting, the Chair of Assembly will monitor the situation, and may refer the matter to Governance and Grants Committee if it is not resolved. After further instances in a given year of a failure to engage with Assembly, the Chair of Assembly shall refer the matter to Governance and Grants Committee for consideration of appropriate measures. Governance and Grants Committee may:

1. initiate further dialogue with the member to ensure that their needs are being met, and to determine if there are still issues to be resolved,
2. propose appropriate training or 1-1 support meetings with Union staff, with the member's consent,
3. where relevant, contact the leaders or membership of the student group which the member was elected to represent, and inform them of the issue, to ensure that they can hold their representative to account,
4. where the committee determines that the member has failed without reasonable excuse to fulfil their responsibilities as an elected representative, propose a motion of censure to Assembly,
5. where the committee determines that the member has repeatedly or severely failed to fulfil their responsibilities as a representative, propose a motion of no confidence to Assembly, or
6. any combination of the above as deemed appropriate.

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