

# Student Council

27 October 2020 6.00pm

## Agenda

### 1. Welcome and Apologies

### 2. Chair's Introduction

### 3. Election of Deputy Chair

Council needs to elect a Deputy Chair from its membership for this academic year.

*The Student Council Deputy Chair shall undertake the duties and responsibilities assigned to the Student Council Chair in the Bye Laws in the absence of the Student Council Chair.*

### 4. Approval of the Student Council's Terms of Reference

Council needs to consider and approve its Terms of Reference for the current academic year - these have been drafted to ease the transition to working under its new byelaw and the Covid situation. These Terms of Reference can be amended by Council during the year as required.

### 5. Nomination of members of Student Council to the Appointments Committee for the recruitment of additional External Trustees

Council needs to appoint two members to the Appointments Committee that will be responsible for the recruitment of new External Trustees to the Students' Union's Board of Trustees. One member was appointed last year and wishes to continue to serve and so Council now needs to elect an additional member.

### 6. Minutes of Previous Meeting

#### 1. Minutes of the Emergency Meeting of Student Council – 28 May 2020

### 7. Minutes from Sub-Committees

Council are asked to note the minutes of the following Sub-committees

1. Societies Board Round 1 - 8 September 2020
2. Volunteering Board - 8 September 2020
3. Student Media, Finance and Affiliations Panel - 11 September 2020

## **8. Report from the Scrutiny Panel and Executive Officer Updates**

Council will receive a report from the meeting of the Student Union's Scrutiny Panel that took place on **20 October 2020** together with brief updates from the Executive Officers.

## **9. Presentation and Break-out Groups**

The SU President will give a presentation on The University's Response to Covid and Related Matters. This will be followed by break-out groups to consider some key points and report back to the meeting. *(The live-stream will be paused for this item)*

## **10. Approval of Terms of Reference for Sub-committees of Student Council**

Council needs to consider and approve the Terms of Reference for its Sub-committees which were drafted by last year's Executive Team:

1. **Communities Board**
2. **Club Sport Board**
3. **Education Board**
4. **HSS Board**
5. **International Board**
6. **Postgraduate Board**
7. **Science and Engineering Board**
8. **Scrutiny Panel**
9. **Societies Board**
10. **Student Media Board**
11. **Student Media Finance and Affiliation Panel**
12. **Sustainability Board**
13. **Union Development Board**
14. **Volunteering Board**
15. **Welfare Board**

## **11. Byelaw Changes**

1. **Byelaw 9: Scrutiny Panel - drafting error corrections**
2. **Should the Union Amend Byelaw 11: Student Groups?**

## **12. Motions**

1. **Should the Union adopt the International Holocaust Remembrance Alliance's definition of Antisemitism?**

## **13. Policy Lapse**

**16 October 2018**

The following policies were passed by Student Council on 16 October 2018 and are now due for review. The Executive Officers will give their recommendations as to whether they should be lapsed, renewed or embedded.

1. **QMSU Should Lobby the University to Ensure Wednesday Afternoons are kept free for Postgraduate Students**
2. **QMSU should lobby and work with the University and local authorities to improve lighting around the Whitechapel Campus**
3. **Should the Union Amend Bye-Law 20: Staff Student Protocol?**

#### **14. AOB**

#### **Dates of Future Meetings:**

<b>Scrutiny Panel</b>	<b>Student Council</b>
Monday 23 November 2020	Tuesday 1 December
Monday 25 January 2021	Tuesday 2 February 2021
Monday 8 March 2021	Tuesday 16 March 2021

# Terms of Reference for Student Council

Last updated and approved [insert date]

## Student Council Terms of Reference 2020-21

### Introduction

As 2020-21 is the first year in which the Student Council will be operating under its new Byelaw, and given that it is likely the constraints imposed by Coronavirus will restrict its operation to on-line, it is felt that it would be useful to agree some Terms of Reference to aid its smooth operation.

Additionally, the Union has passed policy that meetings of the Student Council should be live streamed. This lends itself well to holding it on-line, but it would be helpful to set out how Union Members will be able to participate in proceedings. Many of the provisions of the Byelaw include 'discretion of the Chair' and so these Terms of Reference also set out some broad principals as to how the Chair generally intends to use that discretion.

There are also a couple of minor amendments required to the Byelaw due either to drafting errors or an incompatibility with the Union's Articles of Association. These are highlighted within these Terms of Reference and will be brought to Student Council for approval.

### Terms of Reference

#### A. Minutes from Subcommittees

1. For minutes from the Board of Trustees or Student Council Subcommittees to be included on the Student Council agenda, the Subcommittee must have met more than 10 days before the relevant Student Council meeting and the minutes must be submitted by the deadline for Council papers (which must be published 9 working days before the meeting).
2. For the sake of brevity, all minutes will be taken as read; Members are free to ask questions on points of interest.
3. Any policies passed by Subcommittees will be listed separately for information, and will be shown under motions to be debated by Student Council if they fall outside of the remit of the Subcommittee concerned.
4. Policies passed by Subcommittees which meet after the 10-day deadline must be submitted separately to the Clerk of Student Council so that they can be noted, and considered by Student Council if necessary.

## B. Student Council Papers

1. **Paragraph 6.2** of the Student Council Byelaw requires that 'the Papers for Student Council shall be emailed to all Union Members at a minimum of 9 working days before Student Council meets.' This will be done either by an all-student email containing a link to the papers on the Union's website, or by a link in the 'Your Union' student email.
2. **Paragraph 6.3** of the Student Council Byelaw requires that: '*Minutes of Student Council Meetings and its sub-committees will be published to all members.*' This will be done by publishing them on the Union's website.
3. **Paragraph 6.4** of the Student Council Byelaw requires that: '*Policies and Actions passed in Student Council Meetings and its sub-committees will be published to all members.*' This will be done by publishing them on the Union's website.

## C. The Discretion of the Chair

1. All references to 'the discretion of the Chair' are qualified by the right to challenge the Chair's ruling as set out in **paragraphs 4.4 and 4.4.1** of the Student Council Byelaw: **4.4** *The Chair shall be impartial and, subject only to a challenge, the Chair's ruling shall be final.* **4.4.1** *A challenge to the Chair shall be heard immediately and include a debate chaired by the Deputy Chair that will last for no more than 5 minutes. A decision will be made by a vote cast by all present Student Councillors.*

## D. Votes of Commendation, Censure & No Confidence

1. In the following section, the terms 'Sabbatical Officer' 'Sabbatical Trustee' and 'Executive Officer' all refer to the Union's 'major office holders' which are the President and the five Vice Presidents. The terms reflect their differing roles as Elected Student Representatives, Trustees and members of the Union's Executive Committee (which is a Subcommittee of the Board of Trustees). For reference, Executive Officers are not Members of Student Council and do not have voting rights.
2. **Paragraph 8.5** of the Student Council Byelaw states: '*Any Member of the Union or Trustee can submit a recommendation of Commendation, Censure or No Confidence outside of the Scrutiny Panel recommendations and these should be submitted to the Chair as an agenda item, see Section 7 of this Bye-Law.*' The reference to 'Any Trustee' is in contradiction to the Union's articles of Association, as this would allow any Member of the Board of Trustees to propose a motion of 'no confidence' in an Elected Student Representative, or a Sabbatical Officer. Student Council are responsible for the approval of the appointment of Lay Trustees and can remove them through a vote of 'no confidence' passed by a two-thirds majority, triggered by a secure petition triggered by at least four members. Union Members elect Student Representatives and Sabbatical Officers and only they can vote for their removal.
3. To allow a Lay Trustee to propose a vote of 'no confidence' at Student Council would effectively reverse the intended power structure, or create a circular one. Therefore, this reference is invalidated as it is inconsistent with the Unions Articles of Association (**Article 58.1**). The exceptions to this would be if a Student Trustee, in their capacity as a Member of the Union, or

a Sabbatical Trustee, in their capacity as a Member of the Union, wished to propose a vote of 'no confidence'.

4. An amendment to the Student Council Byelaw will be submitted to change the wording of **Paragraph 8.5** to read: *'Any Member of the Union including Student and Sabbatical Trustees can submit a recommendation of Commendation, Censure or No Confidence outside of the Scrutiny Panel recommendations and these should be submitted to the Chair as an agenda item, see Section 7 of this Bye-Law.'*

## **E. Counting of Votes**

1. **Paragraph 13.6** of the Student Council Byelaw states: *'The Chair shall determine whether a clear simple majority or two-thirds majority has been achieved on sight.'* This does not make any provision for either the Chair themselves, or for Members, to call a count when the result is unclear. This appears to be an omission from the previous version of the Byelaw. In the short-term the Chair intends to reserve the right to call for a count and to allow Members to call for a count, if felt reasonable to do so (i.e. not as a time-waster when the result is clear for all to see).
2. An amendment to the Student Council Byelaw will be submitted to formalise the above.

## **F. Subcommittees of Student Council**

1. **Paragraph 14.4** of the Student Council Byelaw states: *'Sub-Committees have the power to pass policy that covers the area of work that they do. If policy is brought forward at a sub-committee meeting that affects more than one sub-committee it shall be brought to Student Council instead. The responsibility for ensuring this happens is on the Executive Officer in attendance.'*
2. In circumstances where there is no Executive Officer present, there is no provision as to how Student Council will become aware of such policies. Therefore, attention is also drawn to **paragraph 14.6** which states: *'Student Council has the power to overturn policy from sub-committees by bringing policy from sub-committees forward to Student Council for debate and to vote on.'*
3. The Chair of Student Council, together with the Clerk to Student Council, will review the minutes of Subcommittees and any separate notifications of policies passed, and will include any policies which appear to fall under the provision of **paragraph 14.4** on the next Student Council agenda as may be required.

## **G. Conduct of on-line Student Council Meetings**

1. Meetings will be held via Zoom, whilst being live-streamed to a wider audience.
2. Meetings will be recorded for the purpose of minute taking and will also be available to view online after the meeting.
3. A link to the meeting will be sent to all Members in advance of the meeting, together with the meeting password that will need to be entered when logging in.
4. Members will be directed to the 'waiting room' when joining the meeting and will be admitted by the Chair or Secretary.

5. Members can attract the attention of the Chair by using the 'raise hand feature' when they wish to speak.
6. The 'chat' feature will be disabled to avoid the distraction of conversations outside of the mainstream of debate.
7. Voting will be conducted through the inbuilt polling system that will be set to record votes – this means that the requirement for Members to complete an individual voting record (as set out in the Student Council Byelaw) will be suspended, as the record will be generated automatically.

## **H. Streaming of Student Council Meetings**

1. Meetings will be held via Zoom and will be live-streamed.
2. All Members of the Students' Union will be provided with instructions on how to access the meeting.
3. The Union will explore how best to enable Members to take part in debate during the meeting and will communicate this to Members in advance of the meeting.
4. Members of the Union who are proposers of a specific motion will be given separate instructions as to how this will be facilitated.

# Student Council

## Minutes

**Emergency Meeting Thursday 28 May 2020, 6.00 pm - Held via Zoom and livestreamed on Facebook**

### Present

Joe Vinson, Deputy Chair of Student Council

### Executive Committee:

Megan Annetts  
Shamima Akter  
Annika Ramos

Vice President Barts and The London and Acting President of QMSU  
Vice President Welfare and QMSU President (Elect)  
Vice President Education

### Student Representatives and Part-time Officers

Ariana	Cervantes	Allied Courses Representative
Maria	Malik	
Sid	Singh	Barts and The London Faculty Representative (Pre-Clinical)
Thaarabi	Tharmapathy	BME Representative (Barts and The London)
Sami	Rasooli	BME Representative (Mile End)
Jack	Juckes	Disabled & SLD Students Representative (BL)
Lauren	Day	Disabled & SLD Students Representative (Mile End)
Krista	Tingbrand	HSS Faculty Representative
Varvara	Evgeniou	International Representative (Barts and The London)
Zoe	Binse	LGBT+ Representative (Barts and The London)
Jedd	Higgins	LGBT+ Representative (Mile End)
Sami	Rasooli	Postgraduate Research Representative (Mile End)
Kaifeng (Kai)	Liang	Postgraduate Taught Representative (Barts and The London)
Jia Li (Carrie)	Luo	Postgraduate Taught Representative (Mile End)
Mat	Robathan	Rag Officer (Barts and The London)
Caitlin	Gordon	Societies Officer (BL)
Bilal	Khan	Societies Officer (Mile End)
Alice	Jones	Sports Officer (Barts and The London)
Maddy	Stichbury	Sports Officer (Mile End)
Charlotte	Moore	VP London
Lizzie	Hunter	Sustainability Officer
Courtney	Mann	Trans Representative
Grace	Catchpole	Vice President Barts
Giulia	Olayemi	VP London
Ashraya	Harish	Volunteering Officer (Barts and The London)
Alice	Scholfield	Welfare Representative (Barts and The London)
Ashra	Shrestha	Welfare Representative (Mile End)
Ellora	Kamineni	Womens Representative (Barts and The London)



Mariam	Raashid	Womens Representative (Mile End)
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#### **In attendance:**

Brad Coales	Secretary and Governance Adviser
Tiana Dinard-Samuel	VP Communities (Elect)
Avin Houro	QMSU Student Media (The Print)
Tom Longbottom	Student Trustee
Marianne Melsen	Representation and Democracy Manager
Chris Mitchell	External Trustee
Alvin Ramsamy	Deputy CEO

### **1.0 Apologies**

Apologies were received from the following members:

Mohammed Moin	Barts and The London Faculty Representative (Dental)
Asad Ali	Dental Society President
Eshan Gaugher	Gozo Society President (Barts and The London)
Salman Desai	Humanities and Social Sciences Faculty Representative
Carrie Luo	Postgraduate Taught Representative (Mile End)
Nazia Uddin	Postgraduate Research Representative (Barts and The London)
Muhammad Siddiqui	Postgraduate Research Representative (Mile End)
Zaman Raja	Science and Engineering Faculty Representative
Khizar Azam	Student Council Chair
Stephanie Tang	Volunteering Officer (Mile End)

### **2.0 Chairs Welcome and Announcements**

As the Student Council Chair was unavailable, the Deputy Chair, Joe Vinson, took the Chair and welcomed everyone to the meeting.

The Chair explained that the meeting had been called in response to a letter signed by over 50 percent of Council members.

As this was an emergency meeting the normal agenda was suspended and the meeting would be confined to the discussion of the two motions which had been submitted and published on the Union's website. No amendments had been submitted in advance and it was not intended to take amendments during the meeting (unless for points of accuracy).

The meeting would be live-streamed on the Union's Facebook page, in accordance with policy passed at the last meeting of Student Council.

The Chair reminded Members that the Student Staff Protocol applied, and that Members should conduct themselves in a respectful manner during the meeting.

### **3.0 Motions and Amendments**

## **Motions and Amendments**

#### **3.1 Supporting QMSU's Student Staff - #QMFurloughNow**

**Proposed by:** Megan Annetts (Acting QMSU President)

**Seconded by:** Joe Vinson (Commercial Services Officer)

Megan Annetts spoke in favour of the motion, asking Members to ratify their support for the campaign to furlough student staff, and to mandate the Union to support it.

The Union had been lobbying the University for the past two months to furlough student staff under the Coronavirus Jobs Retention Scheme (CJRS) since the closure of the Union's commercial outlets. Student staff were paid from the commercial income, but the University ran the Union's payroll and so their assistance was required to access the scheme. To date the Principal had opposed this, even though the Union believed it met the criteria and other Unions such as LSE, Kings, Greenwich and Manchester had accessed the scheme.

The guidance for the scheme set out that furloughed staff (on casual contracts) should have their pay calculated as an average of their earnings over the previous tax year, or since their start date. There was no requirement to calculate shifts which might have been worked, and as the Union did not have a crystal ball, such a method had no accuracy or equity as to who should get what, but the Union were being asked to guess who might have worked and when. The gap between what student staff might have received under the CJRS and what they would receive would get larger over time.

Student staff were facing financial difficulties; it was they who were the face of the Union running the gym, cafes and bars and she would like to thank them for their commitment.

Megan asked Members to vote for the motion to support QMSU being able to access the CJRS, and also to ask that the Principal attend a Q and A session with student staff to address their concerns.

The Chair asked for other contributions, either for or against.

Jack Juckes also spoke in favour of the motion, declaring that he was a member of student staff and also the Union's Vice President Welfare (Elect).

The University had suggested student staff apply to their student hardship fund, but this was not appropriate. There was no evidence of how much support might be available, it took a minimum of four weeks to apply and there was no guarantee of the outcome. He also noted that the link to the application form was not currently working.

The eligibility criteria were steep and as there was only a finite amount available, applications from student staff would only decrease the amount available to other students. It seemed nonsensical to direct student staff to the hardship fund when the CJRS was available.

Alice Schofield spoke in favour of the motion. She was also a member of student staff and was not working due to the closure of reception points. As the Union had made a blanket payment to student staff for April, everyone had only received circa £20.

As there were no further contributions, either for or against, the motion was put to a vote.

Votes were cast through an on-line poll and 27 Members voted in favour, with none against and no abstentions. One member, Courtney Mann was unable to access the online system and their vote in favour was recorded in the minutes.

**The motion was therefore passed unanimously by 28 votes in favour, with none against and no abstentions.**

### **3.2 Should QMSU express no-confidence in QMUL's Principal and President, Professor Colin Bailey?**

**Proposed by:** Jedd Higgins (ME LGBT+ Rep)

**Seconded by:** Joe Vinson (Commercial Services Officer), Lizzie Hunter (Sustainability Officer), Ashra Shrestha (ME Welfare Rep), Alice Schofield (BL Welfare Rep), Jack Juckes (BL Disabled and SLD Rep), Caitlin Gordon (BL Societies Officer)

Jedd Higgins spoke in favour of the motion. In her second year the University had cut bursaries that enabled her to study at QMUL with minimal student consultation. Students then had to stage an occupation to make their voices heard in a bid to keep QM accessible. Since then, the Senior Executive Team had continued to ignore student voices, on furlough and other issues.

The Principal had used all-student emails to try to undermine support for lecturers taking industrial action, who had seen the Principal's income rise whilst theirs fell in real terms. Recent graffiti on campus referencing 'colonialism' and 'white supremacy' had initially been attributed to someone from off campus, rather than investigating to see whether it represented the feelings of the BAME students who make up 69% of our student population. QM uses figures like this to its advantage, whilst students and the Students' Union is ignored on the issue of institutional racism.

She was one of the student staff who had been campaigning to be furloughed. Coming from a northern working-class family, the idea that parents could support their own homes and those of their student children was preposterous and showed a complete lack of understanding about how working-class people live. QM boasts that 57% of its students are the first in their family to attend university, she was the first in hers. The institution presented itself as the Russell Group university that welcomed and supported working-class students, particularly those from the local community, but the Principal was decimating that image. As a once proud student of QM she was tired of the fight to keep university affordable and accessible, tired of seeing her lecturers undermined, and tired of institutional racism being pushed under the rug. She asked Members to express that they had no confidence in the Principal's leadership of QM by voting for the motion. The student experience was being negatively impacted in several different ways, and the common denominator was the Principal's decision making and the consistent lack of student consultation.

The Chair asked for other contributions, either for or against.

Maddie Stichbury spoke in favour of the motion. The annual Merger Cup was similar to many varsity events held across the country, but QM's was special because of its campaigning and fund-raising aspects. Each year, a different charity and campaign was chosen. It was one of the best engaged student campaigns with, on average, over 600 students attending and over £650 being raised for charity. The Merger Cup relied on funding from the University and a decision had been made by the Principal to stop funding this event. The decision was taken without any student consultation and the decision seemed uninformed. Following a meeting where over 20 student testimonials were presented, the Principal had declined to comment. The Principal was not listening to the experiences and opinions of his students, even when they were directly linked to student satisfaction. Decisions were made without any regard for what students actually wanted.

Caitlin Gordon spoke in favour of the motion. Security on campus had been an issue for years and had been campaigned on by multiple Union Executive Officers and nothing had been done about it. As someone from the Whitechapel campus, it felt extremely exposed. Most medical students felt unsafe, bike thefts were rampant, laptop thefts were rampant from all of the major study spaces, including Mile End.

There were multiple spots on the Whitechapel campus that were sites of drug dealing and illegal activity and the visibility of security was almost zero in some places. There had been an ongoing campaign to repair a door in Whitechapel Library since last August, which had still not been resolved, and the courtyard outside was regularly used by people buying, selling and using drugs who often entered the Library which made students feel unsafe and had a negative impact on open days.

Laird Hall and Floyer House had regular intrusions by members of the public and people had entered students' kitchens and rooms in Floyer House. People selling drugs had to be regularly asked to move on from outside of events being held in Laird Hall. At Mile End, bike thefts were rampant, there was little CCTV coverage and there had been muggings, thefts and acts of physical violence which left students feeling unsafe and unwelcome in their own communities. The response from the Senior Executive Team had been below expectations. Bi-monthly crime reduction meetings had not taken place since December.

Lizzie Hunter spoke in favour of the motion. She seconded the motion because they had spent the last year trying to get the University to declare a climate emergency, as many universities around the country had already done. When the Principal was asked at Student Question Time in January why they had not done this, he said although universities were key to tackling climate change through research and innovation, we shouldn't be making promises which we couldn't keep - for example becoming carbon neutral by 2025, saying that we needed sensible targets. He also said that debate was needed to agree on these targets, but there had been no opportunity to actually have this debate despite reaching out to him.

QM recently created the first draft of their Sustainability Strategy which acknowledged the climate emergency, but without publicly declaring it, making it essentially meaningless. The Strategy needed a lot more student staff consultation. Despite QMSU having declared a climate emergency, involving lobbying the University, the Principal had refused to listen. The Executive lead on sustainability had been really responsive, however they faced challenges in getting the Principal to understand students' point of view. Declaring a climate emergency would create accountability for QM's actions to tackle climate change. It was for this reason that she supported a vote of no confidence, and she agreed with all the other points made and wanted to support all students who had suffered because of inactivity on furloughing.

Tom Longbottom spoke, declaring that he was a Student Trustee, speaking in favour of the motion from the perspective of a student. He also wanted to offer some insight; as the previous Vice President Barts and The London when he led a campaign called 'Save Our BL' in response to the re-branding of the Barts and The London School of Medicine and Dentistry logo. This resulted in a petition which received over 1,600 signatures from students and over 3,000 in total from students, staff and alumni. When the petition reached QM Council, the Principal stated that this number of students only represented a small percentage of the student population and so no further action was required. The NSS satisfaction figures for the medical school dropped directly linked directly to this issue. As far as they were aware, nothing had happened as a result. Two examples of students clearly saying one thing and not being listened to.

Thaarabi Tharmapathy spoke in favour of the motion. She wanted to highlight things the University had been perpetuating around institutional racism. Part of the reason for the UCU strikes was the disparity in pay between BAME staff and non-BAME staff. This was justified by the University as being because there were few BAME staff in senior positions, which was in itself an issue and reflected the lack of diversity amongst the staff which did not reflect the student body.

In October, the University ran multiple events on slavery for Black History Month, without consultation, and without listening to complaints from students the previous year that the events were predominantly run by white speakers. Although the Principal was not directly involved in organising these events, he was responsible for not hiring a diverse cohort of staff and for not ensuring that time and attention was given to such important topics. It shows that the University was complicit in institutional racism.

Ashra Shrestha spoke in favour of the motion. She had decided to second the motion because one of the things that had most affected students' welfare and the quality of their education over the past few years was strikes. Staff had not wanted to strike, but had done so because they felt they had no other option and that they were not being listened to. Under the Principal's leadership, staff were still unhappy and this had negatively affected their mental health and consequently the quality of the education that students received, and also students' mental health. The Principal had denied the use of casual contracts and described the pension scheme as unaffordable and very generous.

She felt the Principal had underlined democracy in many ways, including in emails he had sent re. furloughing where he said staff had been paid for March and April, but failed to acknowledge that it was not close to 80% of what student staff would normally earn.

Jack Juckes spoke in favour of the motion. He wholeheartedly agreed with everything that had already been said. The Principal talked about co-creation and the importance of student voice. Although co-creation had been around for a while, the senior leadership team had started talking about it in connection with the 'Going for Gold' initiative to try to increase the TEF ranking. However, it was clear now that this was a tokenistic tick-box to try and get the ranking to gold. The Principal often asked students to contact him with any concerns they might have and when they did so, he copy-and-pasted a template reply to them. When he had personally contacted the Principal on an issue, he received the same reply as everyone else had received.

The Principal also used all-student emails to discredit campaigns the Union had run and he also did the same during the UCU strikes.

Mat Robathan spoke in favour of the motion. People needed to be aware that the Principal did not seem to be aware of what mattered to students and did not want to listen. At a face-to-face meeting with Student Council some issues were raised that concerned students at BL, including the demolition of one of their student halls and a performance space, Laird Hall. Also, that placements were being over-filled and student were having trouble being put on placement within hospitals which was an important part of their education. The Principal did not know what Laird Hall was, he did not know about half of these issues and he asked what they were talking about, he doesn't listen and the University doesn't listen, which is a really worrying pattern. Decisions are often made without consulting students, especially during the Covid pandemic where a lot of important decisions have been made without student input, and when input is taken they have already made the decision - they say 'this is what we are doing' and there is no opportunity to adjust that, or make it work for students.

Ashra Shrestha spoke again in favour of the motion. She wanted to agree with the earlier point made by Jack and add to it. The Principal's contact with students had been very limited until this year, probably then only because the Students' Union President invited him for question and answer sessions. When he has communicated with students it had been very misleading. In the last question and answer session, when asked questions about the UCU strikes, facilities and the Merger Cup, he always managed to dodge the questions and draw attention to other initiatives that were irrelevant. A lot of Students' Union campaigns had not been successful because of the lack of co-creation by the University under the Principal's leadership.

As there were no further contributions, either for or against, the motion was put to a vote.

Votes were cast through an on-line poll and 26 Members voted in favour, with none against and no abstentions. One member, Courtney Mann was unable to access the online system and their vote in favour was recorded in the minutes.

**The motion was therefore passed unanimously by 27 votes in favour, with none against and no abstentions.**

#### **4.0 AOB**

There was no other business.

DRAFT

# Societies Board Meeting

**Tuesday 8<sup>th</sup> September 2020, Microsoft Teams, 12:30 – 16:30**

## **Agenda**

- Welcome and Apologies
- Welcome Fair
- Student Group Byelaws
- New Society Applications
- Societies Development Fund Applications
- Any Other Business

## **Minutes**

### **1. Welcome and Apologies**

**Present:**

**Apologies:** Stella (BL)

### **2. Welcome Fair**

CL discussed how Welcome Fair has been postponed due to limited funding, and more time being needed to plan and coordinate.

Members questioned how societies can promote themselves in other ways at the beginning of the year. Staff will update, once we know more.

### **3. Student Group Byelaws**

CL discussed the difference between principal officers and extended committee, including the governance rules related to this. CL clarified how groups have added principal officers to bypass the byelaw to book rooms, and this has meant they also need to be elected.

CL would like to update the byelaws so that President, Treasurer and Welfare Representative are the only principal officer roles and are the core roles required for a society. This would be a change in definition.

VE questioned whether the byelaw related to room bookings could be changed. CL and JH explained the new policy that has been introduced this year, as well as gave context to the potential reasoning why this was byelaw was initially introduced (fair usage).

Board agreed to this change.

### **4. New Society Applications**

Please see separate document for grant funding applications.

### **5. Societies Development Fund Applications**

Please see separate document for grant funding applications.

## **6. Any Other Business**

CL reminded members to attend the lunch time coffee shop during student group training tomorrow.

In this Board meeting,

- 19 new society applications (12 ME and 7 BL) were approved.
- A total of £4,763.44 was allocated through the societies development fund, with £3,736.56 being rolled over to the next Board meeting.

Round two opens Monday 28<sup>th</sup> September, and closes 9am, Wednesday 28<sup>th</sup> October. The next Society Board meeting is yet to be set but will take place the week commencing Monday 2<sup>nd</sup> November.



# Volunteering Board Meeting

5pm-6pm 8/9/20

## In attendance

Aleksandra Olszewska (AO)

Bronwen Eastaugh (BE)

Cameron Storey (CS)

Charlotte Edwards (CE)

Annie Wright (AW)

Stella Chatzleftheriou (SC)

Isha Negi (IN)

Tasmiah Ferdous (TF)

## Apologies

Samantha Howard (SH)

## Agenda

- Volunteer management training session postponed until SH is back to deliver.
- Changes to the volunteering service
  - Uncertainty around block grant QMSU will be receiving from QMUL. Student group funding and grants have been reduced, recruitment freeze.
  - GVAG being scaled down, as opportunities are not possible, some charity partners still have staff furloughed.
  - Brokerage service still running, making sure opportunities are still active.
  - Working closely with Volunteering groups to see how we can still facilitate activities.
  - No longer verifying dental volunteering hours (PTSR Module). Not a compulsory part of course this year.
- By-election for vacant volunteering board positions
  - One BL Volunteering Group Member Representative and two Mile End Volunteering Group Member Representative.
  - Planning to have by-election at the same time as main autumn elections.
- Grant funding applications
  - £1500 available for the year, reduced to 4 funding rounds. Haven't yet specified what the maximum amount is that can be allocated per round. Round 2 opening 28<sup>th</sup> September.
  - Aspire application approved on the condition that closer to the time physical activity is allowed.
- Start-up fund deadline

- Might push spending deadline back since groups don't have much to spend on in Semester 1 due to reduced physical activity. In that case January may be a more suitable deadline.
- New volunteering group application
  - Need to double bye-laws to see if this group can be affiliated with regards to consulting and who is liable. Will also need to see why their society application was rejected.
  - This group's application was also rejected last year and the Societies Board gave the following reason:
 

*"Board did not think it was clear as to why this society needs to be a separate society from the existing Consulting society. Board think that a sub-committee could run under the current Consulting society and still be involved with this external company. Board Recommend that students speak to Consulting Society about this."*
- QM STAR
  - Have reached out to see if they are doing anything this year, president has started to fill out handover.

# Student Media Finance & Affiliation Panel-Round 1

Friday, 11 September 2020, 3pm, Teams

## Agenda

- Overview of the Student Media Finance and Affiliation Panel
- Grant funding for printing
- Grant funding applications
- New outlet applications
- Any other business
- Next meeting

## Attendance

Membership:

- Max Hentges (Chair)
- Tiana Dinard Samuel (VP Communities)
- Jack Jukes (VP Welfare)
- Mat Robathan (VP Barts and the London)

Attendance:

- Megan Chance (Secretary)
- Bronwen Eastaugh

Apologies:

## Minutes

### 1. Welcome and Overview

Taken from draft Terms of Reference sent to sub-committee in advance: The Student Media Finance & Affiliation Panel is a sub-group of the Executive Committee which is chaired by the Student Media Chair and grants funding to the Student Media Outlets and has the power to affiliate or disaffiliate Outlets. It works in tandem with the Student Media Board\*.

\*This refers to the Heads of Media (HoM) Meetings.

The Chair of Student Media Chairs this sub-committee as well as HoM meetings.

### 2. Grant Funding for Printing

#### Letter from Student Media Outlets

Student Media grant funding guidance says that production, including printing, can be funded, and we've been taking applications from outlets for printing. Outlets have been told by staff that there may be reasons why limiting grant funding for printing needs to be considered. Reasons given include:

- Less opportunity to hand printed materials out on campus.
- Less grant funding available for outlets this year, with a potential new demand on the grant funding pot for support for outlets to produce content remotely.

The outlets wrote to the Executive Officers to express concerns over the possibility outlets may not be allowed to have any print publications for the foreseeable future, highlighting the impact this could have on their outlets, and providing ideas of how distribution could happen safely on campuses.

£1,505 requested printing grants from 3 outlets (Diaspora Speakers, Circadian, CUB).

#### Response to the letter

In response to the letter from outlets about printing, the Chair of Student Media agrees printing should continue; discussion around reduction of printing and introducing measures to encourage safe usage such as 'please discard afterwards'.

Exec agree letter is fair but also reduction and safe usage (such as seals) would be necessary.

Suggestion using stickers to show which magazines have been or used. If not necessary, use posters instead (please do not leave lying around- take with you). **Action BE/MC:** Work on process for this.

Copies can only be put in the designated places; it cannot be put in any other location.

Discussions around sustainability and responsibility to print responsibility.

Agree to limit the number of copies to be printed across outlets.

#### Limit on print runs

Discussion around limit for print runs/how many each time. Discussion around use of previous copies which are leftover. Discussion around small/large outlets limits.

Agreement: Grant funding for printing limited to 150 copies and value up to £250.

#### Adobe

Adobe discussion; can get a student discount through the Students' Union. Discuss having multiple or one subscription. We can provide one subscription per outlet for £192/year via grant funding. **Action:** MC/BE to offer to remaining outlets.

### **3. Grant Funding Applications**

<b>Total Requested</b>	£6,709.98*
<b>Total Available</b>	£8,500

One more round left in January.

Applications document:

<https://docs.google.com/spreadsheets/d/1M1mhcfhLQhm4M4NfCdULxyyUTiEyXLCMs3LXfiLalA/edit?usp=sharing>

Summary document:

[https://docs.google.com/spreadsheets/d/1FAI2\\_iVeGv9X2l09j2sSlqcEHE2xaTxVj7AD-K-buMk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1FAI2_iVeGv9X2l09j2sSlqcEHE2xaTxVj7AD-K-buMk/edit?usp=sharing)

### **4. New Outlet Applications**

New application discussed but more information is needed.

## **5. AoB**

NA

## **6. Next Meeting**

Round 2 dates:

Application deadline (4 January 2021). Outcomes to be circulated by 22nd January 2021. Meeting will be in between the 2.

# Terms of Reference for Communities Board

Last updated and approved [insert date]

## Definitions

- **Liberation** – We recognise that forms of structural oppression marginalise certain groups of students, resulting in social and economic inequality, discrimination, harassment and violence. For this reason, we elect nine self-defining liberation representatives who lead on issues affecting women, LGBT+, BAME, disabled and trans students.

## Purpose of the Communities Board

The purpose of Communities Board is to discuss issues relating to liberation, international students and postgraduates and, where appropriate, propose motions and policy changes to Student Council. Communities Board will also play a role in supporting and having oversight over current and future liberation campaigns.

## Membership

The membership of Communities Board will be composed of the Liberation Reps for each campus, the International Reps, the Postgraduate Reps and the Vice President Communities. The Chair will be the Vice President Communities.

- Vice President Communities – Chair
- Trans Rep
- LGBT+ Rep (Mile End)
- LGBT+ Rep (BL)
- Women's Rep (Mile End)
- Women's Rep (BL)
- BAME Rep (Mile End)
- BAME Rep (BL)
- Disability and SLD Rep (Mile End)
- Disability and SLD Rep (BL)
- International Rep (BL)
- International Rep (HSS)
- International Rep (S&E)
- Postgraduate Research Rep (BL)
- Postgraduate Research Rep (HSS)
- Postgraduate Research Rep (S&E)
- Postgraduate Taught Rep (BL)
- Postgraduate Taught Rep (HSS)
- Postgraduate Taught Rep (S&E)

## In Attendance

- Welfare Coordinator – Secretary

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Union and its Bye-Laws thereunder
- Communities Board is a subcommittee of, and is accountable to, Student Council and its Terms of Reference are set by Student Council
- Its responsibilities include those listed under Bye-Law 7 – Student Council
- To discuss issues affecting students who identify into one or more liberation groups and to develop the strategy of the Students' Union on liberation issues
- To discuss issues affecting international students and postgraduates and to develop the strategy of the Students' Union on issues relating to international students and postgraduates
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To report and resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure

## Meetings

- Meetings of Communities Board will take place quarterly, with two meetings in semester 1 and two meetings in semester 2
- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for Club Sport Board

Last updated and approved [March 2020]

## Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group - Any student led Group affiliated to The Students' Union.
- Club – An individual sports club affiliated to the Students' Union
- The Sports Officer (ME) - Represents all students involved in Union affiliated sports and study in either the Faculty of Humanities and Social Sciences or the Faculty of Science and Engineering. They will also help to resolve issues faced by sports clubs based in Mile End
- The Sports Officer (BL) - Represents all students involved in Union affiliated sports and study at the Barts and The London School of Medicine and Dentistry. They will also help to resolve issues faced by sports clubs in BLSA

## Purpose of the Club Sport Board

The Club Sport Board is an elected board of students from the Students' Union sports clubs to develop and help steer the management of clubs. It represents Sports Clubs that are affiliated to the Students' Union and helps manage affiliations and funding for these clubs.

## Membership

Membership for the Board will be elected in Term 2 or 3 of the previous academic year [insert procedure for this]. The Co-Chairs will be the Sports Officers from Student Council.

- Szymon Butryn – The Sports Officer (Mile End) – Co-Chair
- Liam Nicholson – The Sports Officer (BL) – Co-Chair
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Mile End Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member
- [Insert name of Member] – Barts and The London Club Sport Member

## In Attendance

- Amelia Bramley – Sports Administrator - Secretary
- Adam Barr – Student Sport Experience Coordinator
- Shamima Akter – Students' Union President



- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

## **Responsibilities**

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Club Sport Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Students' Union Development Group
- Its responsibilities include those listed under Bye-Law 4 – Student Council and Bye-Law 11 – Student Groups
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the areas of the Students' Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendation for Bye-Law changes to Student Council
- To review and affiliate new Student Groups represented by this sub-committee
- To review applications for grants and reward money within a defined budget allocated to this sub-committee
- To ensure appropriate methods are in place to provide award and recognition to students involved in the club sport activity represented by this sub-committee
- To review Student Groups represented by this sub-committee that have been disaffiliated or had their support suspended in accordance with the bye-laws
- To develop the strategy of the Students' Union for club sport activity represented by this sub-committee
- To report/resolve any common issues or concerns raised by Students' Union club sports members with support from the Appropriate Staff Member
- Any complaints should be resolved as per Bye-Law 11 – Student Groups and escalated to the President appropriately as per Bye Law 13 – Complaints Procedure

## **Meetings**

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair

- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Draft

# Terms of Reference for Education Board

Last updated and approved [insert date]

## Purpose of the Education Board

The core function of Education Board is to make decisions on education-related issues, defined similarly to the Faculty Vice Presidents' remits, which includes but is not limited to the academic experience, assessment and feedback, learning and teaching, libraries and academic services, IT provision, online learning, quality enhancement, research support and employability. Education Board will consider all policies passed in Student Council relating to these or any other education issues.

## Membership

The membership of Education Board will be composed of the School Representatives for the three faculties (including the Allied Course Rep and the Gozo Rep), the Postgraduate Representatives for each campus and the Faculty Vice Presidents. The Co-Chair will be the Faculty Vice Presidents.

- Vice President Barts and the London – Co-Chair
- Vice President Humanities and Social Sciences – Co-Chair
- Vice President Science and Engineering – Co-Chair
- Allied Course Representative
- Gozo Representative
- Postgraduate Research Representative (BL)
- Postgraduate Research Representative (HSS)
- Postgraduate Research Representative (S&E)
- Postgraduate Taught Representative (BL)
- Postgraduate Taught Representative (HSS)
- Postgraduate Taught Representative (S&E)
- School of Biological & Chemical Sciences Representative
- School of Business & Management Representative
- School of Economics & Finance Representative
- School of Electronic Engineering & Computer Sciences Representative
- School of Engineering & Material Sciences Representative
- School of English & Drama Representative
- School of Geography Representative
- School of History Representative
- School of Languages, Linguistics & Film Representative
- School of Law Representative

- School of Mathematical Sciences Representative
- School of Medical and Dental Sciences (Dental) Representative
- School of Medical and Dental Sciences Clinical (Medicine) Representative
- School of Medical and Dental Sciences Pre-Clinical (Medicine) Representative
- School of Physics & Astronomy Representative
- School of Politics and International Relations Representative

## **In Attendance**

- Education Coordinator – Secretary

## **Responsibilities**

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Union and its Bye-Laws thereunder
- Education Board is a subcommittee of, and is accountable to, Student Council and its Terms of Reference are set by Student Council
- Its responsibilities include those listed under Bye-Law 7 – Student Council
- To discuss education issues and to develop the strategy of the Students' Union on matters of
- education
- To pass policy relevant to the area of the Union the subcommittee represents; it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To report and resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure

## **Meetings**

- Meetings of Education Board will take place termly, with one meeting in semester 1, one
- meeting in semester 2 and one meeting in semester 3
- Quoracy is no less than 1/3rd of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair

- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for the Humanities & Social Sciences Board

Last updated and approved 09/03/2020

## Definitions

- Humanities & Social Sciences – A Faculty of Queen Mary University of London covering the Humanities & Social Science (HSS) subjects taught at QMUL
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

## Purpose of the Board

The HSS Board is a meeting of the members of Student Council whose roles cover HSS students. The purpose of the board is to discuss issues faced by HSS students and their student experience and to work towards resolving these.

## Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve HSS students. The Chair shall be the Vice President Humanities & Social Sciences

- Cameron Storey – Vice President Humanities & Social Sciences – Chair
- Naveena Dhera – Business & Management Representative
- Daniaal Amin – Economics & Finance Representative
- Jessica Galloway – English & Drama Representative
- Matthew Ferguson – Law Representative
- Nevroz Fehimli – Geography Representative
- Anisa Taznim – History Representative
- [Insert Name] – Politics & international Relations Representative
- Olivia Walton – Language, Linguistics & Film Representative
- Egemen Koken – Postgraduate Taught Representative HSS
- [Insert Name] – Postgraduate Research Representative HSS
- Ghena G Aswad – Welfare Representative HSS
- Emujin Davaadorj – International Representative HSS

## In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under

- The HSS Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the HSS Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for the International Board

**Last updated and approved 09/03/2020**

## Definitions

- International Students – Any student not considered to be a Home student as defined by the Home Office of the UK
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

## Purpose of the Board

The International Board is a meeting of the members of Student Council and the Executive Committee whose roles cover international students. The purpose of the board is to discuss issues faced by international students and their student experience and to work towards resolving these.

## Membership

Membership for the Group will be drawn from those members of Student Council and the Executive Committee whose roles involve international students. The Chair shall be the Vice President Communities

- Tiana Dinard-Samuel – Vice President Communities – Chair
- Mat Robathan – Vice President Barts and The London
- Cameron Storey – Vice President Humanities & Social Sciences
- Aphrodite Liddington – Vice President Science & Engineering
- Emujin Davaadorj – International Representative HSS
- Stephanie Tang – International Representative S&E
- Francis Elechi – International Representative BL

## In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The International Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead



- To lobby the University to resolve any issues concerning the International Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for the Postgraduate Board

Last updated and approved 09/03/2020

## Definitions

- Postgraduate Students – Any student that is on a Postgraduate Taught or Postgraduate Research course
- PGT – Postgraduate Taught
- PGR – Postgraduate Research
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

## Purpose of the Board

The Postgraduate Board is a meeting of the members of Student Council whose roles cover postgraduate students. The purpose of the board is to discuss issues faced by postgraduate students and their student experience and to work towards resolving these.

## Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve postgraduate students. The Chair shall be the Vice President Communities

- Tiana Dinard-Samuel – Vice President Communities – Chair
- [Insert name] – Postgraduate Research Representative HSS
- Egemen Koken – Postgraduate Taught Representative HSS
- Muhammad Sami Siddiqui – Postgraduate Research Representative S&E
- [Insert name] – Postgraduate Taught Representative S&E
- Nazia Uddin – Postgraduate Research Representative BL
- [Insert name] – Postgraduate Taught Representative BL

## In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The Postgraduate Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss issues affecting students represented by this subcommittee

- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the PGT Student experience at the University
- To work with the Doctoral College Management Group to resolve any issues concerning the PGR Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for the Science & Engineering Board

Last updated and approved 09/03/2020

## Definitions

- Science & Engineering – A Faculty of Queen Mary University of London covering the Science & Engineering (S&E) subjects taught at QMUL
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

## Purpose of the Board

The S&E Board is a meeting of the members of Student Council whose roles cover S&E students. The purpose of the board is to discuss issues faced by S&E students and their student experience and to work towards resolving these.

## Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve S&E students. The Chair shall be the Vice President Science & Engineering

- Aphrodite Liddington – Vice President Humanities & Social Sciences – Chair
- Ramesh Wilson – Biological & Chemical Sciences Representative
- Jivya Rajesh & Mughees Asif – Engineering & Material Science Representative
- Muhammad Abdulmuntaqim – Mathematical Science Representative
- Zuzanna Kocjan – Physics & Astronomy Representative
- Saba Sadek – Electronic Engineering & Computer Science Representative
- [Insert Name] – Postgraduate Taught Representative HSS
- Muhammad Sami Siddiqui – Postgraduate Research Representative HSS
- Fares Azhari – Welfare Representative HSS
- Stephanie Tang – International Representative HSS

## In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- The S&E Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council

- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Chair to identify any policies which need to go to Student Council instead
- To lobby the University to resolve any issues concerning the S&E Student experience at the University
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for Scrutiny Panel

Last updated and approved [insert date]

## Scrutiny Panel Terms of Reference 2020-21

### Introduction

As 2020-21 is the first year in which the Scrutiny Panel will be operating under its new Byelaw, and given that it is likely the constraints imposed by Coronavirus will restrict its operation to on-line, it is felt that it would be useful to agree some Terms of Reference to aid its smooth operation. Many of the provisions of the Byelaw include 'discretion of the Chair' and so these Terms of Reference also set out some broad principals as to how the Chair generally intends to use that discretion.

There are also a couple of minor amendments required to the Byelaw due to drafting errors and an incompatibility with the Union's Articles of Association. These are highlighted within these Terms of Reference and will be brought to the first meeting of Student Council for approval.

### Terms of Reference

1. **Paragraph 1.1.1** states: *'The membership of the Panel shall change at every meeting and every member must be given notice of selection at least 10 working days before the meeting of the Panel.'* This will be achieved by setting the dates for the year and presenting them to the first meeting of Student Council for approval. In this way, anyone volunteering to serve on the Panel will be aware of the dates on which they may be required in advance.
2. Meetings will be scheduled for the end of the teaching day in order to make it easier for Panel members to attend.
3. **Paragraph 1.1.2** states *'The 3 Student Councillors will be drawn at random from the members of Student Council excluding the Executive Officers.'* This will be achieved by adopting a pool approach (as for student members). It is suggested that membership of the pool is set at 12, 50% of whom should self-define as women to facilitate fulfilment of the required quota system (as set out in **paragraph 1.1.4**). Training will be provided to members of this pool and only those who have attended that training will be eligible to serve on the Panel.
4. **Paragraph 1.1.3** states: *'The 4 members of the Student Body will be drawn at random from a pool of volunteers. Any student who is not a member of Student Council or the Board of Trustees can join the pool or leave the pool at any point in the academic year prior to the final Panel Meeting of that academic year.'* It is suggested that membership of the pool is set at 12, 50% of whom should self-define as women to facilitate fulfilment of the required quota system (as set out in **paragraph 1.1.4**). Training will be provided to members of this pool and only those who have attended that training will be eligible to serve on the Panel.

5. **Important Note:** This is the first year in which the Scrutiny Panel will be in operation. Due to the disruption caused by the Coronavirus situation, to make it possible to convene the Scrutiny Panel at an early stage (before the first meeting of Student Council) it is proposed that, for this year only, the volunteers from the Student Body will be drawn from students who have already shown engagement with the Union. Volunteers will be sought from committee members of student groups, continuing Course Reps and returning student staff. In future years it is suggested that volunteers from the Student Body be recruited before the end of the previous academic year - this will preclude first-year students from volunteering, but will facilitate training of volunteers before the beginning of the next academic year so that Executive and Part-time Officers can be properly held to account at an early stage in the academic year, before the first meeting of Student Council. An amendment to the Scrutiny Panel Byelaw to this effect will be taken to Student Council.
6. **Paragraph 1.1.4** states: *'At least 50% of the Student Councillors (including the Chair) and 50% of the Student Body members who form the panel must self-define as women.'* This will be achieved by adopting the same approach as for selecting NUS delegates - pools will be split between those who self-define as women and those who do not. As the 2020-21 Student Council Chair self-defines as a man, the first two Student Councillors will be drawn at random from the pool who self-define as women. Those not selected from the pool of those who self-define as women will then be added to the pool of those who do not, and the remaining Student Councillor place will be drawn at random from that pool. The first two volunteers from the Student Body will be drawn at random from the pool who self-define as women. Those not selected from the pool of those who self-define as women will then be added to the pool of those who do not, and the remaining volunteers from the Student Body will be drawn at random from that pool.
7. **Paragraph 1.3.1** states: *'In the absence of the Chair, the Deputy Student Council Chair shall chair the Panel.'* As the Deputy Student Council Chair may not be present at the meeting, in cases where the Chair becomes unavailable at short notice, a Chair will be chosen by and from those present at the meeting.
8. **Paragraph 1.4** states: *'A member of staff allocated by the CEO shall attend to take minutes and provide a staff perspective if and when required by a Panel Member. They will not be able to make recommendations to Student Council or have a casting vote.'* The reference to a 'casting vote' would appear to be a drafting error and an amendment to the Scrutiny Panel Byelaw will be taken to Student Council to remove the word 'casting'. It is proposed that, to aid continuity between the work of the Scrutiny Panel and Student Council, the member of staff allocated by the CEO to support the Scrutiny Panel should normally be the same person acting as the Clerk to Student Council.
9. **Paragraph 2.3** states: *'For Executive Officers the panel will use the following information: i) A report written by the Student Councillor which must be at minimum half a page in length and a maximum length of 3 pages'.* This would appear to be a drafting error and an amendment to the Scrutiny Panel Byelaw will be taken to Student Council to change 'Student Councillor' to Executive Officer.
10. **Paragraph 2.3 iv)** states: *'A 5 minutes presentation by the Executive Officer to the Panel followed by a 10 minute Question and Answer session at the discretion of the Chair'.* For the sake of clarity, the Chair has stated that they will normally only allow a 10 minute question and answer session for the whole Executive Committee - otherwise this part of the meeting could potentially extend to 90 minutes.
11. **Paragraph 2.3 vii)** states: *'Any feedback, comments or questions provided by students via the Union Website.'* The Chair believes that this should be amended to read: *'Any feedback, comments or*

*questions provided by students.*’ This would be less prescriptive about the manner in which feedback, comments or questions could be submitted, allowing a wider range of information to be taken into account by the Panel. An amendment to the Scrutiny Panel Byelaw to this effect will be brought to Student Council for consideration.

12. **Paragraph 2. iii)** states: *‘Any feedback, comments or questions provided by students via the Union Website.’* The Chair believes that this should be amended to read: *‘Any feedback, comments or questions provided by students.’* This would be less prescriptive about the manner in which feedback, comments or questions could be submitted, allowing a wider range of information to be taken into
13. **Paragraph 3.4** states: *‘All recommendations from the panel will be published on the Union website.’* This will be achieved through their publication in the papers and minutes of Student Council.
14. **Paragraph 3.5** states: *‘All non-confidential minutes from the Panel will be published on the Union website at the discretion of the Chair.’* This will be achieved through their publication in the papers for Student Council.



# Terms of Reference for Societies Board

Last updated and approved 9<sup>th</sup> January 2020

## 1. Definitions

- 1.1 Society A student-led Group which has shared goals and objectives and is affiliated to the Students' Union.
- 1.2 Full member A Union Member who holds a paid membership to a society within that academic year.

## 2. Purpose of the Societies Board

As a sub-committee of Student Council, the Societies Board exists to affiliate new societies to the Students' Union and assists in the development, reward and recognition of existing societies.

## 3. Membership

- 3.1 The Chair of the Board shall be a Societies Officer, alternating between the Mile End Societies Officer and Barts London Societies Officer. Both of these Officers shall also sit on Student Council.
- 3.2 Elections for the two Societies Officers are held in accordance with the **Student Council Elections**.
- 3.3 The members of Societies Board shall include the:
- (i) Societies Officer (Barts and The London)
  - (ii) Societies Officer (Mile End)
- And elected representatives from:
- (iii) 3 Queen Mary Societies
  - (iv) 3 Barts and The London Societies
- 3.4 Elections for the six Societies Representatives will be held no later than Term 3 of the previous academic year through online elections. Any full member of a Queen Mary or Barts and the London Society may stand in elections to become a representative to the respective campus their society belongs to.

## 4. In Attendance

- 4.1 The following shall also be in attendance at Societies Board
- (i) Student Engagement Administrator (Societies and Employability) – Secretary
  - (ii) Societies Development Coordinator
  - (iii) Students' Union President
- 4.2 Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

## 5. Responsibilities

- 5.1 This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye Laws there under

- 5.2 Societies Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- 5.3 This subcommittee will also report to the Union Development Group
- 5.4 Its responsibilities include those listed under Bye-Law 7 – Student Council and Bye-Law 22 – Student Groups
- 5.5 To pass policy relevant to the areas of the Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- 5.6 To make any recommendation for Bye-Law changes to Student Council
- 5.7 To review and affiliate new societies
- 5.8 To review applications for society grant funding and reward money to societies
- 5.9 To discuss issues affecting students who are a part of a society committee and who are members of a society
- 5.10 To ensure appropriate methods are in place to provide award and recognition to students involved in Societies
- 5.11 To review societies that have been disaffiliated or had their support suspended in accordance with the bye-laws
- 5.12 To develop the strategy of the Students' Union for societies
- 5.13 To report/resolve any common issues or concerns raised by societies with support from the Appropriate Staff Member to make it clear that they are not expected to do this alone?
- 5.14 Any complaints should be resolved as per Bye-Law 22 – Student Groups and escalated to the President appropriately as per Bye Law 21 – Complaints Procedure

## 6. Meetings

- 6.1 A quorum for the Societies Board shall be at least one of the elected members from Queen Mary Groups and one of the elected members from Barts and The London Groups and at least one of the Societies Officers.
- 6.2 Meetings shall take place at least 1 week before Student Council not including those taking place in Term 3
- 6.3 The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- 6.4 The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- 6.5 Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- 6.6 Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only



# Terms of Reference for the Student Media Board

Last updated and approved 03/03/20

## Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group – Any student led Group affiliated to The Students' Union.
- Student Media & Student Media Outlet – Student Groups formed with the sole aim of producing publications, broadcasts, print and digital media affiliated to the Students' Union.
- Student Media Chair – A member of Student Media who has been elected by the Heads of Media to Chair the Student Media Board
- Student Media Finance & Affiliation Panel – A sub-group of the Executive Committee which is chaired by the Student Media Chair and grants funding to the Student Media Outlets and has the power to affiliate or disaffiliate Outlets

## Purpose of the Student Media Board

The Student Media Board is made up of the Editor-In-Chief or Station Manager or equivalent for every Student Media Outlet of Queen Mary Students' Union who represent, develop and help steer the management of Student Media. It works in tandem with the Student Media Finance & Affiliation Panel which grants funding to Student Media Outlets and affiliates or disaffiliates the Outlets.

## Membership

Membership for the Group will be the Editor-In-Chief or Station Manager or equivalent for every Student Media Outlet. The Chair will be elected by the members of the current Student Media Board in Term 2 or 3. Any member of a Student Media Outlet can run for the position of Chair as long as they will still be a student in the following year. Elections will be held online.

- [Insert name of Chair] – Chair
- [Insert name of Member] – Editor-in-Chief of Circadian
- [Insert name of Member] – Editor-in-Chief of CUB
- [Insert name of Member] – Editor-in-Chief of The Dental Mirror
- [Insert name of Member] – Editor-in-Chief of Front Runners
- [Insert name of Member] – Editor-in-Chief of PEACH
- [Insert name of Member] – Editor-in-Chief of The Print
- [Insert name of Member] – Editor-in-Chief of ROYA
- [Insert name of Member] – Station Manager of QMTV
- [Insert name of Member] – Station Manager of Quest Radio

## In Attendance

- [Insert name of Secretary from Union Staff] – Student Engagement Administrator – Secretary
- Megan Chance – Student Engagement Co-ordinator – Staff Support
- Shamima Akter – QMSU President
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Student Media Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Union Development Group
- Its responsibilities include those listed under Bye-Law 4 – Student Council and Bye-Law 11 – Student Groups
- To discuss issues affecting students involved in Student Media
- To pass policy relevant to the areas of the Union Affecting Student Media, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To ensure appropriate methods are in place to provide award and recognition to students involved in Student Media
- To develop the strategy of the Students' Union for students represented by Student Media
- To report/resolve any common issues or concerns raised by Student Media Groups or Students involved with Student Media
- Any complaints should be resolved as per Bye-Law 11 – Student Groups and escalated to the President appropriately as per Bye Law 13 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council not including the Chair
- Meetings shall take place monthly where possible but no more than 2 months should pass between meetings during Term 1 & 2
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for the Student Media Finance & Affiliation Panel

Last updated and approved 03/03/20

## Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group – Any student led Group affiliated to The Students' Union.
- Student Media & Student Media Outlet – Student Groups formed with the sole aim of producing publications, broadcasts, print and digital media affiliated to the Students' Union.
- Head of Student Media – The Principal Officer of a Student Media Outlet and maintains overall responsibility of the Outlet
- Student Media Chair – A member of Student Media who has been elected by the Heads of Media to Chair the Student Media Board
- Student Media Board – A sub-committee of Student Council whose membership includes Heads of Student Media Outlets who represent, develop and help steer the management of Student Media

## Purpose of the Student Media Finance & Affiliation Panel

The Student Media Finance & Affiliation Panel is a sub-group of the Executive Committee which is chaired by the Student Media Chair and grants funding to the Student Media Outlets and has the power to affiliate or disaffiliate Outlets. It works in tandem with the Student Media Board.

## Membership

Membership for the Group will be Executive Officers of Queen Mary Students' Union. The Chair will be the same Chair for the Student Media Board.

- [Insert name of Chair] – Chair
- Shamima Akter – President
- Jack Jukes – Vice President Welfare
- Tiana Dinard-Samuel – Vice President Communities
- Mat Robathan – Vice President Barts and The London
- Cameron Storey – Vice President Humanities & Social Sciences
- Aphrodite Liddington – Vice President Science & Engineering

## In Attendance

- [Insert name of Secretary from Union Staff] – Student Engagement Administrator – Secretary
- [Insert name of Union Staff] – Student Engagement Co-ordinator – Staff Support
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Student Media Finance & Affiliation Panel is a sub-committee of the Executive Committee, and is accountable to Student Council with it's Terms of References are set by Student Council
- This subcommittee will also report to the Union Development Group
- Its responsibilities include those listed under Bye-Law 4 – Student Council and Bye-Law 11 – Student Groups
- To review and affiliate new Student Groups represented by this sub-committee in a fair, transparent and democratic manner
- To review applications for grants and reward money within a defined budget allocated to this sub-committee in a fair, transparent and democratic manner
- Any complaints should be resolved as per Bye-Law 11 – Student Groups and escalated to the President appropriately as per Bye Law 13 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council not including the Chair
- Meetings shall take place twice per year with the first meeting taking place at least 1 week before Welcome Week
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings which will be circulated to the Student Media Board
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for Sustainability Board

Last updated and approved [..... 2020]

## Definitions

- Student Council – All Student Representatives and Part-time Officers referred to in the Student Representatives and Part-time Officers Bye-Law 8.
- Student Group - Any student-led group affiliated to The Students' Union.
- Volunteering Group – A student-led group which runs activities in the local and wider community to bring about positive change affiliated to the Students' Union.

## Purpose of the Sustainability Board

The Sustainability Board is an elected board of students from the Students' Union's activities to develop and help steer the approach to sustainability across the Students' Union and its interaction with the University on matters relating to sustainability.

## Membership

Membership for the Board will be elected in Term 2 or 3 of the previous academic year [insert procedure for this]. The Co-Chairs will be the Volunteering Officers from Student Council.

- [Insert name of Chair] – Sustainability Officer
- [Insert name of Member] – Commercial Services Officer
- [Insert name of Member] – Mile End Sustainability Representative
- [Insert name of Member] – Barts and The London Sustainability Representative
- [Insert name of Member] – Sustainability Liberation Representative

## In Attendance

- TBC – Secretary
- Tom Stockton – Sustainability Coordinator
- [Insert name of Member] – Students' Union President
- [Insert name of Member] – Vice President Communities
- TBC – College Staff Representative
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Sustainability Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Students' Union Development Board

- Its responsibilities include those listed under Bye-Law 7 – Student Council and Bye-Law 22 – Student Groups
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the areas of the Students' Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendation for Bye-Law changes to Student Council
- To review applications for grants and reward money within a defined budget allocated to this sub-committee
- To ensure appropriate methods are in place to provide award and recognition to students involved in sustainability activity represented by this sub-committee
- To develop the strategy of the Students' Union for sustainability activity represented by this sub-committee

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only



# Terms of Reference for the Union Development Board

Last updated and approved 09/03/2020

## Definitions

- Union Development – Anything concerning the development and improvement of Queen Mary Students' Union and its members
- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union

## Purpose of the Board

The Union Development Board is a meeting of all of the Executive Committee and members of Student Council whose roles involve internal Union activity, development and operations. The purpose of the Board is to look at areas of improvement of the Union and to work with the Senior Management Team of the Union to make these improvements. It is also there as an advisory board to the Senior Management Team on any areas of development in the Union.

## Membership

Membership for the Group will be drawn from those members of Student Council whose roles involve Union Development or Operations as well as the Executive Committee. The Co-Chairs shall be the President and BLSA President

- Shamima Akter – President – Co-Chair
- Mat Robathan – BLSA President – Co-Chair
- Jack Juckes – Vice President Welfare
- Tiana Dinard-Samuel – Vice President Communities
- Cameron Storey – Vice President Humanities & Social Sciences
- Aphrodite Liddington – Vice President Science & Engineering
- Andreas Hadjidemetriou – Vice President Barts
- Thaarabi Tharmapathy – Vice President London
- Charlotte Edgar – Commercial Services Officer
- Grace McMeekin – Sustainability Officer
- Milton Justinsuthakaran – Dental Society President
- Ian Aizikovich – Societies Officer Mile End
- Aleksandra Olszewska – Volunteering Officer Mile End
- Szymon Butryn – Sports Officer Mile End

## In Attendance

- [Insert name of Secretary from Union Staff] – [Insert Position] – Secretary

- [Insert name of Attendee] – RAG Officer Mile End

## **Responsibilities**

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and its Bye-Laws there under
- The Union Development Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council
- To discuss and work towards any development needs of the Union and to work with staff on developing these
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Co-Chairs to identify any policies which need to go to Student Council instead
- To make any recommendation for Bye-Law changes to Student Council
- To feedback and help develop the strategy of the Union
- To report/resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to Student Council and any formal complaints to be sent to the Deputy Chair of the Board of Trustees directly as per Bye-Law 21 – Complaints Procedure

## **Meetings**

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before student council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# Terms of Reference for Volunteering Board

Last updated and approved [February 2020]

## Definitions

- Student Council – the Student body elected by and from Students constituted in accordance with the Articles of Association and the Bye-Laws of the Students' Union
- Student Group - Any student led Group affiliated to The Students' Union.
- Volunteering Group – A student-led group which runs activities in the local and wider community to bring about positive change affiliated to the Students' Union.
- The Volunteering Officer (Mile End) - representing students who study courses run by the Faculty of Humanities and Social Sciences or the Faculty of Engineering.
- The Volunteering Officer (BL), representing students who study courses run by Barts and The London School of Medicine and Dentistry.
- Community Volunteer (Charity Partner) – A student who volunteers in the local community through one of our approved charity partners as listed on the Students' Union website
- Community Volunteer (Give Volunteering a Go) – A student who volunteers in the local community through the Students' Union run Give Volunteering a Go service, a series of one-off volunteering activities

## Purpose of the Volunteering Board

The Volunteering Board is an elected board of students from the Students' Union community volunteering activities to develop and help steer the management of volunteering. It represents Volunteering Groups that are affiliated to the Students' Union and the other strands of the community volunteering service (charity partners and Give Volunteering a Go).

## Membership

Membership for the Board will be elected in Term 2 or 3 of the previous academic year [insert procedure for this]. The Co-Chairs will be the Volunteering Officers from Student Council.

- [Insert name of Chair] – The Volunteering Officer (Mile End) – Co-Chair
- [Insert name of Chair] – The Volunteering Officer (BL) – Co-Chair
- [Insert name of Member] – Mile End Volunteering Group Member
- [Insert name of Member] – Mile End Volunteering Group Member
- [Insert name of Member] – Barts and The London Volunteering Group Member
- [Insert name of Member] – Barts and The London Volunteering Group Member
- [Insert name of Member] – Community Volunteer (Charity Partner)
- [Insert name of Member] – Community Volunteer (Give Volunteering a Go)

## In Attendance

- [Insert name] – Student Engagement Administrator (Volunteering and Student Activities) - Secretary

- [Insert name] – Volunteering Coordinator
- [Insert name of President] – Students' Union President
- Additional Students' Union or College Staff, Students' Union Officers, or Group members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and it's Bye-Laws there under
- Volunteering Board is a sub-committee of, and is accountable to, Student Council, and it's Terms of References are set by Student Council
- This subcommittee will also report to the Students' Union Development Group
- Its responsibilities include those listed under Bye-Law 7 – Student Council and Bye-Law 22 – Student Groups
- To discuss issues affecting students represented by this subcommittee
- To pass policy relevant to the areas of the Students' Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendation for Bye-Law changes to Student Council
- To review and affiliate new Student Groups represented by this sub-committee
- To review applications for grants and reward money within a defined budget allocated to this sub-committee
- To ensure appropriate methods are in place to provide award and recognition to students involved in the community volunteering activity represented by this sub-committee
- To review Student Groups represented by this sub-committee that have been disaffiliated or had their support suspended in accordance with the bye-laws
- To develop the strategy of the Students' Union for community volunteering activity represented by this sub-committee
- To report/resolve any common issues or concerns raised by Students' Union community volunteers with support from the Appropriate Staff Member
- Any complaints should be resolved as per Bye-Law 22 – Student Groups and escalated to the President appropriately as per Bye Law 21 – Complaints Procedure

## Meetings

- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the Students' Union website no later than a week after ratification

- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Draft

# Terms of Reference for Welfare Board

Last updated and approved [insert date]

## Purpose of the Welfare Board

The core function of Welfare Board is to make decisions on welfare-related issues, defined similarly to the Vice President Welfare's remit, which includes but is not limited to housing, finance, mental, physical and sexual health and student safety. Welfare Board will consider all policies passed in Student Council relating to these or any other welfare issues.

## Membership

The membership of Welfare Board will be composed of the Welfare Officers for the three faculties, the Liberation Reps for each campus and the Vice President Welfare. The Chair will be the Vice President Welfare.

- Vice President Welfare – Chair
- Vice President Communities
- Welfare Officer (HSS)
- Welfare Officer (BL)
- Welfare Officer (S&E)
- Trans Rep
- LGBT+ Rep (Mile End)
- LGBT+ Rep (BL)
- Women's Rep (Mile End)
- Women's Rep (BL)
- BAME Rep (Mile End)
- BAME Rep (BL)
- Disability and SLD Rep (Mile End)
- Disability and SLD Rep (BL)

## In Attendance

- Welfare Coordinator – Secretary

## Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Union and its Bye-Laws thereunder
- Welfare Board is a subcommittee of, and is accountable to, Student Council and its Terms of Reference are set by Student Council
- Its responsibilities include those listed under Bye-Law 7 – Student Council

- To discuss welfare issues and to develop the strategy of the Students' Union on matters of student welfare
- To pass policy relevant to the area of the Union the subcommittee represents, it is the responsibility of the Executive Officer present to identify any policies which need to go to Student Council instead
- To make any recommendations for Bye-Law changes to Student Council
- To report and resolve any common issues or concerns raised by students
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure

## Meetings

- Meetings of Welfare Board will take place quarterly, with two meetings in semester 1 and two meetings in semester 2
- Campus-based meetings of Welfare Board may be formed at the request of its members, however these meetings will not have decision making power
- Quoracy is no less than 1/3<sup>rd</sup> of members in line with the Bye-Laws for Student Council
- Meetings shall take place at least 1 week before Student Council not including those taking place in term 3
- The agenda for the meeting shall be circulated at least 1 week in advance with any member being able to add agenda items at the Chair's discretion
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next Student Council to note
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification
- Any person not listed above may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

# QMSU Bye-Law Amendment

## Should the Union Amend Bye-Law 9: Scrutiny Panel?

**Proposer:** Joe Vinson, Student Council Chair

**Seconder:** Shamima Akter, QMSU President

**Why do you want the Union to change this Bye-Law?**

Because of a drafting error at 2.3 (i) and to make 2.3 viii less prescriptive.

**What changes do you want to make?**

**Changes to the committee:**

Remove all committee members except for President and Treasurer (or equivalent) as 'Principal Officers'.

**Delete: 2.3 (i)** A report written by the Student Councillor which must be at minimum half a page in length and a maximum length of 3 pages

**Replace: 2.3 (i)** A report written by the Executive Officer which must be at minimum half a page in length and a maximum length of 3 pages

**Delete:** vii) Any feedback, comments or questions provided by students via the Union Website

**Replace:** vii) Any feedback, comments or questions provided by students



# QMSU Bye-Law Amendment

## Should the Union Amend Bye-Law 11: Student Groups?

**Proposer:** Ian Aizikovich, QM Societies Officer

**Seconder:** Varvara Evgeniou, BL Societies Officer

### Why do you want the Union to change this Bye-Law?

We believe that all student groups should have a President, Treasurer (or in the case for Student Media Groups, a Managing Editor and Deputy Managing Editor), and Welfare Representative. According to the current bye-law, groups can add additional Principal Officers, but then they need to be elected in and it is a lengthy procedure to remove them should a group want to restructure their committee. Because of this, we want to simplify this process by limiting the role of 'Principal Officers' to President, Treasurer, and Welfare Representative, and then groups are free to add and remove other positions.

### What changes do you want to make?

#### Changes to the committee:

Remove all committee members except for President and Treasurer (or equivalent) as 'Principal Officers'.

#### Delete:

1.6.7 Principal Officers    The lead officers such as President, Treasurer, Managing Editor etc. as defined in the Group's development plan and the relevant affiliation procedures.

#### Replace:

1.6.7 Principal Officers    The President and Treasurer (or equivalent – e.g. Managing Editor and Deputy Managing Editor) and Welfare Representative. The Welfare Representative can be a stand-alone role or incorporated into another committee role position.

#### Add:

4.5.1    Welfare Representatives are exempt from being elected. They can either be elected in or co-opted into the role by the President or Treasurer. The Welfare Representative can also be a stand alone role, or a part of another committee position.

## **Should the Union adopt the International Holocaust Remembrance Alliance's (IHRA) working definition of antisemitism?**

**Proposed by:** Tiana Dinard-Samuel

**Seconded by:** Joel Azulay, Shamima Akter, Mat Robathan, Cameron Storey, Jack Juckes, Aphrodite Liddington, Jack Hodari

### **What do you want?**

There is currently no definition for antisemitism within the Union. We would like the Union to adopt the International Holocaust Remembrance Alliance definition of antisemitism.

"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collective. However, criticism of Israel similar to that levelled against any other country cannot be regarded as anti-Semitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for "why things go wrong." It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanising, demonising, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g. by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g. claims of Jews killing Jesus or blood libel) to characterise Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

**Antisemitic acts** are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

**Criminal acts are antisemitic** when the targets of attacks, whether they are people or property — such as buildings, schools, places of worship and cemeteries — are selected because they are, or are perceived to be, Jewish or linked to Jews.

**Antisemitic discrimination** is the denial to Jews of opportunities or services available to others and is illegal in many countries.

### **Why do you want it?**

The definition has already been adopted by the UK government to “ensure that culprits will not be able to get away with being anti-Semitic because the term is ill-defined, or because different organisations or bodies have different interpretations of it”. Queen Mary University of London adopted the definition through senate earlier this month, and the NUS and the European Commission have also adopted the definition. Queen Mary Students’ Union should follow these welcome examples and endeavor to combat antisemitism in its contemporary form to prevent and combat an escalation of antisemitism in rhetoric or in action.

Last year, council passed a motion for the Students’ Union to hold an Antisemitism Awareness Month as part of our Liberation Campaigns. It would therefore be logical for the Union to have a working definition of what Antisemitism is. Antisemitism today is more complex than the antisemitism of decades past, but the hatred it incites is equally dangerous. Queen Mary should aim to uphold a definition made by Jews to protect Jews, in order to adequately address contemporary concerns and manifestations of antisemitism on campus. Statistics have proven that antisemitism has escalated in recent times and Jewish students feel isolated from Union activities. Adopting a definition that seeks to protect Jewish students and value their presence and security will be a welcome change by Queen Mary Students’ Union.

### **What impact will this have?**

Adopting the definition will further Queen Mary’s commitment to Jewish students’ welfare and concerns, alongside the Anti-Semitism Awareness Month that will be taking place in January. The passing of the motion will also make Jewish students safe, welcome and valued members of the student community. Adopting the definition should result in:

- the Union announcing that the definition has been adopted and the reasons for so doing
- the Union referring to the definition in order to settle reported cases of antisemitism in the students’ complaints procedure
- the Union referring to the definition in order to confirm or reject proposed speakers, due to the speakers’ potential breach of the definition. Should another society seek to invite a speaker who is antisemitic as per the definition, the Union should take the IHRA’s guidelines into consideration in confirming or rejecting the proposed speaker.

### **7.3.1 QMSU Should Lobby the University to Ensure Wednesday Afternoons are kept free for Postgraduate Students**

**Proposer:** Tom Longbotom (BLSA President, Deputy President, QMSU)

**Seconded:** Sophie Hoque (BL Welfare Rep), Ahmed Mahbub (President, QMSU)

#### **QMSU notes:**

1. Wednesday afternoons are currently free for most undergraduate students to play sport and engage in other extra-curricular activities but this is not the case for postgraduate students.

#### **QMSU believes:**

1. Postgraduate students are part of the Students' Union just as much as Undergraduate students.
2. Postgraduate students should be given the same opportunities to participate in sport and other extra-curricular activities as undergraduate students.

#### **QMSU resolves:**

1. To lobby the university to ensure that postgraduate students have Wednesday afternoons free to participate in sport or other extra-curricular activities.
2. Where this may not be possible, ensure that all students who actively participate in sports or other activities are able to be excused from teaching on a Wednesday afternoon.
3. To lobby the university to ensure all lectures are recorded on a Wednesday afternoon for those students participating in sport or other activities.

**Motion carried over from 2017-18 AMM**

**QMSU should lobby and work with the University and local authorities to improve lighting around the Whitechapel Campus**

**Proposer:** Harris Nageswaran (BLSA Welfare Representative)

**Seconders:** Rakin Choudhury (BLSA President), Ahmed Mahbub (VP Welfare), Lily Copping (BL Women's Representative), Sian Hobson (BL International Representative), Jack Juckes (BL LGBT+ Representative)

**What do you want?**

QMSU to lobby and work with the University, local council and any other relevant authorities (such as the Barts NHS Trust), to improve the lighting around the Garrod Building, BLSA Building and Floyer House.

**Why do you want it?**

Currently, there is a lack of sufficient lighting around the Whitechapel Campus, creating dark spots that can be taken advantage of by people who wish to do our students harm, and create an unsafe atmosphere. In a number of these areas, there have been incidents recorded against our students and generally contribute to the campus feeling unsafe. All of the areas listed above are unavoidable for our students to use or pass by as they are used as teaching space, student union space and student accommodation respectively.

**What impact will this have?**

Improving the lighting will make it harder for perpetrators to undertake any form of attack against our students and create a safer atmosphere for our students on the Whitechapel Campus.

## **Should the Union Amend Bye-Law 20: Staff Student Protocol?**

**Proposer:** *Tom Longbottom, on behalf of the Staff Student Protocol Working Group*

**Seconded:** *SU President*

### **Why do you want the Union to change this Bye-Law?**

The purpose of the Staff Student Protocol is to clarify the relationships between staff, students and their elected representatives, provide guidance on those relationships and a framework for informal resolution of any issues that may arise.

The current Staff Student Protocol was written in 2012. The Staff Student Protocol has now been reviewed by a working group of staff and students, and re-written to bring it up to date in response to guidance from Student Council and the Board of Trustees.

The Staff Student Protocol is a Bye-law of the Union. Student Council are asked to approve the new Staff Student Protocol by voting to replace the current Bye-law 20 in its entirety with the new Bye-law 20 (Full text attached for reference).

### **What changes do you want to make?**

***Delete:***

Entire content of current Bye-Law 20 Staff Student Protocol

***Insert:***

Entire content of new Bye-law 20 Staff Student Protocol as follows:

## **Introduction**

Queen Mary University of London Students' Union (the Union) is the recognised representative body of the students of Queen Mary University London (QMUL). It is a democratic organisation which is led by students as laid out in the Articles of Association and Byelaws. The objects of the Union are outlined in the Articles of Association.

QMSU is a member-led democratic organisation and the relationship between members of staff, students and elected Student Officers is a valuable and important one. QMSU employs staff to support Elected Officers and provide professional advice, managerial expertise and continuity and to provide a range of services and support to students of QMUL.

## **Definitions**

This protocol seeks to clarify the relationship between the roles of:

### Students

All Union Members and any QMUL student who has opted out of Membership of the Union but excludes Executive Officers.

### Elected Representatives

Those holding elected positions within the Union, comprising:-

- Executive Officers (as referred to in Byelaw 6)
- Part time Officers and Student Representatives (as referred to in Byelaw 8), including the Chair of Council
- Students Union Media Group Editorial Team (the Executive Editor, Managing Editors and Station Managers as referred to in Byelaw 13)
- Clubs' and Societies' Representatives (Principal Officers and
- Committee Members as referred to in Byelaws 14 and 15)
- NUS delegates
- Any others from time to time holding elected positions within the Union, whether on a cross campus basis or whether as a representative of Mile End students or of Barts and The London students

#### Charity/Company Officers

The Trustees/Directors of the Union, and the Directors of QMSU Services Limited acting as such.

#### Staff

Includes employees of the Union and/or QMUL working for the Union or QMSU Services Limited (including Student Staff whilst at work) and individuals working for the Union or QMSU Services Limited under a contract for services, but excludes Executive Officers. For the purpose of this document, the term 'Staff' is used to encompass both Salaried Staff and Student Staff.

#### Salaried Staff

Staff who have been recruited from outside of the QMUL student body to work for the Union or QMSU Services Limited. Though a Salaried Staff Member may, on occasion, also be registered as a student at QMUL, they are not recruited due to their status as a student and their primary role is as a staff member

#### Student Staff

QMUL Students who work for the Union or QMSU Services Limited on a casual basis, but whose primary role is as a student of QMUL.

In clarifying the relationships between these roles it draws on a distinction between **representative policy** and **operational policy**:

**Representative policy** is led by officers; developed, debated and approved by the student members within QMSU's democratic structures, such as Annual Meetings, Referenda, Student Council

**Operational policy** is led by staff and provides a framework, in accordance with the Strategic Plan, for carrying out the day to day running of the Union.

The Board of Trustees are legally responsible for ensuring that the political and operational policy of the Union is consistent with the advancement of education of students at QMUL for the public benefit. They are responsible for the budget, governance and strategy of the Union. Commercial and Trading activity is run through QMSU Services Ltd, the subsidiary company wholly owned by the Union which is overseen by the Board of Directors of QMSU Services.

#### **Purpose of Protocol**

The purpose of this protocol is to provide clarity over the relationship between the Elected Representatives, Students, Charity/Company Officers and Staff/Student Staff who are employed to provide professional advice, support and continuity. In order to achieve this, this protocol will be issued to all Elected Representatives, Charity/Company Officers and Staff. It aims to provide general guidance and broad principles, and to provide avenues for the resolution of problems as and when they arise. The complex nature of QMSU naturally leads to an element of ambiguity in terms of the relationships between Salaried Staff, Student Staff, Elected Representatives and Charity/Company Officers that are,

in most cases, managed informally. These relationships are expected to change periodically as new Officers are elected, new policies developed, and new initiatives are begun. Staff and Elected Representatives are expected to take personal responsibility for the continuous development of an effective working environment, and to approach new or challenging situations in a professional, proactive and reasonable manner. Elected Representatives and Staff are expected to behave courteously towards each other at all times.

The aim of this protocol is to ensure that there is a positive and empowered relationship between the student members, officers and staff. This protocol is intended to complement the QMSU governing documents by providing guidance on raising issues and seeking solutions where these arise. The nature of the staff/student working relationship can be complex and this protocol is in place to provide broad principles to enable best working practice. There is an expectation that all members, officers, Trustees and staff are treated with respect and courtesy at all times.

### **Expectations/Obligations of Elected Officers and Staff**

The Union expects there to be a close working relationship between Elected Representatives and Staff. The work of Staff is determined via the organisational staff structure which is in place and will be informed by the aims of the Executive Officers via the Chief Executive Officer and Senior Management Team. This does not exclude relatively minor requests for advice and support by Elected Representatives, especially where it might be impractical to first consult the relevant Senior Manager. However, in general, Elected Representatives should not give direct instruction to Staff. In turn, all Staff will respond positively to reasonable requests from Elected Officers to ensure a harmonious working relationship.

In order to preserve the democracy of the Union, Staff, including Student Staff whilst on duty, will not comment on the representative policy of QMSU (although they are bound by it and may reasonably be expected to factually outline it). In providing guidance for Elected Representatives related to political policy, this will include advice on processes, balanced options and similar policy which may be relevant and conducting and presenting research that might help to inform it but will not include personal views and will remain neutral. Similarly, Elected Representatives will be expected not to encourage Staff to become involved in political policy other than in the way described above.

Salaried Staff may not participate in, or seek to influence, the democratic processes of the Union with the exception of salaried staff who are also registered students of QMUL who may vote in elections.

Salaried staff should not publicly comment on political policy or political direction, including: in University or external media; on online fora, social networking sites or websites; in formal and informal QMSU meetings.

Outside of their working hours Student Staff enjoy the full rights and privileges of membership. These students should not be prevented from exercising their democratic rights as Members of the Union because they are also members of staff. Therefore, Student Staff may take a full and active part in the democracy of the Union.

In their role as staff members, student staff are protected by the Staff/Student Protocol in the same way as all other staff.

Staffing matters, including negative comments and criticism of Staff Members are to be treated as confidential and will not be discussed or communicated at committees, forums or in the media. In the same way Staff will be expected to refrain from criticising the actions of any Elected Representatives.

### **Raising issues and complaints**



Courtesy between Elected Representatives and Staff is expected at all times; however the Union acknowledges that despite the principles laid out in this protocol, issues can arise between Elected Representatives and Staff. Every effort will be made to resolve any such issues following an informal route and issues should be raised as follows:

### **Issues with work delivered by Staff**

If a particular piece of work does not meet the expectation of a Student or Elected Representative, they have a right to comment on that piece of work as a whole, whereas they are not within their rights to pinpoint any staff member or their performance as being a contributing factor as to why these expectations were not met. Students may criticise the work of the Union in a political or public forum by holding elected officers and the Union as an organisation to account, rather than commenting on the work of individual staff or staff teams.

### **Issues with Staff**

Any Member or Elected Representative who wishes to raise an issue regarding a Staff Member should do so via an Executive Officer or Senior Manager in the first instance. That person will then direct the issue to the relevant Manager who will discuss the issue and seek to resolve it informally and proactively. Where the issue concerns the Chief Executive Officer, this should be raised with the Chair of the Trustee Board. Where informal resolution is not possible or appropriate, the matter will be referred to the Complaints Procedure and/or Staff Disciplinary Processes as appropriate.

### **Issues with the work of Elected Representatives**

Any Member wishing to raise an issue or complaint concerning an Elected Representative should do so as outlined in the Complaints Procedure.

Any Staff Member wishing to raise an issue concerning an Elected Representative should do so with their own Line Manager in the first instance. Where the issue cannot be resolved at this level, the Line Manager should refer the matter to the relevant Senior Manager. Where a formal complaint is lodged at this stage and concerns an officer, the matter will then be investigated where appropriate in line with the Union's Complaints Procedure.

Where the issue relates to the contractual obligations of an Executive Officer it will be addressed using the Officer's Contract and/or the Union's Code of Conduct.

### **Issue with Members**

Where the issue concerns a Member, it should first be directed to the Students' Union President. The matter will then be investigated by the relevant Staff Member who will again seek informal resolution where appropriate; where this is not an option the matter will be referred to the Union's Complaints Procedure.

### **Issues with Charity/Company Officers**

Any Student or Staff member wishing to raise an issue or complaint concerning a Trustee or Director should be referred to the Chair of the Trustee Board or Board of Directors of QMSU Services Ltd or, if the issue concerns that individual the Deputy Chair who will seek informal resolution where appropriate; where this is not an option the matter will be referred to the Union's Complaints Procedure.

Any questions relating to the Staff/Student Protocol can be raised with an Executive Officer or Senior Manager