

# Student Council

Tuesday 4 April 2023 6.00pm to be held online via Zoom

## Draft Agenda

### 1. Welcome and Apologies

**Members are reminded:**

- *The meeting will be recorded and also live streamed.*
- *Please be respectful towards each other at all times.*
- *Please use the 'raise hand' function if you wish to speak during the meeting.*
- *Please remember to keep yourself muted during the meeting, unless asked to speak.*

### 2. Chair's Introduction

#### Appointment of New External Trustees

The Union's Appointments Committee met on Wednesday 29 March to consider the appointment of two new External Trustees. As required, Student Council were represented with two Council members as part of the Committee, Azzah, and Matthew. The Committee made two offers of appointment, and if these have been accepted by the time of this Council meeting, Council will be asked to approve the appointments as is also required.

### 3. Minutes of Previous Meeting

Student Council are asked to note/approve the minutes of the last meeting of Student Council held on 7 March 2023. These will have been circulated in advance and will be taken as read.

### 4. Minutes from Sub-Committees (*appended at end*)

Minutes of the following Sub-Committee meetings have been added to the Council papers and will be taken as read. Members can then ask any questions to the relevant Chairs/members.

**BLSA Board** - none

**Club Sport Committee** - none

**HSS Board** - none

**Postgraduate Board** - 23 March 2023

**Science and Engineering Board** - 28 February 2023

**Societies Board** - none

**Sustainability Board** - 8 March 2023 and Terms of Reference

**Volunteering Board** - none

**Welfare and Communities Board** – *pending completion*

## 5. Executive Officer Updates

The Union's Scrutiny Panel met on Monday 20 March. The Chair will give a verbal update on the meeting and any recommendations made by the Panel.

The Executive Officers will be given the opportunity to give a verbal update on their work and take questions from members of Student Council and any other QMSU members present.

## 6. Bye-Law Changes

**6a) Should the Students' Union repeal Bye-Law 19 Scrutiny Panel and thereby remove the Scrutiny Panel, returning scrutiny of the work of the Executive Officers to Student Council?**

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**Proposed by:** Azzah Abubacar (Chair of Student Council)

**Seconded by:** Muneer Hussain (VP Science and Engineering)

*NB As the Chair of Student Council is the proposer of this motion, they will hand over the Chair to the Deputy Student Council Chair, Aisha Qadi for this item.*

### What do you want?

I have been re-elected as Student Council Chair on a manifesto which promised to remove the Scrutiny Panel and return scrutiny of the work of the Executive Officers to Student Council. This motion proposes that the Scrutiny Panel Bye-Law (19) be repealed and replaced with the text appended to this motion: **Bye-Law 19 Scrutiny of the Work of the Executive and Part-Time Officers**

### Why do you want it?

Scrutiny Panel was created as a result of the democracy review that took place several years ago, which created a significant number of additional Student Council members. Its intention was to ensure that the work of the Executive and Part-Time Officers was subject to scrutiny, without burdening Student Council with reading nearly 60 reports, and then taking up a large amount of time at Council meetings with questions.

Since it was introduced, the Panel has always struggled to recruit the necessary volunteers from both Student Council and the wider student body. The revolving nature of its membership means that members are never quite sure what they are supposed to be doing. Written guidance is given and training offered, but as members may only attend one or two Panel meetings a year, this is seen as an additional time commitment, and makes serving on the Panel even more unattractive.

In order to focus attention on students who have already got a connection with the Union, recruitment was re-directed to those who are Course Reps, or officers of a student group. We have even tried offering attendance at Scrutiny Panel as part of the QMSkills Award, but still we struggle to get engagement.

With the roll-out of Student Council Sub-Committees, scrutiny of Part-Time Officers has been re-allocated to the relevant sub-committee, where their work can be reported and assessed by their peers. This element of the current Scrutiny Panel Bye-Law is retained unchanged.

Student Council has itself had problems with engagement, even with its quoracy reduced to a third we still struggle to hold quorate meetings. Attendance by students who are not Council members is non-existent, unless they are amongst the few who have submitted motions.

Therefore, it is hoped that by returning scrutiny of the work of the Executive Officers to Student Council, and by actively advertising that any student can attend Student Council and ask them questions, this will increase its relevance and improve attendance.

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

This change will ensure that the Executive Officers are properly held to account, are more accessible to non-Council Members, and that Student Council meetings have more relevance to the wider student body.

This will also avoid duplication of reporting by the Executive Officers (as they already give verbal updates at Student Council), reduce the number of out-of-hours meetings which Executive Officers and others need to attend, and free up some staff time to provide additional support elsewhere.

## **Bye-Law 19 Scrutiny of the Work of the Executive and Part-Time Officers**

### **1. Scrutiny of Executive Officers**

- 1.1. Scrutiny of the Executive Officers shall be the responsibility of Student Council.
- 1.2. Executive Officers should submit a written report on their work to each Student Council meeting. The report should be between half a page and 3 pages in length, and should be submitted by the deadline set for submission of agenda items.
- 1.3. The reports will be circulated with the Student Council papers and will be taken as read. The Student Council Chair will allocate time at each meeting for Executive Officers to highlight anything they wish draw to the attention of Student Council.
- 1.4. Student Council members, and any member of the Students' Union attending the meeting, will then be allocated time to put questions to the Executive Officers on any aspect of their work including emerging issues, and progress on implementing existing Union policies.

- 1.5. However, if there are concerns regarding the work of the Executive Officers in their role as Trustees, these should be passed to the Chair of the Board of Trustees, or to the Deputy Chair of the Board if the concern is regarding the President. This does not remove the rights of Student Council to remove the Sabbatical Trustees as per the Articles of Association.

## **2. Scrutiny of Student Council Members**

- 2.1. Scrutiny of Part-time Officers who are members of Student Council shall be the responsibility of the Student Council Sub-committees on which they serve.
- 2.2. Part-time Officers should report on their work to the relevant sub-committee/s of which they are members, in a format approved by the relevant sub-committee. The Sub-committee shall also consider:
  - 2.2.1. A record of attendance at, or apologies sent to, Student Council, its Sub-committees and the Annual Members Meeting. This will be compiled by the appropriate member of staff;
  - 2.2.2. Any feedback, comments or questions provided by students;
3. Sub-committees are responsible for considering the work of their members, and may make following recommendations to Student Council, but do not have the power to pass the recommendation itself:
  - 3.1. Commendation – Given to those who have demonstrated exceptional work;
  - 3.2. Satisfaction – Given to those who have demonstrated satisfactory work;
  - 3.3. Censure – Given to those who have not satisfied the requirements of the Panel in meeting their responsibilities;
  - 3.4. No Confidence – Given to those who have either already been Censured and would again be Censured by the Sub-committee, in which case they will be given an automatic recommendation of No Confidence. Or if they have performed their responsibilities so exceptionally poorly that the Sub-committee feels that the position should be opened again for election without a Censure being given first.
  - 3.5. Any recommendation of Censure or No Confidence must first include a welfare check to be carried out by a member of Staff allocated by the CEO between the meeting of the Sub-committee and the next Student Council meeting.
  - 3.6. The content of a Welfare Check shall be decided by the Sub-committee, but may include contacting the Part-time Officer as to why a report was not submitted, or they may mandate the member of staff allocated by the CEO to meet the person physically or via video call.

- 3.7. The Sub-committee should also indicate what it would change its recommendation to if the Welfare Check reveals mitigating circumstances. Chairs Action will then be taken to change the recommendation.
- 3.8. All recommendations from the Sub-committee must be voted on by Student Council at its next meeting in order to ratify them.
- 3.9. Student Council may choose, from time to time, to review the minutes of Sub-committees to ensure that they are exercising effectively their responsibility of holding Part-time Officers to account.
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## 7. Motions

### 7a) Should the Students' Union change the title of Vice President Communities to Vice President Liberation, International and Postgraduates?

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**Proposed by:** Radhika Thiagarajan (VP Communities)

**Seconded by:** Matthew Beach (Postgraduate Research Representative (HSS))

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

To change the title of Vice President Communities to Vice President Liberation, International and Postgraduates

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

We believe the current title of VP Communities does not accurately represent the role and its responsibilities in its entirety. Many students do not comprehend the term 'Communities' and what it encompasses. Often, staff at QMUL or students ask the VP Communities officer what it means.

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

It will increase student engagement with the SU and more specifically with VP Liberation, International and Postgraduates, because students and staff will have a better understanding of the scope of the role. We also believe more students from liberation groups, international students and postgraduates will proactively put themselves forward for this role during election campaigns. We also think that this officer will be more visible to the groups of students the role represents because of the clarity of the title.

*Technically, this motion is a Bye-Law change as, if passed, the role title will need to be changed in the Executive Committee Bye-Law, and the Student Council Bye-Law.*

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*The following motion remained undebated after the AMM and the follow-up Student Council meeting and so has been added to this agenda:*

## **7b) Should the Union organise an annual 'Idea for Humanity' summit?**

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**Proposed by:** Yash Jangid

**Seconded by:** Mahak Kharb

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

I came from India, believing that upon reaching London and studying there at the Queen Mary University of London, I will meet new people from around the globe and discuss new topics, ideas or theories. But the reality has been different, I sense a very important issue among the students from different fields i.e., there is hardly any debate around new ideas or theories. I have a strong belief that we as a human species, educate ourselves to evolve. In other words, I strongly believe that there is the ultimate goal is to expand the scope and strength of our consciousness as a species. And it should be embedded in the minds of every student. There needs to be an integration of the student's thought processes and all should work for a common-higher goal i.e., uplifting and evolving human consciousness.

The environment of the University has an important role to play in this. I believe efforts should be made at the end of the University in collaboration with the Student Union to organise an annual summit with the name, Idea for Humanity. The agenda for the summit or event is to influence the minds of the students to work for a common-higher goal mentioned above. This will motivate the students and if worked in the letter and spirit, might become a global initiative. Youth needs to come forward, discuss and lead the change. It's urgent!

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

There's a difference between a knowledgeable and an educated person, which is, a knowledgeable person knows the factual matrix of any specific topic; whereas, an educated person is someone who breaks down that knowledge and uses it to solve the problem. But I see the current education system in the name of education, is promoting knowing certain facts or fields.

Education is meant to make a human being more conscious. If we examine this parameter, then certainly as a species, we have forgotten our goal. All the students of the University from different fields or areas should come together to discuss/debate the problems of humanity, bring new ideas or theories and even set a goal for humanity to reach.

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

If all the students come together and discuss issues and ideas for humanity, then it can be spread across the globe. It will compel us to rethink, rebuild and reorganise our education system. The only requirement is that it should be adopted in its entirety to realise its benefits.

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## 8. Policy Renewal

### ***Policy Renewal***

- 8.1 *Policy passed more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to renew, embed or lapse.*
- 8.2 *Any policy that is renewed will be debated again after 2 years.*
- 8.3 *Any policy that is embedded will be considered permanent policy until Student Council brings it back for debate to retain or lapse.*
- 8.4 *Recommendations shall require the approval of a simple-majority of Student Council to be passed and should be done in 1 vote for all policies at the same time.*
- 8.4.1 *Student Councillors should make clear to the Chair any individual recommendations they would like to be debated separately, the Chair shall bring these forward for debate before being voted on. The rest of the recommendations shall then be voted on in 1 vote.*
- 8.5 *A Union member may, at any time, bring policy that is considered to be out of date to the attention of Student Council to be debated.*
- 8.6 *Policies which exceed the 2-year limit for any reason shall be brought forward for debate at the next meeting of Student Council.*

The following policies are now due for review and may be lapsed, renewed or embedded: These have been discussed by the Executive Officers, who have made recommendations for each - Adi can lead on this and the Executive Officers can take any questions.

**The following policies were due for review in February, and have been carried over as the meeting had become inquorate by the time they were due to be considered:**

<b>Policy</b>	<b>Recommendation</b>
The Union should introduce a 'Big Green Box' online 'suggestion box' /concern reporting form	Renew
The Union should introduce sustainability training for all SU staff	Renew
The Union should introduce a new 'sustainability role' within society committees on a voluntary basis	Renew

All Queen Mary Students' Union staff should undertake suicide awareness training	Embed
The Union should recommend all staff and student officers to include their name pronunciation in their email signature	Embed
The Union should lobby the University to implement a long-term scheme to provide and distribute free menstrual products on campus	Renew

**The following policies were due for review in March and have been carried over as the meeting had become inquorate by the time they were due to be considered:**

<b>Policy</b>	<b>Recommendation</b>
The Union Should Discourage Staff and Students From Flying on Trips Associated With the Student's Union	Renew
The Students' Union should develop and offer a sustainable menu in all of its eating outlets.	Embed
The Students' Union should lobby the university to make all welfare provisions, including Advice and Counselling and DDS services, more accessible to students regardless of which campus they are on or which course they study	Renew
The Students' Union should lobby schools to consider length of teaching recordings so as to ensure they are suitable for student learning and allow for regular breaks. This could include splitting recordings into shorter clips or adding timestamps to videos so students can more easily navigate content. However, any approach should be faculty specific and appropriate to their own students.	Renew
Should the SU provide accessibility guidance on events, campaigns and social media?	Renew
Should the SU lobby the university to introduce mandatory accessibility training for all staff?	Renew



<p>Malta vs London Tuition Fees Flexibility Differences The Students' Union should lobby the University to allow Malta Students who are self-funding their tuition fees to pay in multiple instalments as allowed for London based students.</p>	<p>Renew</p>
<p>The Students' Union should lobby the university to reevaluate and publish a process for the suspension or cancellation of active courses that recognises the need for student as well as staff consultation when making such decisions.</p>	<p>Renew</p>
<p>The Union Should Broadly Endorse the Aims of the Green Charter, and Facilitate a Method of Direct Democracy in Working Towards its Full Implementation</p>	<p>Renew</p>
<p>The Students' Union should provide recycling in its facilities on all campuses (UK and international) and lobby the university to so the same.</p>	<p>Renew</p>

**9. AOB**

# Postgraduate Board Meeting

23/03/23, 17:00 - 19:30, online (MS Teams)

## Attendance

Present:

- Radhika Thiagarajan (RT) - President Communities – Chair
- Matthew Beach (MB) - Postgraduate Research Representative (HSS)
- Elena Erescov (EE) - Postgraduate Taught Representative (Barts and The London, BL)
- Rawad Yehia (RY) - Postgraduate Taught Representative (Humanities and Social Sciences):
- Eszter Zsisku (EZ) - Postgraduate Engagement Assistant

Did not attend:

- Israfil Soyler (IS) -Postgraduate Research Representative (Science and Engineering)

## Agenda item 1

- *Officer's Updates: Officers share what projects/ meetings they have been involved in since the last PG Board (13/02/23)*
- RY - Congratulated MB for VP Communities position. Is still taking feedback from students on courses in his faculty and communicating with education boards.
- MB - campaigning for elections has been time consuming over the last few weeks. Is meeting with the Doctoral College's new communication manager next week. Is gathering feedback from Subject Reps and geography cohort. Is also in communications with a PhD student visiting from California, has emailed EZ and Jonathan Otter re: putting them in touch to learn about postgraduate representation systems in the US. Is also updating the Education Manual with Jonathan Otter and communicating with EZ about Asian Heritage Month postgraduate survey and helping with communications for this.
- EE - Communicating with students from their course and helping with issues they raise. Would like to organise a bigger post-exam social (barbecue) to include all PGTs in institutes, so is looking into that and requested support. RT requests email from EE with rough funding guidelines, outlines need for risk assessment and process for ordering food.

## Agenda item 2

- *Scrutiny Panel*
- RT outlines options for commendation, welfare check, censure and no confidence.
- RT asks board members to give any feedback for members - gave update that Gargeya Sharma has now resigned from PG Board.
- MB is dissatisfied with IS's lack of attendance and worries about S&E engagement. RT responded that IS did attend the last Postgraduate Consultation Group (PGCG) meeting but only after RT invited him. EZ provided feedback that IS did attend and help promote Pizza Social. RT feels that it is difficult

to get PG engagement and worries about the impact that lack of Faculty Rep engagement has on S&E students. RT added that IS has not been engaged in the conversation regarding internationally funded PhD students and has not been engaged in Doctoral College meetings. EE agrees with MB. EE, MB and RT vote no confidence for IS. RY requests to abstain, feels there is more IS could have done to engage but wonders if there are extenuating circumstances. RT outlines that a welfare check has been carried out for IS but no ECs were identified.

- MB feels all other members are doing a good job, appreciates them attending meetings. RT agrees and thanks members for their contributions
- RT would like to give commendation for all three present members, reports that MB has been fantastic at helping with projects, EE has been contributing to PGCG and proactively speaking to people on her course, attending all meetings, and trying to arrange a social. RY is also contributing to PGCG and communicating with members on their course. All three members receive commendations.

## Agenda item 2

*RT provides updates on their own initiatives since last meeting*

- RT has been working with MB and other Board members on the PGCG project - has been putting together a business proposal and recruitment pack with EZ. Is currently waiting to hear from Marianne Melsen re: feasibility of hiring Reps in a part-time paid capacity for the role. Has also been raising PGCG at the Senior Executive Team Meetings in order to find a space where the group can be connected with the university, has requested an agenda item for next meeting to discuss.
- RT outlined current conversation regarding internationally funded PhD students: They are paid around £880/ month, and face financial difficulties given cost of living and inflation. RT has raised this with Colin Grant who will take it higher with international governments (Pakistan, China, India) to negotiate a better deal. Mexican government official who sponsors students has been unresponsive to RT, so this will be followed up as well as raised in subsequent meetings.
- RT plans to organise a PGR summer social event with MB: Jack the Ripper museum tour. Has already emailed the museum but has not had a response so is planning to visit in person. MB offers to help with communications with the museum. RT responds MB can negotiate the price and visit the museum, MB agrees.
- RT's other projects/ campaigns for liberation include reproductive health talk, Asian Heritage Month food stalls, and Nightline project.

## AOB

- EZ reminds members that nominations for Education Awards are closing soon and encourages advertisement to relevant cohorts and for members to make nominations.
- MB queries when next PGCG meeting will take place - this will be booked for next week by EZ

## Actions

- **EZ to collect availabilities from board members and book another meeting for PGCG discussion**
- **MB to assist RT with Jack the Ripper Museum tour**

## Voting record [delete if no votes were taken]

	<b>Vote 1 [No confidence for IS ]</b>	<b>Vote 2 [ Commend ation for MB]</b>	<b>Vote 3 [ Commend ation for EE]</b>	<b>Vote 4 [ Commend ation for RY]</b>	<i>Add more columns if necessary</i>
<b>RT</b>	Yes	Yes	Yes	Yes	
<b>EE</b>	Yes	Yes	Yes	Yes	
<b>RY</b>	Abstain	Yes	Yes	Yes	
<b>MB</b>	Yes	Yes	Yes	Yes	
<i>Add more rows if necessary</i>					

## S&E Board

28<sup>th</sup> Feb 2023, 17:30, MS Teams

### Attendance

Present:

- Lahmia Hoque (LH) – SBBS Rep
- Aisha Qadi (AQ) - International Rep
- Muneer Hussain (MH) - VP S&E/Chair
- Roulian Zelo (RZ) - SMS Rep

Apologies:

- Al-Habib Mraish (AHM) - SPCS Rep
- Jais Dargan (JD)\* - EECS Rep

\*Communicated Via Chat

### Officer Reports

AHM:

- Written update provided:
  - I have sent out a form to the course reps to distribute to their cohorts for feedback for the exams and the semester so far.
  - I have been in contact with the SSO and psistar president for organising an observatory event for the school soon.
  - I have been in contact with the course reps to organise a meeting but some have been unresponsive and there have been clashes in timings
  - I also plan to meet with the SSO in order to discuss the SSLC and the feedback form I sent out

AQ:

- Working with Careers to deliver a session on employability skills development and student voice.
- Working on a video for AHM.
- Is working on resource pages for DDS and International Students.

LH:

- Has been working on an impromptu survey on assessments and promoting MH's survey.

- Is raising Exam issues with IT team and attending Faculty meetings.
- Is supporting the implementation of some recently passed policy and liaising with Drapers' and venues team about women's safety.

MH:

- Working on the wellbeing for life module, and has created the set of headings. Has been working with the VP Welfare co create content and engage stakeholders.
- Working on contemplation spaces, looking at additional provision of spaces, but still in conversation with the University.
- Has been working on Ramadan projects, including providing food for breaking fast on campus and delivering night prayers.

RZ:

- Written update provided:
  - At the moment I have been working close with the other maths reps and the students to sort out the online vs face to face exams problem have been trying to find a common ground for both the school and the students. Whilst it is not looking like it will be completely possible, I am hoping for the best we are trying to ease the transition between online to face to face by adding more seminars for exam materials and we will have mocks in place.

JD:

- Written Update:
  - I'm getting in touch with the Careers Department specifically with Stefan and hopefully sooner will be discussing the major problems that students are facing in the development of their career and also will be discussing some of the major factors that are affecting the job sector like recession and layoffs.
  - And also trying to get in touch with the course reps to take feedback from students and discussing their problems with the authorities.

## AOB

- January Exam Survey:
  - MH outlines purpose of survey, specifically targeting online exams and the time given for these.

**Scrutiny monitoring form  
Science and Engineering Board**

<b>Officer</b>	<b>Gave verbal update at meeting</b>	<b>Submitted written report</b>	<b>Action recommended</b>	<b>Agreed summary (only applicable for commendations, censures and no confidences)</b>
Aisha Qadi	Yes	No	Nil	
Muneer Hussain	Yes	No	Nil	
Jais Dargan	No	Yes	Nil	
Israfil Soyler	No	No	Nil	
Al-Habib Mraish	No	Yes	Nil	
Lahmia Hoque	Yes	No	Nil	
Yunus Khan	No	No	Nil	
Gargeya (Grey) Sharma	No	No	Nil	
Roulian Zelo	No	Yes	Nil	

# Sustainability Board

Wednesday 8<sup>th</sup> March 2023, 6:00-7:00pm, MS Teams

## Attendance

Present:

- Amelie Anh Barone (Mile End) – [AB] **Chair**
- Leilani Van Someren, Mile End Sustainability Representative – LS

Apologies:

- N/A

In attendance:

- Zoe Sturgess – Sustainability Coordinator – ZS
- Radhika Thiagarajan - RT
- Joanna Croft - JC
- Lily Throssel - LT
- Laura Lachowicz - LL

## Agenda item 1 – Welcome and introductions

- AB opened the meeting and welcomed all attendees.
- Introduced everyone to new attendees

## Agenda item 2 – Minutes of the previous meeting and matters arising

- AB ran through minutes from last meeting

## Agenda item 3 - Updates from sustainability officer

- AB ran through updates
- AB FFF updates – setbacks run through re: event, hectic morning, as organiser was late, issues getting the clothing rails, updates on funding for ongoing events and on the workshop – has spoken to her but going to look into organising it
- AB – run through of website project – sustainable items to be easily accessible to students, sustainable alternatives – so people can go online and see this – sent a draft to ZS – looking at putting onto the university website – acknowledged that this will take some time
- AB – Planting event – happened in green week – very successful – wants to but some wildflower seeds to run some kind of event – looking into funding and staff availability to this – this her project

## Agenda item 4 – Updates from sustainability rep



- LS – apologies for being late – updates on number one project – improving recycling – sent over posters to me – recycling tips – what you can and can't recycle – waiting on approval for this – need to coordinate with estates who are making
- LS – Reusable plastic cups – so that we don't have to use single-use cups anymore
- LS – cigarette campaign – reducing the litter – bins – posters – competition for picking up cigarette butts

### **Agenda item 5 – “Green Mary Rep” position**

- ZS – Green Mary group rep – outline the idea – to be a role open to all students, as long as they are a member of the Green Mary Group – can be from any campus
- LS – agreed that this would be a great idea
- RT – Concerned about getting events over to Barts – already having low engagement from them – if we merge the roles then this may take more away from Barts
- ZS – clarified that we will not be merging the roles – it will be an additional role to open up for more student representation in sustainability
- ZS – opened this up to a vote – LS and AB in agreement – to be moved forwards to the next student council meeting for consideration

### **Agenda item 6 – Green Week debrief**

ZS – updated on the outcomes of green week – really good engagement – 3 society events – unfortunately some events did not run as smoothly as hoped due to being ill with COVID-19 – Good support from Leilani and Amelie, which helped – biggest ever canal clean, allotment volunteering really popular – will hopefully run another session this month - over 200 students engaged across Green Week activities in total – numbers are up from last year

### **Agenda item 7 – Elections Results**

ZS – announced the outcome of the results

LL – very happy to be voted in

ZS – will be in touch to arrange welcome meetings and hand-overs from current Officer and Rep once elections and voting concluded for Officer position next week (16<sup>th</sup>)

LT – mentioned she will likely be Officer as opponent has pulled out

### **AOB**

#### ***Student policy – Sustainability role in societies***

RT – bought up student policy – welfare officer having some additional responsibility

AB – Amelie expressed concern that not every society would be able to get a separate person to volunteer to be a sustainability officer for the society

LS – Agreed that it could be difficult – but agree it could be good if it's compulsory – could increase engagement overall

LT – Thinks merging with welfare would be a good idea to get it going initially

RT – We can't just override as it is student policy – so needs to be implemented in some way

ZS – A good idea to have as additional responsibility for welfare rep initially – put feelers out and see how successful it is – better to have something than nothing – RT agreed

ZS – to arrange meeting to discuss with student engagement team and RT

### **Updates from sustainability coordinator on rep and officer project**

ZS – has submitted cigarette recycling boxes for potential funding – will keep everyone updated on whether this is something that can happen

Posters – still waiting to see what's happening with the posters from estates – will push for a response on this and see if we can move forwards in any way

ZS – cups – asked LS to do some research on this – concrete idea to be submitted

JC – happy to support on the cups

ZS – to arrange a meeting between JC and AB to discuss this further

### **Actions moving forwards:**

- AB – to do a poster or something about cigarettes
- ZS – arrange meetings with LS and JC re: sustainable cups and come up with a plan of action moving forwards, even if this can't be rolled out this year, setting up the foundations for next year
- ZS – to arrange meeting with Student Engagement team and RT – re: sustainability role in societies
- ZS- to chase up on recycling posters

**Next meeting – N/A final meeting of the year** - AB rounded off the meeting and thanked everyone for coming

# Terms of Reference for Sustainability Board

Last updated 17 April 2023

## Purpose of the Sustainability Board

The Sustainability Board is an elected board of students from the Students' Union's activities, that looks at issues relating to sustainability and the environment to 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. The Co-Chairs will be the Sustainability Officers from Student Council.

- Sustainability Officer (Mile End) **Co-Chair**
- Sustainability Officer (BL) **Co-Chair**
- Mile End Sustainability Representative
- Barts and The London Sustainability Representative
- Charterhouse/West Smithfield/Lincoln's Inn Sustainability Representative
- Green Mary Group Sustainability Representative

## In Attendance

- Sustainability Coordinator – Secretary/Sustainability Coordinator
- 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 its Bye-Laws there under
- Sustainability Board is a sub-committee of, and is accountable to, Student Council, and its 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 Chair, Secretary or 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