



# **KeeleSU Policy Document**

Last Edited 9th February 2022

# Constitutional Affairs Committee Rulings

Part of the Constitutional Affairs Committees role is to interpret clauses within the KeeleSU Constitution and Bye-Laws. Wherever the Constitutional Affairs Committee makes a ruling based on the Constitution or Bye-Laws, it will be recorded in this document.

The actual ruling of the Constitutional Affairs Committee will be highlighted through the use of italics.

## R.1 - Clarification of Terminology in Bye-Laws, Chapter 18

E: Complaints and grievances procedure

E4: "complainant"

CAC interprets the use of the word "complainant" for the purposes of E4 to mean the person who made the complaint discussed in the initial inquiry.

E4: "initial inquiry"

CAC interprets that all three criteria prescribed in this section amount to the initial inquiry procedure.

E6: "included, but not limited to"

CAC interprets the wording in this section to include any penalty that Executive Committee feels appropriate, and that the list provided is not exhaustive.

E7: "The complainant may only appeal against..."

CAC interprets the use of the word complainant in this section to include both the party who made the complaint detailed in the initial inquiry, as well as the person of which the complaint is made against. We consider it unconstitutional to restrict access to appeal by following the definition set in E4 above. We acknowledge that the terminology in Chapter 18 is confusing and inconsistent.

## R.2 - Constitutionality of Non-Students on Concourse Committee

Chapter 8, D.06 of the KeeleSU bye-laws states that a society's constitution "must list the officers comprising the society's executive". Concourse then goes on to list officers in its constitution.

Unfortunately, given that there is absolutely no distinction made in the Concourse constitution between executive and non-executive officers (for example - all officers are grouped together with the de facto President, the Chief Editor), we are of the opinion that all officers (in that list), occupy the voting executive.

Therefore, given that Chapter 8, C.03 states that "All elected members of a society's

executive must be full members of KUSU.", only current students studying at Keele are eligible for these positions, non-students may not sit on Concourse committee.

### **R.3 - Censuring of an Officer**

Chapter 18, C2 states that "Non-sabbatical Officers defined by Chapter 7 C01 and C04 and Student Councillors can be censured or no-confidenced by a two-thirds majority of Student Council for good cause."

The Constitutional Affairs Committee notes that there is not currently a functioning Student Council, but rather a group of Zones and thus, it is the opinion of the Constitutional Affairs Committee that C2 could be considered ambiguous.

It is the ruling of the Constitutional Affairs Committee that due to there not being a fully functional Student Council, all motions of censure and/or no-confidence submitted (with good cause)\* from 13 February 2015 can only be received and approved by a two-thirds majority at UGM.

\*not including those deemed necessary by the Performance Scrutiny Committee.

# Codes of Conduct

Any Codes of Conduct drawn up by KeeleSU committees or officers and subsequently authorised by UGM or Student Council will be recorded here until the date they lapse, at which point they will be removed.

There are currently three KeeleSU Codes of Conduct: -

1. KeeleSU Code of Conduct
2. KeeleSU Venue Regulations
3. KeeleSU Trustee Code of Conduct

## C.1 - KeeleSU Code of Conduct

Unacceptable Behaviour in Keele University Students' Union (KeeleSU):

1. Keele University Students' Union aim to provide a safe space for all their members and, therefore, do not tolerate, either by members or guests, discrimination or harassment on grounds of race, gender, sexuality, disability against an individual or group. Disciplinary action would be taken in such instances, as it would with any serious breach of our Equal Opportunities Policy.
2. Verbal abuse, threats and/or any violence towards other customers, or any member of staff, is totally unacceptable and will result in ejection from the building and serious disciplinary action.
3. Anyone found to be vandalising or misusing the building will be ejected from the building, face disciplinary action and may be charged for any damage caused.
4. Keele University Students' Union do not tolerate the use, transfer or possession of illegal drugs on the premises. Anyone found using, transferring or in possession of any non-prescribed illegal drug will be ejected, face disciplinary action and may be handed over to the police.
5. An individual can be asked to leave, or be refused entry to, KeeleSU buildings if security consider them to be in breach of UK Licensing Laws, including, but not exclusively, being (1) excessively drunk or (2) in danger of harming either themselves or others or (3) in breach of the conditions of a ban (or any other restriction resulting from a Disciplinary Hearing). This will not necessarily result in any further disciplinary action, unless the individual (a) does not cooperate (b) violates one of the above guidelines or (c) is a persistent offender.

## C.2 - KeeleSU Venue Regulations

Entry to the Students' Union signifies agreement to the following:

1. Right to refuse admission is reserved where customers are behaving in a way that staff

- consider is, or could be, anti-social, cause harm or annoyance to themselves or others, breaches the Venue License or is in breach of the KeeleSU's Code of Conduct.
2. Entry to events without advance tickets is strictly on a first-come first-served basis.
  3. Only official merchandise is on sale in the venue, do not buy outside. This is for your protection so that you will receive only goods of proven quality.
  4. No professional type cameras, video cameras or audio recording equipment will be allowed into the venue.
  5. Ticket holders should note that late arrivals will only be given entry to the auditorium at a suitable break in the performance at the discretion of the management.
  6. The venue reserves the right to change the bill without prior notification however every effort is made to ensure that the performance continues as advertised. In the event of cancellation of the event, only the face value of the ticket will be refunded by the venue- any booking fee must be refunded by the Box Office from which the ticket was purchased.
  7. All customers consent to their being filmed, recorded and photographed as members of the audience. These images may then be published on the KeeleSU website, in KeeleSU publications and associated media publications.
  8. Purchase of a ticket signifies a binding contract and as such the purchase price is non-refundable and the benefits non-transferable.
  9. Tickets remain the property of the promoter until full payment has been received.
  10. The tickets are security printed. Please protect the condition of the ticket as damaged tickets may become invalidated.
  11. Tickets purchased from unauthorised sources may not be valid for entry (Eg. Ticket touts).
  12. All shows are for over 18's only UNLESS otherwise stated on the ticket. For over 14's shows, customers under the age of 18 MUST be accompanied by an adult. To avoid disappointment, patrons should carry identification and proof of age.

### **C.3 - Trustee Code of Conduct**

This document is the agreed code of conduct for the Trustee Board. The code of conduct is discussed, amended and signed up to annually, or in the event it acquires a new member or members.

#### **1. Standards in Public Life**

As a Trustee of KeeleSU I promise to abide by these standards in public life:

##### **1.1. Accountability**

Everything KeeleSU does will be able to stand the test of scrutiny by KeeleSU Members, University of Keele, the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

##### **1.2. Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within KeeleSU

and equally when dealing with individuals and institutions outside it.

### 1.3. Openness

KeeleSU strives to maintain an atmosphere of openness throughout the organisation to promote confidence of KeeleSU to its Members, the University of Keele, the public, stakeholders, staff, charity regulators and Parliament.

In addition, I agree to the following:

### 2. Law, mission, policies

2.1. I will not break the law or breach charity regulations in any aspect of my role of Trustee.

2.2. I will support the mission and consider myself its guardian.

2.3. I will abide by organisational policies.

### 3. Conflicts of interest

3.1. I will always strive to act in the best interests of the organisation.

3.2. I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

3.3. I will submit to the judgment of the Board and do as it requires regarding potential conflicts of interest.

3.4. Whenever a Trustee has a personal interest in a matter to be discussed at a meeting, and whenever a Trustee has an interest in another organisation, other than the University, whose interests may conflict with those of KeeleSU in relation to a matter to be discussed at a meeting, they must:

- a) declare an interest before discussion begins on the matter;
- b) withdraw from that part of the meeting unless expressly invited to remain;
- c) in the case of personal interests not be counted in the quorum for that part of the meeting;
- d) in the case of personal interests withdraw during the vote and have no vote on the matter;
- e) in particular Article 93 shall apply to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be paid by KeeleSU as an employee of KeeleSU.

3.5. If in any doubt about the application of these rules trustees should consult with the Operations Managers.

3.6. Trustees' interests will be listed in a register.

#### 4. Person to person

4.1. I will not break the law, breach charity regulations or act in disregard of organisational policies in my relationships with fellow Trustees, KeeleSU Members, The University of Keele, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as Trustee.

4.2. I will strive to establish respectful and courteous relationships with all I come into contact with in my role as Trustee.

#### 5. Protecting the organisation's reputation

5.1. I will not speak as a Trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair or Operations Managers.

5.2. When I am speaking as a Trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

5.3. When speaking as a private citizen, I will strive to uphold the reputation of the organisation and those who work in it, remembering that even in this capacity my responsibility to the organisation is not diminished.

5.4. I will respect organisational, Board and individual confidentiality.

5.5. I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

#### 6. Personal gain

6.1. I will not personally gain materially or financially from my role as Trustee, nor will I permit others to do so as a result of my actions or negligence.

6.2. I will document expenses and seek reimbursement according to procedure.

6.3. I will not accept gifts or hospitality without prior consent of the Chair.

6.4. I will use organisational resources responsibly, when authorised, in accordance with procedure.

#### 7. In the boardroom

7.1. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by KeeleSU.

7.2. I will abide by Trustee Board governance procedures and practices.

7.3. I will strive to attend all Trustee Board meetings, giving apologies ahead of time to the Chair if unable to attend.

7.4. I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

7.5. I will honour the authority of the Chair and respect their role as meeting leader.

7.6. I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

7.7. I will accept a majority Trustee Board vote on an issue as decisive and final

7.8. I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or Trustee Board to speak of it.

## 8. Enhancing governance

8.1. I will participate in induction, training and development activities for Trustees.

8.2. I will continually seek ways to improve Trustee Board governance practice.

8.3. I will strive to identify good candidates for trusteeship and appoint new Trustees on the basis of merit.

8.4. I will support the other trustees in their efforts to improve their leadership skills.

8.5. I will support the Operations Managers in their executive role and, with my fellow Board members, seek development opportunities for them.

## 9. Leaving the Board

9.1. I understand that substantial breach of any part of this code may result in my removal from the Trustee Board.

9.2. Should I resign from the Board, I will inform the Chair in advance of the next trustee board meeting in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview where this is possible.

## **Disciplinary Records**

Successful motions of censure or no confidence in Officers will be recorded in this section of the document, and shall remain on file for three years.

# Register of Honours

Union General Meeting has the power to grant a number of honours at its discretion, by the passage of a motion. These honours are not recorded here, although those awarded from 2014 onwards are recorded in a separate document (the Register of Honours), available on request. 10

Precis:

The Policy Document contains all active mandates passed by the policy-making bodies of Keele University Students' Union: Union General Meeting and Union Council.

Elected officers, full-time and part-time, are required to act within the constraints of and act on any mandates of active, valid policy at all times – except where the Constitutional Affairs Committee has ruled that doing so would be in conflict with the Constitution or Bye-Laws.

**For more information on Union Policy, or for information on getting involved with democracy at KeeleSU, email the Constitutional Affairs Committee at [su.cac@keele.ac.uk](mailto:su.cac@keele.ac.uk).**

FAQ:

How long are policies active for?

By default, policies passed at Union General Meeting are active for three calendar years and those passed at Union Council for one calendar year. Policies may expire earlier than this, but never later.

Who is responsible for the Policy Document?

The General Secretary, a member of Constitutional Affairs Committee, is responsible for keeping the policy document accurate and up-to-date.

What's included?

Any motion that passes (with any amendments applied) at one of the policy making bodies which forms a policy or mandate, provided it has not expired. Constitutional amendments and other non-policy, non-mandate motions are also included in this document, including disciplinary motions and motions which are included for record-keeping purposes. All available KeeleSU Codes of Conduct are also included in the Policy Document for record-keeping purposes.

Disclaimer:

This document contains all valid policies and mandates that were available at the time the document was compiled. The records kept prior to the compiling of this document are not complete, and there is no guarantee that policies which are valid have not been excluded due to gaps. If you believe a policy or mandate should be included but is not, please get in touch with the Constitutional Affairs Committee.

## **Policy 18: 21 Fit to Sit**

Passed: 13th November 2018.

Expires: 13th November 2021.

Assigned FTO: Elliott Lancaster

Proposer: Elliott Lancaster

Value:

1. The Keele SU makes a stance against the practice of Fit to Sit.

# **Policy 18: 22 NHS Charges for International Students**

Passed: 13th November 2018.

Expires: 13th November 2021.

Assigned FTO: Ele Fisher

Proposer: Ian Wong

Value:

1. Keele SU should stand in opposition of the introduction of NHS charges on international students.

## **Policy 18: 23 Brexit**

Passed: 13th November 2018.

Expires: 13th November 2021.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Value:

1. For Keele SU to support students in lobbying their MPs on the issues of a people's vote and Brexit

# Policy 19: 01 No Platform Policy

Passed: 21st March 2019.

Expires: 21st March 2022.

Assigned FTO: Tom Snape

Proposer: Ian Wong

Value:

1. To support all campaigns, protests and petitions making those who express Transphobic, homophobic, biphobic, racist, sexist, ableist, xenophobic, Islamophobic, and/or anti-Semitic views not invited onto campus.

# Policy 19: 02 VSS/Temp Contracts

Passed: 21st March 2019.

Expires: 21st March 2022.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Actions:

1. Keele SU will seek urgent improvement in the transparency of the University with the wider student body.
2. Keele SU will lobby for no decrease in the provision of student support services, particularly mental health, disability support and support for international students' and liberation groups.
3. Keele SU will lobby for postgraduates who teach to be protected from cost saving measures.
4. Keele SU will commit to regular and transparent communication around our specific lobbying efforts and the developing situation.
5. Keele SU will lobby for senior staff to receive pay freezes or reductions.
6. Keele SU will commit to providing regular opportunities for students to feed into the work we are doing around this specific effort.
7. Keele SU will continue to collaborate with campus trade unions and the postgraduate association on areas of joint concern.
8. Keele SU will work with any and all parties in order to seek alternative solutions to the problem faced by the University.
9. Keele SU will set up a working group of full time officers, part time officers and interested students in order to provide those who want to with the opportunity to scrutinize the work of the SUs' in this area.
10. Keele SU will support an independent financial audit as commissioned by the UCU to give a broad account of the University's financial situation.
11. Keele SU will provide material support to the Save Keele media group formed at the Emergency Cross Union meeting and promote their activities through social media and email in a timely manner, provided all information is accurate.

# **Policy 19: 03 Extinction Rebellion**

Passed: 21st March 2019.

Expires: 21st March 2022.

Assigned FTO: Sam Gibbons

Proposer: Sam Gibbons

Actions:

1. Keele SU stands in support of Extinction Rebellion, an environmental sustainability group.

# Policy 19: 04 Qualifying Fails

Passed: 21st March 2019.

Expires: 21st March 2022.

Assigned FTO: Sam Gibbons

Proposer: Sam Gibbons

Actions:

1. Keele SU to oppose the use and/or implementation of qualifying fails as part of component assessments in modules. To note a special exemption for professional body requirements, whereby skills need to be demonstrated for this purpose.

# Policy 19: 05 AU Constitution

Passed: 22nd May 2019.

Expires: 22nd May 2022.

Assigned FTO: Amy Holden

Proposer: Amy Holden

Actions:

1. The Athletic Union (AU) recently passed the attached Chapter, which was previously the AU Constitution, at AU Council to become part of the SU bye-laws. The second part of this process requires a UGM to approve this bye-law change. This will allow the AU to run more effectively and the SU to support the AU much easier than before. Societies already have a chapter in the bye-laws, and as the AU is already part of the SU, this brings the bye-laws up to current practice.

# Policy 19: 06 Trustee Recruitment

Passed: 22nd May 2019.

Expires: 22nd May 2022.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Secunder: Amy Holden

Facts:

1. Keele SU has three slots on its trustee board for students.
2. Two of our student trustees are leaving this year.
3. A process of recruitment has been conducted including the input of our external trustees.

Actions:

1. To appoint the following student trustees:
  - a. Jack Karimi. Jack has extensive experience leading student groups and campaigns. He's a highly engaged member of our student community and brings an analytical approach that the appointments panel feel will benefit the trustee board greatly.
  - b. Mustafa Dashti: Mustafa is a mature medical student with a great deal of experience in student leadership roles. He's helped organised and participated in a wide range of events and student activities, and at his previous university grew his society to 10% of the student population and assisted in the delivery of key SU functions.

# Policy 19: 07 Staff Protocol

Passed: 22nd May 2019.

Expires: 22nd May 2022.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Secunder: Sam Gibbons

Facts:

1. The Keele SU staff protocol outlines how staffing issues should be discussed by Keele SU's democratic forums.
2. The protocol has not been reviewed for a number of years.
3. As part of the democratic review we have looked through the existing chapters and found areas that aren't clear or don't work effectively.
4. The purpose of the protocol is to not put at risk our HR processes
5. Officers are elected representatives who should be held to account by students.

Opinions:

1. The current protocol contains excessive obscure language.
2. While it is important that students are able to hold the SU and its leadership to account, the employment status of staff is not up for debate in democratic forums..

Actions:

1. To replace the staff protocol in the Bye-Laws with the following:
  - a. No staffing issues, except staffing policy, may be discussed in UGM and Union Council. This ensures that legal requirements and obligations under Protection of Employment and associated legislation are not breached. Such matters may be discussed at Staffing and Executive Committees under closed agenda; no minutes will be taken.
  - b. Discussions around the Keele SU finances or trading shall not be considered 'staffing issues'.
  - c. Conversations regarding staffing issues of student staff shall be exempt from this chapter's protocol so long as the Union Development and Democracy Officer and Student Staff Officer approve.
  - d. Should attendees at an SU forum (other than the executive committee) attempt to discuss staffing matters, the Chair of the meeting should inform them of the staff protocol and no further discussion of the matter shall occur.

# Policy 19: 08 Platform Policy

Passed: 22nd May 2019.

Expires: 22nd May 2022.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Secunder: Ele Fisher

Facts:

1. There are currently several different policies or statements to do with how speakers or groups shall be provided with a platform.
2. Keele SU's trustee board expressed concerns about this situation potentially leaving individuals confused and asked that this be reviewed and compiled into one place.

Opinions:

1. This situation makes it difficult to understand how this process should work in practice.

Actions:

1. To approve the attached 'Platform Guidance' document.
2. This policy shall supersede all previous 'platform' policies.
3. Any references to no-platform in the Bye-Laws shall be removed.

Guidance:

1. Purpose
  - a. To prevent individuals or groups known to hold abhorrent views from speaking at union events.
  - b. To ensure that elected representatives will not share a public platform with individuals or groups known to hold racist, fascist or discriminatory views.
  - c. To ensure that the union truly embraces the diversity of its student body.
  - d. To ensure that freedom of speech is preserved as much as possible without straying into hate speech.
2. Definitions
  - a. Racism
    - i. The prejudice that members of one race are intrinsically superior to members of other races
    - ii. Discriminatory or abusive behaviour aimed at members because of their race
  - b. Fascism
    - i. A system of government marked by centralization of authority under a dictator, stringent socioeconomic controls, suppression of the opposition

through terror and censorship, and typically a policy of belligerent nationalism and racism.

- c. Homophobia
  - i. A range of negative attitudes and feelings toward homosexuality or people who are identified or perceived as being lesbian, gay, bisexual or transgender (LGBT+).
  - ii. It has been defined as contempt, prejudice, aversion, hatred or antipathy, may be based on irrational fear, and is often related to religious beliefs.
- d. Ableism
  - i. Discrimination and social prejudice against people with disabilities or who are perceived to have disabilities.
  - ii. Ableism characterizes persons as defined by their disabilities and as inferior to the non-disabled.
  - iii. On this basis, people are assigned or denied certain perceived abilities or skills.
- e. Transphobia
  - i. Transphobia is the range of negative attitudes, feelings or actions toward transgender or transsexual people, or toward transsexuality.
  - ii. Transphobia can be emotional disgust, fear, violence or anger expressed towards people who do not conform to society's gender expectations.
- f. Sexism
  - i. Prejudice or discrimination based on a person's sex or gender. Sexism can affect anyone, but it systematically and primarily affects women and girls. It has been linked to stereotypes and gender roles, and may include the belief that one sex or gender is intrinsically superior to another.
  - ii. Extreme sexism may foster sexual harassment, rape, and other forms of sexual violence.
- g. Anti-Semitism
  - i. "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."

### 3. Banned Organisations

- a. The Union and its representatives will not provide or share a platform to the following organisations under any circumstances:
  - i. Al-Muhajiroun
  - ii. British National Party (BNP)
  - iii. English Defence League (EDL)
  - iv. Hizb-ut-Tahir
  - v. Muslim Public Affairs Committee
  - vi. National Action
  - vii. Proscribed Terrorist organisations

### 4. Resolutions:

- a. To not allow any individual who is known to hold racist, fascist, homophobic, ableist, transphobic or sexist views to enter union premises.
  - b. Not to allow any individual who is known to hold such views, to speak at an event organised by the Union.
  - c. To provide no material support to any event such platforms individuals who hold such views.
  - d. Not to allow any individual who is known to hold such views from distributing any written or recorded material in the union which expresses those views.
  - e. That no elected officer of the union will speak on a platform with an individual who is known to hold such views.
5. Operations:
- a. Any concerns around potential breaches of this policy should be directed to a full time elected officer.
  - b. A full time officer and an SU manager shall then review whether or not there is a potential breach of the policy.
  - c. An appeal can be submitted within three days of the findings being communicated. This will be considered by the executive committee.
  - d. Should a breach be found steps will be taken to make alterations to the event to make it comply to the policies if it is yet to occur.
  - e. If it is deemed that there is a risk of a breach but a breach is not guaranteed then the speakers can be briefed on the policies ahead of the event. A member of staff or an officer present will then attend the event and shall be enabled to halt the event if a breach occurs.
  - f. An incident of an officer knowingly sharing a platform or providing resources to individuals or groups in breach of this procedure shall be considered good cause for a motion of censure.
6. This policy shall last no more than three years from the date of it being approved.

# Policy 19: 09 Democratic Review

Passed: 22nd May 2019.

Expires: 22nd May 2022.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Secunder: Amy Holden

Facts:

1. Keele SU has been engaging with a process of democratic review over the past 18 months.
2. This review included statistical analysis, focus groups and research into how other SUs operate.
3. The resulting process is bespoke to Keele SU context, strengths and culture.
4. Among other things the review process found that current democratic processes are led by full time officers who made up 64% of all policy submissions.
5. During the 2018/19 academic year we have experimented with a different format which aims to give students much more influence over the operations of the SU and its officers.
6. The 2018/19 year saw only 21% of submissions being completed by officers.

Opinions:

1. The democratic procedures laid out in the current draft of the Bye-Laws are not fit for purpose.
2. The new democratic procedures in the attached annex give students more power to change things.

Actions:

1. To remove chapters 1, 2 and 3 of the Keele SU Bye-Laws and replace them with the attached 4 chapters, amending the chapter numbering as required.

These chapters can be found [here](#).

# Policy 19: 10 Submission Deadlines

Passed: 30th October 2019.

Expires: 30th October 2022.

Assigned FTO: Education Officer

Proposer: Jack Karimi

Facts:

1. Recent policy by the University has been to standardise deadlines for submission of assessment work at 10:00 AM each morning.
2. While Keele SU recognises the importance of clear, standardised policy, there are several issues with a 10:00 AM deadline:
  - a. Firstly, 10:00 AM was not the standard deadline for many schools, which have had to make, in some cases, drastic changes to their deadlines.
  - b. Secondly, students are more likely to work on assessments during the evening rather than the morning, making the deadline effectively the evening of the previous day.
  - c. Finally, a 10:00 AM deadline will increase the chances of late submission, due to a potential lack of communication or human error.

Actions:

1. Keele SU shall have the official policy of campaigning for the University to change submission times to no earlier than 12PM, either immediately or from the next semester or academic year.
2. Keele SU shall take whichever steps it deems necessary for this campaign's success.
3. Keele SU shall consider the campaign successful once the University changes submission deadlines to no earlier than 12PM, at which point this motion ceases to take effect.

# Policy 19: 11 Nightline

Passed: 30th October 2019.

Expires: 30th October 2022.

Assigned FTO: Union Development & Democracy

Proposer: Conor Fegan

Actions:

1. A review should be undertaken of the policies, procedures, training and service provided by Keele Nightline which led to its closure
  - a. This review will be published by Easter
  - b. This review will be carried out by the Executive Committee of Keele SU with assistance of Keele SU staff when needed
  - c. All information regarding the closure of Nightline will be released publically except where prohibited by law
2. The SU's official position will be to support the opening of a professional led listening service with student support
3. Keele SU should provide specific training for liberation officers to be able to better support students who may disclose sensitive information to them

# Policy 19: 12 UCU Support

Passed: 3rd December 2019.

Expires: 3rd December 2022.

Assigned FTO:

Proposer: Ade Bakare

Opinion:

1. Even though Keele university's staff are not striking (due to losing the majority by 11 votes), we believe it is important to support the staff. We can do this by being in solidarity with those who are striking and those who voted for the strike.
2. 60 universities across the UK will be striking from the 25th of November till the 4th of December. The strike action is occurring due to the ongoing pension issues, the state of staff pay and working conditions.
3. Why are the staff striking? In the past ten years staff pay has declined in real terms somewhere between 17-20% (depending on what inflation measure is used). At the same time, workloads across the sector are skyrocketing. This is partly because of drives to reduce staffing costs, which means that at the very least, the same amount of work is done by fewer people.
4. However, expectations of what we must do in order to be considered to be fulfilling staff (especially teaching staff) contracts has also increased.
5. A 50+ hour work week is the norm. Students will inevitably suffer as teaching is deprioritised, pastoral support is deprioritised, and incredibly low staff morale and a mental health crisis negatively impacts upon how much staff can give.
6. At Keele, according to the latest data released (so 2017/18), the gender pay gap is 18.6%. When you get to a race or disability pay gap it's difficult to know the exact numbers as universities aren't required to report this, but most estimates place this at 25-30%.
7. Casualisation is a massive problem in the sector. UCU estimates that about 50% of teaching in universities is done by people on precarious or zero hours contracts. This increases job insecurity

Actions:

1. To officially support the UCU strikes across the country and support Keele UCU and staff members who are in favour of striking throughout the 19/20 academic year.



# Policy 19: 13 XR Support (Revoking)

Passed: 3rd December 2019.

Expires: 3rd December 2022.

Assigned FTO:

Proposer: Ade Bakare

Opinion:

1. Last year the motion to support Extinction Rebellion was passed. While this may not have been an issue at the time, it is now. Extinction Rebellion, especially the London branch, has increasingly grown problematic and has become a risk to BAME people.
2. We argue that: Extinction Rebellion is too white; too middle class; and lack the ability to understand how minority groups are disproportionately affected by the environment. To some extent Extinction Rebellion has vilified migrants by originally stating 'mass migration' as a negative consequence of climate change.
3. Practising civil disobedience may be culturally relevant to those who have the privilege to get arrested without having to worry about being violated or murdered in jail. This is a privilege that BAME people do not have - something which [they] do not explicitly acknowledge. Extinction Rebellion continue to promote non-violent civil disobedience as a tactic, despite there being issues with the legal information they provide to the general population.
4. Last year the motion to support Extinction Rebellion was passed. While this may not have been an issue at the time, it is now. Extinction Rebellion, especially the London branch, has increasingly grown problematic and has become a risk to BAME people.
5. We argue that: Extinction Rebellion is too white; too middle class; and lack the ability to understand how minority groups are disproportionately affected by the environment. To some extent Extinction Rebellion has vilified migrants by originally stating 'mass migration' as a negative consequence of climate change.
6. Practising civil disobedience may be culturally relevant to those who have the privilege to get arrested without having to worry about being violated or murdered in jail. This is a privilege that BAME people do not have - something which [they] do not explicitly acknowledge. Extinction Rebellion continue to promote non-violent civil disobedience as a tactic, despite there being issues with the legal information they provide to the general population.

Actions:

1. Keele SU to withdraw support for Extinction Rebellion and instead support the wider climate change agenda or other inclusive groups like Youth Strikes 4 Climate or Wretched Of The Earth.
2. Keele SU supports the climate strike agenda that is inclusive and accepting of indigenous, working class, black, brown, queer, trans, and disabled people, while implementing anti-racist work at the core in the fight against climate change.

## **Policy 19: 14 NUS Conference**

Passed: 3rd December 2019.

Expires: 3rd December 2022.

Assigned FTO:

Proposer: Ade Bakare

Opinion:

1. At present, there are no opportunities for students to be heard on specific NUS policy issues other than at the NUS Delegate election, which cannot be held at a time after the NUS Conference agenda has been published.
2. Additionally, there are no opportunities for students to know what their NUS Delegates did at NUS Conference, or subsequently hold them to account.

Actions:

1. Keele SU shall hold a special SU meeting once the NUS Conference agenda is published, discussing policy proposed to Conference.
2. The agenda and format of this meeting shall be at the discretion of Keele SU.
3. Keele SU shall allow NUS Delegates to submit a written or spoken report to the first UGM held after NUS Conference, reporting on actions taken.
4. It shall not be a requirement for NUS Delegates to attend the meetings in Action Points 1 and 3, or submit a report, and the NUS Delegation as a whole may opt to submit a single report.

# Policy 19: 15 Societies Executive

Passed: 3rd December 2019.

Expires: 3rd December 2022.

Assigned FTO: Leroy Cohoone

Proposer: Leroy Cohoone

Opinion:

1. There needs to be parity with the requirements of AU committee of which Societies Executive perform a similar but alternative function for societies; as well as accessibility for people to fill the roles.

Actions:

1. My amendment would be to change "Only members who are committee members of a Keele SU affiliated society may stand for this position" to "Only members who are members of a Keele SU affiliated society may stand for this position of the relevant category"

# Policy 19: 16 Electoral Forum

Passed: 3rd December 2019.

Expires: 3rd December 2022.

Assigned FTO: Amy Holden

Proposer: Amy Holden

Opinion:

1. Electoral Forum shall consist of 3 Union Council Members. This would bring us in line with how NUS run elections, to which we are affiliated, and also ensures our elections are run to the standard of sector best practices.

Actions:

1. Change Chapter 12 Section 2.b.v to
  - i. The Electoral Forum may review the decision of a Returning Officer and may (in exceptional circumstances) overturn their decision by a formal vote achieving a majority of all voting members of the Electoral Forum if the consequence of any decision of the Deputy Returning Officer is deemed to fall outside of the scope and authority of these regulations. Electoral Forum has no authority beyond rejecting the decision of a Deputy Returning Officer. In the result of Electoral Forum voting to reject the decision of a Deputy Returning Officer, the Returning Officer must be consulted immediately and they will have final say in the outcome.

# Policy 19: 17 Procedural Motions

Passed: 3rd December 2019.

Expires: 3rd December 2022.

Assigned FTO:

Proposer: Jack Karimi

Actions:

1. Chapter 10, Section 1(a)(iv) shall be amended to add a subsection.
2. Chapter 10, Section 1(a)(iv)(1) shall read:  
“Procedural motions to put a motion straight to a vote shall require a two-thirds majority of the room in order to pass.”

## **Policy 20: 01 UGM/Union Council Expiry Dates**

Passed: 27th January 2020.

Expires: 27th January 2023.

Assigned FTO:

Proposer: Jack Karimi

Actions:

1. Chapter 2, Section 5(e) shall be amended to read:  
'Unless otherwise stated, the expiry date of a motion shall be three years from the date the motion was passed.'
2. Chapter 2, Section 5(f) shall be added, and shall read:  
'No motion passed by a UGM shall have an expiry date later than three years from the date the motion was passed.'
3. In Chapter 11, Section 2(a), remove 'which shall be three years if passed by UGM.'

## Policy 20: 02 Hong Kong

Passed: 3rd March 2020.

Expires: 3rd March 2023.

Assigned FTO: Amy Holden

Proposer: David Marchant

Opinion:

1. On July 1, 1989, the United Kingdom government (in order to open trade with the Communist regime of China) brokered a deal in order to hand over the territory of Hong Kong over to the Communist-controlled People's Republic of China. In this agreement, they outlined a two systems one country policy in which Hong Kong would be allowed self-autonomy and governance separate from the Communist regime of China with their own set of laws, democratic freedoms, and representation. Over the years, China has increasingly violated the terms of this agreement eroding the fabric of democracy on the Island. In 2014, peaceful protests were organized in response to the Standing Committee of the National Peoples Congress attempt to control the candidates in which the citizens of Hong Kong were allowed to vote on essentially advocating for a puppet state with an illusion of democracy. As a result, student protests erupted where students peacefully occupied public areas. These protesters were met with police brutality, having tear gas launched at them as well as members of organized crime attacking them in the streets. However, despite the violence, the protests persisted and ultimately were successful and the proposed changes were struck down. Several of these protesters were jailed under anti-riot charges.
2. Now, starting in 2018, new protests broke out with the rights of Hong Kong once again under threat. This time a law was established in order for Hong Kongers to be extradited to the communist-controlled government of the Peoples Republic of China. This represents an erosion of the one country two systems policy as Hong Kongers could then be charged and sent to Chinese prisons for violating Chinese laws such as insulting or criticizing the Chinese Communist Party or its systems. Protestors once again took to the streets, however, this time they were met with police brutality on an unprecedented scale. Peaceful protestors were beaten mercilessly and struck with non-stop tear gas volleys. Allegations of misconduct in police stations include torture including allegations of forced sodomization, rape, and sexual assault. There are documented instances of police tackling and forcibly arresting pregnant women and children as well as the elderly. Allegations also exist as well as documented proof towards collaboration between organized crime and the police force. In several incidents, members of the military gangs known as the triads beat protestors in the Mass transit train stations with wooden and metal polls and even mass stabbings by gang members. In these incidents the police refuse to act, arresting them only when forced and acting with extreme kindness when arresting them. In another incident, Hong Kong police boarded a train and began indiscriminately beating the people on the train insisting they were "protestors in

- disguise" video of this incident shows police bloodying with police batons couples and spraying women and children with mace while they plead for help or cry and agony. Additional incidents include police shooting protestors with live ammunition (lethal rounds) as well as attempting to run over protestors while operating police motorcycles.
3. These protests have now lasted over 6 months and included literal sieges of university campuses where, in a single night, police have launched hundreds of tear gas at students. In one raid, the police physically blocked in protestors and held them there by force for days, arresting and beating anyone who attempted to flee.
  4. Additionally, since protests began the number of suicides and dead bodies found floating in the sea has risen dramatically. One protestor fell to their death after tear gas was launched into a parking structure. After their fall police were seen actively blocking emergency medical personnel from treating their wounds for hours. Students arrested at the siege of the polytechnic university were seen handcuffed with their heads covered loaded onto trains bound for unknown destinations (possibly to Chinese prisons).
  5. No Police have faced any criminal charges for their brutality including the officers who sodomized an elderly protestor with a police baton while in custody or the officer who was caught on video charging protestors while on their motorcycle.
  6. The erosion of law and clear interference in Hong Kong represent a violation of the original agreement made between China and the UK, however, politicians from all sides have remained silent on this issue. The well being of the citizens of Hong Kong and the preservation of their freedom and liberty remain the responsibility of the UK who initially brokered this agreement. The UK should be at the front of condemnation of these erosions of law and authoritarianism in Hong Kong.

**Actions:**

1. The Keele Student Union should issue a clear and definitive statement of support for the citizens of Hong Kong. They should issue this statement on all existing forms of social media as well as pressuring the University of Keele to make such a public statement as well. The student union should provide tools to students to campaign and advocate for the restoration of democracy in Hong Kong and for the UK to stand up for the liberty and freedoms of all people in all parts of the world. The students of Keele can champion the way forward for the UK and show that we as a campus stand for equality, freedom of speech, and democracy as well as upholding the basic human rights of all people.



# Policy 20: 07 Hidden Costs Bursaries

Passed: 21st October 2020.

Expires: 21st October 2023.

Assigned FTO: Mari Chappell

Proposer: Jack Medlin

## Facts:

1. A 2018 student survey conducted by Which? found 56% of students had to pay for textbooks and 29% to travel to and from placement, these costing on average £119.30 and £202.80.
1. The same survey found that 31% of students felt money issues negatively impacted their mental health.
2. In 2018, the National Union of Students began the Poverty Commission – a piece of research into the barriers that working-class students experience when attempting to access and succeed in further and higher education. This report called for institutions to eradicate hidden course costs in being more transparent about additional costs pre-application. The report states that “students from a working-class background face a poverty premium often paying higher direct and indirect costs to access post-16 education”.
3. The University of Nottingham Students Union recently conducted a campaign into hidden course costs and produced a report. This report looked at the impact on students, best practice from within the university and the wider sector, and listed recommendations for both the student’s union and the university.
4. Keele University has no year-round, non-means tested bursary for hidden course costs.
5. Due to the covid-19 pandemic, many working class students have found themselves with less access to part-time casual work on which they normally rely on.

## Opinions:

1. Keele does not currently display hidden costs associated with all their degree programmes in a clear and accessible manner.
2. Specific costs are normally visible in Course Information Documents (CIDs) which in some cases are missing from undergraduate programme listings.
3. Unspecific costs are outlined on the Keele University website.

Actions:

1. This union will support the eradication of hidden course costs, and will lobby Keele University to commit to eradicating hidden course costs in line with NUS' guidance.
2. The Education Officer will launch a campaign on hidden course costs, and will produce a report identifying findings - providing examples of best practise and providing recommendations for both this union and the university.
3. This union will lobby the university to ensure all courses list their hidden course costs as part of their programme listing on their website, and that this information is easily accessible and clearly visible especially to those using screen readers or other assistive technology.
4. This union will lobby the university towards providing a funding pot for hidden course costs which will be accessible to all students throughout the year, and will not be means-tested. This funding will cover small costs or provide funding towards larger costs with a maximum award decided by relevant stakeholders but which shall be no less than £100.

# Policy 20: 08 Trustee Appointment

Passed: 21st October 2020.

Expires: 21st October 2023.

Assigned FTO: Jack Karimi

Proposer: Jack Karimi

## Facts & Opinions

1. Keele SU's Board of Trustees consists of the five Officer Trustees, three External Trustees appointed from the local community, and three Student Trustees.
2. Student Trustees are appointed for a two year term by an Appointments Panel consisting of Trustees, and ratified by students at a Union General Meeting.
3. Jack Karimi becoming an Officer Trustee has created a vacancy which an Appointments Panel was created to fill.
4. The Appointments Panel has chosen to appoint Alicia Hallatt, a mature student who brings a wealth of experience from her roles in the world of work. She brings a professional approach and enthusiasm that will benefit the Board of Trustees greatly.

## Action

1. Keele SU shall appoint Alicia Hallatt as a Student Trustee.

# Policy 20: 09 Sustainability in Events

Passed: 1st December 2020.

Expires: 1st December 2023.

Assigned FTO: Leroy Cohoone

Proposer: Leroy Cohoone

## Opinions

1. Sustainability, identifying and labelling UN Sustainability Development Goals on events, campaigns and ongoing actions is important.
2. We should do this to encourage more students to think more about and do more with sustainability.
3. It can help us track how well we're doing with sustainability including with our green impact and sustainability stripes

## Action

4. I would like the SU, societies and sports clubs to label their events, campaigns or ongoing actions (where applicable) with Sustainability Development Goals. We need to highlight the work being done on our commitment to a better, sustainable, future and to actively think about what more can be done by keeping to the forefront the UN SDGs

# Policy 21: 01 Premenstrual Dysphoric Disorder

Passed: 25th January 2021.

Expires: 25th January 2024.

Assigned FTO: Miles Venvil

Proposer: Dill Patel

## Opinions

1. This campaign can and should include information for supporting those with this problem, the symptoms and help they can receive/ advice for if they want to check if they do have this or not and wider information about awareness of the problem.
2. Premenstrual dysphoric disorder (PMDD) is a health problem that is similar to premenstrual syndrome (PMS) but is more serious. It affects about 5% of women in child bearing age and can also result in severe anxiety and depression. Therefore, it is logical and evident that it will be an issue that a significant amount of Keele students have to deal with on a regular basis. The severity of said health problem is also under stated and many are uninformed of it. Health issues were rampant on university campuses before the pandemic and since it has only become worse.

## Action

1. Organise and run an awareness campaign as a part of their mental health and wellbeing campaigns that already exist within the SU mandate and the mandate of the welfare officer.

# Policy 21: 02 Music Programmes

Passed: 25th January 2021.

Expires: 25th January 2024.

Assigned FTO: Mari Chappell

## Opinions

1. They could make representations at various meetings that SU members sit upon as well as lobby specific members of staff such as the Dean of the FHSS Prof. Shane O'Neill etc; This is people's degrees and livelihoods at stake. You can see the strength of feeling on the change.org petition at <https://www.change.org/p/keele-university-senior-management-stop-closure-music-and-music-technology-programmes-at-keele-university-are-under-threat>.
2. Also, Humanities faculty often feels like the sacrificial lamb for the rest of the university: see Principles and Parameters which would cut module choices and cheapen students' degrees.

## Action

1. Keele SU should lobby the university against the proposed closure of Music and Music Technology Programmes.

# Policy 21: 03 Disposable Masks

Passed: 25th January 2021.

Expires: 25th January 2024.

Assigned FTO: Jack Karimi

## Opinions

1. The use of disposable masks is a huge environmental issue with one mask taking an estimated 450 years to decompose. We currently throw away four times as many masks as we do plastic bags, with the universities strong sustainability ethos this is one way we could stand out! If the student body were to ban or heavily campaign against the use of disposable masks and gloves (within reason to account giving exemptions to select groups) it could make a big difference and could reduce a lot of single use plastic waste.

## Actions

1. Campaign to stop the use and sale of disposable masks to the general public (excluding health care services and other groups such as vulnerable people) and instead encourage people to buy or make their own.
2. Run posters showing how much harm these are doing to the environment and tell/show people how to make their own. The CDC even shows how to make non-sew masks which take 5 minutes.
3. If people do use disposable masks, emphasise how to dispose of them safely by cutting the strings to marine fauna don't get caught in the strings and throw them in a bin rather than littering.

# Policy 21: 04 No-Detriment/Safety Net

Passed: 1st February 2021.

Expires: 1st February 2024.

Assigned FTO: Mari Chappell

## Opinions

1. We are in a worse place now than we were last year, with continuous disruptions to learning stemming from national lockdowns, loss of jobs, increased caring responsibilities, and personal tragedies.
2. It is unreasonable to expect students to achieve at the same level as pre-pandemic years without wide-sweeping institutional interventions to mitigate disruptions.
3. The disruptions caused by the pandemic disproportionately affect individuals from liberation groups (e.g. BAME, LGBTQ+ and disabled students) as well as student parents and other groups, increasing the already unacceptable awarding gaps found within the groups in higher education.
4. Individuals who are required to shield themselves for any given reason miss out on face-to-face teaching, as well as placements, due to exceptional circumstances beyond their control which undoubtedly impacts their attainment and/or degree progression
5. There are several ways this can be remedied: through revamping the EC system to allow for uncapped extensions and resubmissions for as long as there are wide-swept disruptions to learning, awarding institution-wide extension deadlines, or through implementation of a 2020/2021 safety net policy.

## Actions

1. This union will take an official stance on campaigning for the implementation of wide-sweeping no-detriment measures by the university to ensure no student is negatively impacted in the 2020/2021 academic year.
2. This union shall take whatever measures it deems necessary to ensure the success of this campaign.
3. This union will support student-led campaign groups in petitioning for the implementation of said measures.
4. This union will only deem this campaign a success upon the implementation of measures by the university to ensure no student is disadvantaged.

# Policy 21: 05 Rent Strikes

Passed: 1st February 2021.

Expires: 1st February 2024.

Assigned FTO: Jack Karimi

## Opinions

1. Rent strikes have occurred across the country with students protesting for rent rebates in response to reduced campus facilities, and national lockdowns meaning they are unable to live in, or fully utilise their accommodation.
2. Students at the University of Manchester saw a record breaking worth of £13 million with rent deductions being awarded to students following rent strikes culminating in an occupation of a university building.
3. Such acting is now taking place at Keele.
4. Students are currently not getting value-for-money from their accommodation.
5. Whilst not all students will support or participate in such action, it is important that those who choose to do so feel supported by the union which represents them.

## Actions

1. Keele SU shall provide information and support to students who are rent striking.
2. Keele SU shall support students campaigning for rent rebates and reductions.

# Policy 21: 06 Fee Reductions

Passed: 1st February 2021.

Expires: 1st February 2024.

Assigned FTO: Mari Chappell

## Opinions

1. The National Union of Students in response to the January national lockdown has called for rent rebates and the option to leave tenancies early.
2. Times Higher Education reported that the average annual cost for accommodation is £4914.
3. Home students pay £9250 with international students paying higher rates; this has not changed in the 2020/2021 academic year despite reductions in facilities, as well as a move to majority online teaching.
4. Fees and funding are the number one cause for student mental health issues as reported by Student Minds.
5. Reductions in fees in any way would be positively received by students, and would likely reduce mental health issues in relation to fees and funding.

## Actions

1. This union will take an official stance on supporting reasonable fee reductions (tuition and accommodation) for the 2020/2021 academic year, supporting any associated campaigns in relation to this aim.

# Policy 21: 07 DDS Support

Passed: 1st February 2021.

Expires: 1st February 2024.

Assigned FTO: Mari Chappell

## Opinions

1. Disabled students who normally have adjustments, such as extra time and rest breaks with stopped clock, have not been in receipt of these adjustments with online exams. Online exams have ranged across departments from 8 hours in length to 48 hours in length. Whilst these might seem like a long period of time for the questions given, for some disabled students it is not long enough when taking into consideration the time needed in the day to manage their condition, whether this be through movement or taking medication or ensuring that they have eaten/drunk enough to prevent flare ups. It also might not be a long enough period of time when thinking about dynamic disabilities.
2. Dynamic disabilities are disabilities that vary in the impact on the individual from day to day (Finkelstein 2004), for example, a person may be able to walk one day but be in a wheelchair the next. Those with dynamic disabilities may be able to work for only an hour or two of the period of time in which they have been given to do the exam whilst their able-bodied peers will be able to complete it.
3. Disabled students deserve the chance to be able to complete their exams to their best ability, which is the chance currently only being offered to their peers. There have been several students come forward from various schools including; forensics, pharmacy, maths and biomed, and they have explained how much of an adverse effect this has had on their mental health as well as their physical health and a potential worsening of their condition. This is clearly no longer an issue limited to one school and needs to be addressed.

## Actions

1. Ask the university to:
  - a. Issue an apology to all those students impacted by this.
  - b. Put measures in place for next semester, to allow for adjustments to be granted either in the form they are currently listed in the adjustments for each individual, or for each school or DDS to reach out personally to students who need adjustments and working out what will be best for them.

- c. If students wish, for them to be able to take the exams from the autumn semester without a cap on marks and with adjustments in place, during the resit period.

# Policy 21: 08 Reinstate Part-Time Officer Roles

Passed: 1st February 2021.

Expires: 1st February 2024.

Assigned FTO: Jack Karimi

## Opinions

1. KeeleSU has identified reforming Part-Time Officers and Union Council as a priority in response to the 2019 Democratic Review, which delegated additional powers and responsibilities to Union Council.
2. The March 2020 Officer Review, while making some reforms made necessary by changes within KeeleSU's governance, abolished a number of officer roles that were popular with students, and were regularly used for important campaign work.

## Actions

1. KeeleSU shall reinstate the roles of Non-Portfolio Officer and Environment and Campus Officer, making the necessary bye-law changes.
2. KeeleSU shall make these changes in time for the 2021 KeeleSU Elections, electing officers for the 2021/22 academic year.

# Policy 21: 09 Environment and Sustainability Officer

Passed: 8th March 2021.

Expires: 8th March 2024.

Assigned FTO: Jack Karimi

## Opinions

1. The environment and campus officer is an older role and the name needs to be updated to encompass what it really means to have this role at Keele SU. by renaming to the environment and sustainability officer the role can encompass everything related to sustainability and still focus a great amount of time on the environment and will allow for voting students to understand the role better.

## Actions

1. The Environment and Campus Officer role should be renamed to the Environment and Sustainability Officer.

# Policy 21: 10 Societies Executive

Passed: 8th March 2021.

Expires: 8th March 2024.

Assigned FTO: Leroy Cohoone

## Opinions

1. Currently Societies Executive, whilst elected to represent specific society categories, do not do any unique work based on these categories. Consultation with the current Societies Executive has led to this proposal to both open up Societies Executive, but to also future-proof it from any possible society category changes.

## Actions

1. Change Chapter 7, Section 6(b)(i) of the Keele SU Bye-Laws to  
*The membership of Societies Executive will consist of 7 Society Executive Officers (see Chapter 6 for more details).*

# Policy 21: 11 Save Keele Music Campaign

Passed: 15th March 2021.

Expires: 15th March 2024.

Assigned FTO: Mari Chappell

## Opinions

1. Keele's Music and Music Technology departments enrich the university culturally and academically. For many students, the department provides students from other disciplines with a creative outlet through modules outside their degree course. For staff, the Clock House provides a beautiful place to research and teach a tight-knit cohort. For everyone, the arts enrich our lives in ways that we often do not see. Disbanding Keele Music will affect the arts industry in Staffordshire and beyond, with 75% of Single Honours Music students already holding instrument tuition jobs in the local area.
2. The university's senior management withheld information regarding closure for a long period of time and have not given the course a chance to thrive by failure to market and promote the course correctly, cutting dual honours options and cutting funding towards new facilities in 2017.

## Actions

1. Add to the current SU policy 'KeeleSU should lobby the university against the proposed closure of Music and Music Technology Programmes.' the clause ', and openly support the Save Keele Music Campaign'.

# Policy 21: 12 XR Stoke and Keele XR Youth

Passed: 15th March 2021.

Expires: 15th March 2024.

Assigned FTO: Jack Karimi

Proposer: Tom Guilbert-Newell

## Opinions

1. This issue relates to the past UGM vote on extinction rebellion. Extinction Rebellion was disassociated with the SU which is understandable from some of their past actions before covid.
2. This is an important issue as XR organization is making history and is playing a big part in how the world views climate change and how we act upon that. I believe that the SU should be in support of Extinction Rebellion Stoke, a local XR group that is focused on the community rather than arrestable actions. Past events have been clothes swaps to teach the community about reusing clothing, welcome parties where they serve free food and converse with the public, as well as supporting other environmental and social organizations in Stoke and wider areas of there UK such as workers rights groups and anti racism groups. As a group they have led a couple legal demonstrations keeping within the police's rules and councils laws to make sure there is no chance of arrest.
3. XR Stoke also engages with the community with community lunches, art projects, and stalls around Stoke. They have only done good for the community and I believe the SU may not be able to show its support for XR global but at least can show support for XR Stoke as they do not fit under the same description described in the appeal of the last UGM which states "Extinction Rebellion is too white; too middle class; and lack the ability to understand how minority groups are disproportionately affected by the environment," as well as the other descriptions stated in the past appeal.
4. XR Stoke is an inclusive and accepting group and I believe they deserve support from the university SU.

## Actions

1. KeeleSU should support Extinction Rebellion Stoke, and Keele XR Youth, rather than global or more specific London XR with the goal to support a local group for its community and environmental work.

# Policy 21: 13 Climate Action Groups

Passed: 15th March 2021.

Expires: 15th March 2024.

Assigned FTO: Jack Karimi

Proposer: Tom Guilbert-Newell

## Opinions

1. This issue is important as it is a problem that revolves around everyone and their future, this is the environmental crisis and the Fridays for Future, UKSCN, and Youthstrikeforclimate are groups that have for the past year been pushing for more environmental policies to stop climate change and the other wider environmental problems we face as a planet. These groups run all non arrestable demonstrations and marches and should be supported by the SU for their great work towards everyone and to support all youth and students involved.

## Actions

1. KeeleSU should support the global FridaysForFuture organization as well as the national organizations UKSCN and YouthStrikeforClimate. As part of supporting these organizations the SU should set to support the local group in Stoke (YouthStrike4Climate - Stoke) to get more involved in local actions.

# Policy 21: 14 Climate Emergency

Passed: 15th March 2021.

Expires: 15th March 2024.

Assigned FTO: Jack Karimi

Proposer: Tom Guilbert-Newell

## Opinions

1. I propose for the SU to declare a climate emergency just as the university and with that begin a campaign, run every year by the SU officer team to inform students in the SU about climate change and the various problems it causes. This issue is important as it affects everyone living on this planet and as an SU we need to inform those at our university about the current reality and what we can do as a union.

## Actions

1. Keele SU should declare a climate emergency and run a campaign through the officers in the SU every year about climate change, the related issues that come with it, and what students can do about it. This campaign will consist of an informative phase where the officer uses social media, posters and other options to communicate to students about the problem, phase 2 being the implementation of certain su events or stalls to talk to students about the problem and what they can do to help combat climate change, phase 3 to include outside organizations and allow for connectivity and awareness around the subject through bringing other groups onto campus.

# Policy 21: 15 Accessible Counselling

Passed: 27th April 2021.

Expires: 27th April 2024.

Assigned FTO: Miles Venvil

Proposer: Christine Carter

## Opinions

1. The current counselling service at Keele is meant to be accessed by filling in a form online and receiving confirmation of this through the counselling team. However, it has come to my attention that this form is not accessible for those who need assistive technology. The IDK society committee has been asked to complete the form on behalf of students who couldn't access the form, and whilst we have done this for them we shouldn't have to be doing it - it creates added stress to people who have not had adequate mental health training in assisting someone fill out such forms, and whilst it hasn't yet, could lead to someone disclosing information to us that would then make us legally liable if something were to happen to that individual and we didn't pass the information on correctly.
2. 37% of those with severe mental health problems have a disability (Mentalhealth.org.uk) and these individuals should be able to access the support without having the assistance of another person, which can make the stigma they may feel much worse. When raising the issue of the form being inaccessible to Keele Counselling Service, they responded by saying that such students should just email them. This is unacceptable. Disabled students can feel isolated by their disability, and by telling them to do something in a different way, despite not advertising this on the website which links to the online form, is further isolating such students and potentially discouraging them from reaching out to the help that they need.

## Actions

1. The SU Officers should lobby the university and the counselling service to make the form accessible to those who use assistive technology, such as screen readers and speech to text software.

# Policy 21: 16 UGM Numbers

Passed: 27th April 2021.

Expires: 27th April 2024.

Assigned FTO: Holly Brooks

Proposer: Holly Brooks

## Opinions

1. To increase engagement and flexibility at UGMs and to make for a more interesting and relevant agenda. Student attendance at UGMs is often low at the end of the year, and making these meetings less frequent means they can be timed to be more appealing and increase student involvement.

## Actions

1. Change Chapter 2, Section 1B of the Keele SU Bye-Laws to 'there shall be up to 4 UGMS per academic year'

# Policy 21: 17 Mental Health Training

Passed: 27th April 2021.

Expires: 27th April 2024.

Assigned FTO: Miles Venvil

Proposer: Becka Spruce

## Opinions

1. In the last year we've seen endless reports about the effects of the pandemic on student mental health, which was an issue even before covid, but has now come into focus more than ever. Still, in many cases we seem to be being forgotten. As students, I'm sure most if not all of us are familiar with the mental health crisis which is especially prevalent in the younger generation. Most if not all of us have probably struggled ourselves, and yet how many of us have had help or support? How many of us have felt burnt out from work, or genuinely unable to attend a class, but forced ourselves to carry on? It shouldn't have to be like that. From students who generally feel stressed or low to students with clinical or severe mental health conditions, many of whom will keep their struggle to themselves for a variety of reasons, we need a more thorough support scheme for mental health and wellbeing that reaches through every aspect of the university, especially academic life, that doesn't rely on students being at a crisis point or putting themselves forward for counselling in order to feel their mental health is seen and respected, and their point of view understood by staff.

## Actions

1. We should work to provide occasional 'mental health days', like sick days, to be an acceptable thing seen from a place of honesty and understanding. Plus start/continue campaigns to encourage an authentic and open conversation about mental health on campus (never just a box-ticking exercise), and promote open-mindedness and empathy around these issues.

# Policy 21: 18 Society Regulations

Passed: 27th April 2021.

Expires: 27th April 2024.

Assigned FTO: Leroy Cohoone

Proposer: Holly Brooks

## Actions

1. Include the new Society regulations into Keele SU's Governing Documents, under Chapter 7 (Clubs and Societies) of the Keele SU Bye-Laws

*7.c.iii: Clubs and Societies are not permitted to exclude or sanction any member of a club or society. All investigations and subsequent disciplinary action will be undertaken by Keele SU. The arrangements for removal of a committee member should be laid out in a club or society constitution.*

*7.c.iv: Committees shall strive to ensure that all committee members engage with the training provided by Keele SU*

*7.c.v: Committees shall provide risk assessments for all club and society activity and share these with the Students' Union at a date determined by the Activities Department.*

# Policy 21: 19 Stop the Stink

Passed: 4th May 2021.

Expires: 4th May 2024.

Assigned FTO: Miles Venvil

Proposer: Mari Chappell

## Opinions

1. The Walley's Quarry landfill site has taken on increased waste which has contributed to significant air pollution, beyond limits set by the Environment Agency, and anyone who lives even remotely near the site has suffered from the horrible smell that comes from the landfill. The site has received several orders to reduce the problem and yet failed to do so, and this leads to the extremely unpleasant smell. Given the number of student houses nearby, who are affected by the smell, this negatively affects many students in Newcastle and Silverdale, who are forced to keep their windows closed and remain indoors because the smell is so intolerable.
2. The Environmental Agency received nearly 2000 complaints within one weekend earlier this year, the most reported odour issue in the country. Despite this, the landfill site continues to produce unhealthy levels of air pollution, being measured even as far as the local hospital.

## Actions

1. Keele SU should support the Stop the Stink campaign, and encourage the Environmental Agency and other bodies to demand the Walleys Quarry landfill site to close or take serious action to reduce the smell that comes from their inappropriate handling of waste.

# Policy 21: 20 Data Charter

Passed: 4th May 2021.

Expires: 4th May 2024.

Assigned FTO: Mari Chappell

Proposer: Mari Chappell

## Opinions

1. The changing landscape of higher education has seen the rapid expansion of the amount of data collected on students and the uses of this data. Keele University is now looking at using this data in partnership with Solutionpath to create a Student Engagement Dashboard supported by funding from the Office for Students.
2. All data captured as a result of the students' interaction with the university has the potential to be displayed on the engagement dashboard, to an alarming extent, which caused significant concern among student attendees and representatives at demonstration sessions.
3. We have therefore identified the need for a student data charter that will limit the data that can be added into the dashboard, limit the amount of staff that will have access to this data, and will ensure that this data is only used to benefit students.

## Actions

1. Pass the data charter ([available here](#)) to protect the use and visibility of student data.

# Policy 21: 21 Mature Students Common Room

Passed: 20th October 2021.

Expires: 20th October 2024.

Assigned FTO: Dan Lay

Proposer: Alicia Hallett

## Opinions

1. The proposal is for a Mature Students ("MS") common room on campus. This was discussed at a MS coffee morning and the idea was strongly supported. A survey is being circulated to MSs to obtain empirical evidence of support & MSs' needs & wishes for the space to support discussions with the SU &/or university. The need has arisen due to many MSs feeling uncomfortable around or that is inappropriate for them to socialise with "normal" students who often lean on them for proxy parental support or simply have very divergent interests and ways that they wish to use social spaces. The end result is MSs are not engaging fully with university life, missing opportunities that would enrich their experience of Keele as well as Keele's opportunity to be enriched by students with a wide range of backgrounds and skills. They also report feeling very isolated due to difficulties meeting other students with whom they share common ground (e.g. family commitments, similar hobbies, etc) and with whom they can build friendships and support networks, a problem which is known to lead to poor mental and physical health outcomes, and lower levels of achievement, which places additional burden on Keele's and the SU's counsellors and support services, GPs and NHS, as well as having reputational damage for the university if students report struggling or loneliness, and from lower degree classifications. A common room for MSs would offer a space for friendships and support networks to be formed and where MSs could relax with the adjunct benefits of higher achievement, higher levels of student satisfaction and better health outcomes among MSs.

## Actions

1. Support the Mature Students Officer, Welfare and Diversity Officer and the University's Student Support Services Officers in discussions with the University &/or SU to secure a suitable room, and renovate, furnish/equip and maintain it as a free social space for Mature Students to use on a permanent basis.

# Policy 20: 08 Trustee Appointment

Passed: 20th October 2021.

Expires: 20th October 2024.

Assigned FTO: Holly Brooks

Proposer: Holly Brooks

## Facts & Opinions

1. Keele SU's Board of Trustees consists of the five Officer Trustees, three External Trustees appointed from the local community, and three Student Trustees.
2. Student Trustees are appointed for a two year term by an Appointments Panel consisting of Trustees, and ratified by students at a Union General Meeting.
3. External Trustees are appointed for a four year term by an Appointments Panel consisting of Trustees, and ratified by students at a Union General Meeting.
4. The Appointments Panel has chosen to appoint Arjun Sinha and Imogen Carmichael as Student Trustees. Imogen is an experienced student voice representative, and has taken part in a large number of voluntary opportunities around her studies. In her interview she presented a great depth of knowledge around student issues, came up with practical solutions to these issues, and has been engaged with us from the moment of her appointment. Arjun has a good understanding of how the union runs, and has a good eye for detail around the financial side of our organisation.
5. The Appointments Panel has chosen to appoint Andrew Harris as an external trustee. Andrew Harris is an alumni and his working background is in commercial law and sat on university council for 5 years. He has a wealth of experience when it comes to finance and all three appointments were well received by the Appointments Panel

## Action

1. Keele SU shall appoint Arjun Sinha and Imogen Carmichael as Student Trustees.
2. Keele SU shall appoint Andrew Harris as an External Trustee.

# **Policy 21: 22 Keep Wednesday Afternoons Free**

Passed: 27th October 2021.

Expires: 20th October 2024.

Assigned FTO: Jack Medlin

Proposer: Jack Medlin

## Opinions

1. Clubs and societies have historically used Wednesday afternoons to host sessions, as well as BUCS matches. Our policy supporting keeping these afternoons has lapsed. To ensure we can always apply pressure and push the university when they fail to keep Wednesday afternoons free, it would be useful to renew this policy.

## Actions

1. Renew our Keep Wednesday Afternoons Free Policy.

# Policy 21: 23 Timetabling Issues

Passed: 27th October 2021.

Expires: 27th October 2024.

Assigned FTO: Jack Medlin

Proposer: Diane Roege

## Opinions

1. Keele is committed to being a front runner in promoting equality and inclusion. The timetabling uncertainty and short notice changes are a barrier for students who have commitments outside of university: such as caring responsibilities, work, medical treatment. Students with protected characteristics, neural diversity, and those from a lower income background are likely to be disproportionately affected by the level of flexibility required to adjust to changing timetables.

## Actions

1. If timetabling difficulties are unavoidable due to course selections occurring at short notice during enrolment, room capacity requirements, and covid risk assessments, the university could ensure that students are aware in advance that their timetables may fluctuate at the beginning of term. The university could also operate a policy where students with other commitments have a grace period to adjust to timetable changes during which they can make up for any missed in-person learning by accessing online learning or otherwise agreeing with their personal tutor how they will remain on track with their course.

# **Policy 21: 24 UCU Strike Action**

Passed: 25th November 2021.

Expires: 25th November 2024.

Assigned FTO: Holly Brooks

Proposer: Jack Medlin

## **Actions**

1. Lobby for appropriate academic mitigations in response to strike action
2. Stand in solidarity with Keele UCU and collaborate with them during the strike period

# Policy 21: 25 Elections Campaigning

Passed: 2nd December 2021.

Expires: 2nd December 2024.

Assigned FTO: Holly Brooks

Proposer: Holly Brooks

## Opinions

1. Keele is committed to being a front runner in promoting equality and inclusion. The timetabling uncertainty and short notice changes are a barrier for students who have commitments outside of university: such as caring responsibilities, work, medical treatment. Students with protected characteristics, neural diversity, and those from a lower income background are likely to be disproportionately affected by the level of flexibility required to adjust to changing timetables.

## Actions

1. Add: '*A candidate will not be able to publicly campaign before the date determined by the Returning Officer.*' to Chapter 11, Section 2

# Policy 21: 26 Harm Reduction Campaign

Passed: 2nd December 2021.

Expires: 2nd December 2024.

Assigned FTO: Dan Lay

Proposer: Dan Lay

## Opinions

1. The NUS 2020 Drug and Alcohol Impact survey highlighted that 59% of students have used drugs, with 39% using drugs and alcohol as a way to self-medicate for their mental health. Keele University is signed up to the Drug and Alcohol impact charter which works to reduce negative consequences from abusive use of drugs and alcohol.
2. A Harm reduction campaign works not only to overturn the stigma attached to problematic drug and alcohol use that hinders students from seeking support but moves substance abuse into a human rights and public health perspective than a zero-tolerance perspective.
3. The first University to adopt a harm reduction stance and begin offering supportive initiatives and policies was Newcastle University in 2016, when drug abuse and overdose rate was at its highest. Other Universities followed swiftly (Manchester, Leeds, Bristol etc) and it's time Keele followed to ensure that students get the support that they require around substance misuse.

## Actions

1. The University should work with the Welfare officer on a Harm reduction campaign that focuses on introducing new harm reduction initiatives, policies and offering holistic support for students both on campus and outside the Keele bubble who may struggle with substance misuse.

# Policy 21: 27 Transphobia at Keele

Passed: 2nd December 2021.

Expires: 2nd December 2024.

Assigned FTO: Dan Lay

Proposer: Vic Presdee

## Opinions

1. Transphobia is a rising issue in the UK, and it unfortunately seems especially common in academic areas. We are asking that Keele SU stands in solidarity with Transgender and Non-binary students against Transphobia and Trans exclusionary radical feminists (TERFs) as well as ensuring that as a union we support inclusive and safe spaces for Transgender and non-binary students.
2. One in four non-binary students (24 per cent) and one in six trans students (16 per cent) don't feel able to wear clothes representing their gender expression at university.
3. One in six trans students (17 per cent) report being unable to use the toilet they feel comfortable with at university.
4. Seven per cent of trans students were physically attacked by another student or a member of university staff in 2017 because of being trans.
5. One in five trans students (20 per cent) were encouraged by university staff to hide or disguise that they are trans.
6. More than a third of trans students (36 per cent) and seven per cent of lesbian, gay and bi students who aren't trans faced negative comments or conduct from university staff in the last year because they are LGBT. (Statistics from LGBT in Britain - Universities Report (2018))

## Actions

1. Work with the University to ensure that academic staff are ensuring that learning spaces are as inclusive as possible eg ensuring that Staff are using students preferred names and pronouns.
2. Unless laws around Freedom of Speech are contravened, where possible de-platform Transphobic views and TERFS while ensuring that Trans individuals have the right to be their authentic self, free from harassment.

3. Where possible, ensure that a member of the transgender community is present on gender-based conversations, especially where Transgender individuals are being discussed.

# Policy 21: 28 Exceptional Circumstances

Passed: 2nd December 2021.

Expires: 2nd December 2024.

Assigned FTO: Jack Medlin

Proposer: Jack Medlin

## Opinions

1. The exceptional circumstances system is a vital lifeline for students; it is the primary academic mitigation for both short-term disruptions, as well as for individuals with chronic illnesses. The system this year was adapted - at alarmingly fast notice - to account for changes in professional support within schools.
2. The current system is not working:
  - a. There are often communication breakdowns between the directorate of student support and academic faculties leading to uncertainty for both staff and students.
  - b. The automatic 5-working day extension does not work for all students e.g. in cases where an individual does not fall under DDS but has a longer than 5 working day illness/injury.
  - c. How ECs are embedded into reasonable adjustments is not clear, and work is needed with DDS to ensure all students who are eligible for support receive it.
  - d. The system does not account for how some assessments are run e.g. portfolios having multiple assessment sections spanning weeks/months, e.g. an essay and a presentation, but only being allowed 1 EC for the entire portfolio.

## Actions

1. We should work with student services and academic faculties to ensure there is better intra-university communication around students having ECs, explore extending the 5 working day extension to 10 working days, work with DDS to ensure disabled students are not falling through the net, and ensure that the system works appropriately for every approved assessment type.

# Policy 21: 29 Climate Justice

Passed: 9th December 2021.

Expires: 9th December 2024.

Assigned FTO: Thomas Guilbert-Newell

Proposer: Thomas Guilbert-Newell

## Opinions

1. Climate Justice is important as we cannot solve climate change without solving the social injustices that currently take place within our society. This includes campaigning for human rights, collective rights, and historical responsibilities.

## Actions

1. The Students' Union to host more events over the year around the subject of Climate Justice.
2. The Students' Union to raise awareness about the climate crisis and climate justice all year round.
3. The Students' Union to procure from ethical supply chains in terms of the products, food, and drinks they sell.
4. The Students' Union to release a statement dedicating themselves to the pursuit of climate justice.
5. The Students' Union to promote their sustainable ventures more to students such as the Weigh to Go Shop.
6. The Students' Union to begin a monthly sustainability student newsletter
7. The Students' Union to promote sustainable habits to students by doing a sustainable tip of the month.

# **Policy 21: 30 AU Membership**

Passed: 9th February 2022.

Expires: 9th February 2025.

Assigned FTO: Lucy Whitehouse

## Opinions

1. The cost of AU membership and sports clubs is too high

## Actions

1. The SU should conduct a review to determine if AU membership is value for money.
2. The outcome of this review will be subject to a vote in May 2022

# Policy 21: 31 Conversion Therapy

Passed: 9th February 2022.

Expires: 9th February 2025.

Assigned FTO: Tom Guilbert-Newell

## Actions

1. Keele SU should release a statement against conversion therapy.
2. To further lobby the University to support the ban of conversion therapy under all forms.
3. For Keele SU to share information about conversion therapy for students.
4. To consult with students about their understanding and experience of conversion therapy