



KeeleSU Policy Document

Last Edited 14th February 2020

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, he or she 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 his or her role as meeting leader.

7.6. I will engage in debate and voting in meetings according to procedure, maintaining a

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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 his/her executive role and, with my fellow Board members, seek development opportunities for him/her.

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.

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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.

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 17.11: New Constitution

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Nat Emily Horsfall

Proposer: Emily Horsfall

Seconder: Liam Searle

Facts:

1. Keele University Student Union (KeeleSU) is an Unincorporated Association.
2. KeeleSU is a charity registered with the Charity Commission (no. 1137380)
3. KeeleSU has no legal personality and cannot enter into contractual arrangements.
4. KeeleSU's Trustees are exposed to unlimited personal liability.
5. Under clause 6 of the Union's constitution, the Members of the Union may authorise the Trustees "to transfer the assets and liabilities of the Union to a limited liability entity established for exclusively charitable purposes with the same or similar objects, and to dissolve the Union at any time following the transfer if it is considered appropriate to do so".

Opinions:

1. Unlimited personal liability exposes KeeleSU's Trustees to intolerable personal risk.
2. Unlimited liability negatively impacts on KeeleSU's ability to recruit and retain high quality Trustees.
3. Unlimited liability negatively impacts upon the risk appetite of Trustees.
4. NUS advice is for Students' Unions to consider incorporation to protect the interests of Trustees.
5. The transfer of assets and liabilities to a new incorporated structure is in the best interests of Keele SU.

Actions:

1. That Trustees are authorised to take all necessary steps to;
 - a. Establish a new limited liability corporate structure for Keele SU;
 - b. Arrange for all the assets and liabilities of KeeleSU to be transferred to the new corporate structure, once established, and;
 - c. To dissolve the unincorporated association (KeeleSU) at any time following completion of the Transfer and apply to the Charity Commission to have it removed from the register of charities.

2. That the CIO (Foundation) model is the optimum corporate structure for the new charity.
3. To approve the proposed constitution to be the governing document of the new Charity.
4. To name the new corporate entity Keele University Students' Union (also known as KeeleSU).
5. To authorise the Chair of UGM to sign the attached legal resolution.

Policy 17.12: Removal of the Constitutional Affairs Committee

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Emily Horsfall

Proposer: Emily Horsfall

Seconder: Natalie Jordan

Facts:

1. KeeleSU currently has a Constitutional Affairs Committee (CAC) who are responsible for a number of operational democratic processes
2. We now have a staff department (Student Voice) dedicated to ensuring our democratic processes are robust and adhered to as set out in the bye-laws.
3. The responsibility of democratic proceedings also falls under the remit of the Union Development and Democracy Officer
4. Currently, Section 2, Chapter 17 of the Bye-Laws (Staff Protocol) restricts staff from supporting and advising democratic processes. KeeleSU is developing a Strategic Plan which will inform work in democracy and Student Voice.

Opinions:

1. Too many constitutional and by law requirements need action from CAC, and that an unreasonable workload and responsibility is given to 3 part time officers.
2. Much of what is expected from CAC is administrative and time consuming work, that does not need to be done by elected students.
3. It is appropriate and fair that KeeleSU continue to elect a student chair to chair Union Council and General Meetings.
4. The Chair of Union Council shall have the power to convene democratic committees from elected representatives to fulfill duties such as Elections Forum and Officer Scrutiny Panels.
5. KeeleSU staff, specifically the Student Voice Department and the Senior Management Team should play an advisory and supportive role in developing and administering KeeleSU democratic processes.
6. Section 2, Chapter 17 of the Bye-Laws (Staff Protocol) is outdated, restrictive and does not reflect the current practise of the Students' Union.

Actions:

1. The positions of General Secretary and Constitutional Affairs Secretary be removed from

- the bye laws and not elected in the May by-election.
2. That any reference to the constitutional affairs committee or CAC be removed from the bye laws.
 3. That before the 1st of July 2017, Union Council receive a tracked changes document showing which positions will now be responsible for the duties CAC previously carried out in the bye-laws.
 4. That over the summer of 2017, the student voice department and the Union Development and Democracy officer will, with the assistance of any relevant officers, review our decision making processes and make recommendations to be taken to the Student body at the 2017 AGM. This will be informed by the KeeleSU strategic plan.
 5. If Union Council are unsatisfied with the proposals, the original CAC positions be reinstated in the November by elections to come into office immediately.
 6. Section 2, Chapter 17 of the Bye-Laws (Staff Protocol) is removed to allow staff to properly support and advise democratic proceedings.

Policy 17.13: Keele Card Taxi Scheme

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Nat Jordan

Proposer: Charly Gibbons

Seconder: Emma Saunders

Facts:

1. There are fairly frequent complaints about inconsistencies of the Safety Bus service/students being stuck on campus after nights out with no money or lift home.
2. Individuals left alone at night on campus, especially when intoxicated, are particularly vulnerable to both the elements and at risk of assault (this vulnerability increases if they try to make their own way home, which for off campus students can be several miles).

Opinions:

1. There are measures that can be implemented to keep students safer if there is no Safety Bus running/available.
2. More needs to be done to make sure individuals get home safely once the SU building has shut; there seems to be an attitude of "once you have left the building you are not our problem".

Actions:

1. To review the Safety Bus System so it is more effective for all students

Policy 17.14: Let's Keep the StARs Shining

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Jeff Wiltshire

Proposer: Jeff Wiltshire

Seconder: Rebecca Saddington

Facts:

1. The Student Academic Representatives (StARs) system is a well-established system which has grown in strength and numbers year on year.
2. 80% of current StARs are trained, a record number.
3. Volunteering hours and the number of StARs registered as volunteers are at their highest level
4. Turnout in StARs elections and particularly Lead Faculty StARs elections is poor (this may be due to a lack of dogs)
5. The University plans to change the name of 'Student Staff Liaison Committees' to 'Staff and Student Voice Meetings'

Opinions:

1. StARs need to become more aligned with 'Student Voice'. This would bring us more in line with the sector which is increasingly using the term 'Student Voice' when talking about academic representation.
2. Faculty StARs have a massive job on their hands, with each striving to represent between 3000 and 4000 students.
3. 13/14 Lead School StARs who work closely with the SU and the University will be able to provide more effective representation.
4. Schools vary greatly in practise within the faculties which provide a diverse range of subject areas
5. Elections for the position of Lead StARs is not the most effective way of appointment. StARs will have already been democratically elected in the first instance.
6. Our colleagues at the university are in agreement that standard representation at a school level will be more effective.
7. Lead StARs deserve more support and recognition for the work that they do.

Actions:

1. The Education Officer and Student Voice department introduce Lead School StARs as a replacement for Faculty StARs. The Lead School StARs will apply for their positions

rather than standing for election and being voted in.

2. All mentions of the following positions are removed from the KeeleSU By-Laws; Health Faculty StAR, Humanities and Social Sciences StAR, Natural Sciences Faculty StAR, Lead Foundation Year StAR.
3. The Education Officer and Student Voice survey current StARs and students to see whether changing the name to 'Student Voice Representatives' would better align academic representation with student voice.
4. The Education Officer and Student Voice survey current StARs to see whether Staff-Student Liaison Committees would be better known as 'Staff and Student Voice Meetings'.

Policy 17.15: And The Winner Is...

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Ela Hollies

Proposer: Ela Hollies

Seconder: Emily Horsfall

Facts:

1. All KeeleSU Honours are currently, according to our Constitution, awarded by Union General Meetings (UGM).
2. The guidance for who can receive these awards is too vague.

Opinions:

1. This awarding process is not stringent or fair.
2. Students would not necessarily know the full extent of the work that staff members have undertaken during the year and so it would not make sense for them to judge.

Actions:

1. For a set of criteria for each award to be created and approved by Union Council.
2. For criteria for staff honours will be decided by the Senior Leadership Team & ratified at Union Council.
3. For honours for students to be awarded by a majority vote of Union Council.
4. For honours for staff to awarded by a majority vote of the full-time Sabbatical Officer team.
5. For the Union Development & Democracy Officer to review the Grad Card scheme and Associate Membership offered by KeeleSU.

Policy 17.16: S.O.S (Support Our Studentgroups)

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Ela Hollies

Proposer: Ela Hollies

Seconder: Societies Executive & SLS Liaison Officer, Andrew Seabury

Facts:

1. The current KeeleSU bye-laws are restrictive and too specific about student groups.
2. KeeleSU is undergoing a transitional period staffing-wise which is making it difficult to fully support student activities.
3. We have an under-representation of certain categories of societies on our Societies' Executive Committee, representation that is currently reliant on people on the panel being members of several different societies rather than structure.
4. The Activities & Community has already consulted the Societies' Executive Committee and Society Forum about the proposed changes to the structure of student groups.
5. The distinction between Student Led Services and Societies is outdated, confusing to students and no longer relevant.

Opinions:

1. KeeleSU could better support co-curricular activities with a new student group structure.
2. This structure would allow better allocation of staffing and resource for co-curricular activities.
3. A different layout of the Societies' Executive committee would guarantee a wider range of societies are represented.

Actions:

1. To remove the position of Student-led Services Liaison Officer.
2. To re-write of the bye-laws section about grants and finance, making it less restrictive for change in the future and giving more power to Societies Executive & the Activities & Community Officer over the allocation of the budget for societies.
3. For Chapter 12 (KUSU newsheet) to be replaced with guidance relevant to all student-led media.
4. For Chapter 13 (Student-led services) to be replaced with a section about student-led volunteering projects.
5. For all Student-led Services' constitutions to be removed from the bye-laws.
6. For the Societies' Executive positions to be changed to be elected from a cohort of

members from each category of society (with categories to be confirmed by societies executive before the May by-elections but to come into fruition on July 1st).

7. For the Activities and Community officer to amend the bye laws according to this motion. Bye-laws to be ratified by Union Council with the support of the Societies' Executive Committee.
8. For the Activities & Community Officer to hold further consultation with students about the amended bye-laws before ratification at Union Council.

Policy 17.17: For Drying Out Loud

Passed: 30th March 2017

Expiry: 30th March 2020

Assigned FTO: Emily Horsfall

Proposer: Lauren Vipond

Seconder: Rebecca Smith

Facts:

1. The laundrettes on campus are currently provided and managed by Circuit Laundry
2. It currently costs £2.60 per wash cycle and £1.10 per dry cycle
3. On-campus students are discouraged from drying clothes in their rooms due to the increased risk of damp and mould
4. Before Christmas, Accommodation planned to phone Circuit laundry to discuss the laundrettes, and campus-wide email was to be sent out following this conversation. However this email was never received.
5. There have been many complaints on the Facebook Fresher's Page regarding the poor performance of both washers and dryers in most, if not all, of the campus laundrettes.
6. Students have experienced problems such as: washers malfunctioning part-way through cycles; washers causing black staining on light coloured clothing; and dryers requiring multiple cycles to satisfactorily dry clothes.
7. Many students have complained to Circuit Laundry through the official channels, and have found the response to be unsatisfactory.

Opinions:

1. As drying of clothes in rooms is discouraged by the university, students have no choice but to spend money on tumble dryers, which as stated often require multiple cycles. With two washes and two dryer cycles costing £7.40 in total, the facilities provided for on-campus students are costly and inadequate.

Actions:

1. KeeleSU shall raise concerns with the University Estates/Accommodation team as appropriate regarding the quality of laundry provision for on-campus students
2. To pressure Accommodation into show tangible evidence that action is being taken on student feedback
3. KeeleSU shall actively encourage the university to review the suitability of the current service provided by Circuit Laundry, and to explore alternative provisions if possible.

Policy 17.18: Approval of External Trustees

Passed: 22nd May 2017

Expiry: 22nd May 2020

Assigned FTO: Emily Horsfall

Proposer: Emily Horsfall

Secunder: Tom Campbell

Facts:

1. KeeleSU has a trustee board made up of 3 External Trustees, 3 Student Trustees, and 5 Officer Trustees, as stated in the constitution.
2. Our current External Trustees have finished their term, requiring us to appoint 3 new External Trustees.
3. We recently went through a recruitment and interview process to find new trustees.

Opinions:

1. Following application and interview, the Nominations Committee would like to make the following recommendations for External Trustees:
 - a. Marilyn Andrews (Vice Chair)
 - b. Val Newman
 - c. Lynn King
2. It is the opinion of the Nominations Committee that these 3 candidates can contribute the most to our board and assist KeeleSU to carry out its legal and strategic duties.

Actions:

1. To accept the recommendations of the Nominations Committee and appoint the 3 External Trustees.

Policy 17.19: Don't You (Forget About Fees)

Passed: 22nd May 2017

Expiry: 22nd May 2020

Assigned FTO: Jeff Wiltshire

Proposer: Jeff Wiltshire

Secunder: Emily Horsfall

Facts:

1. Tuition fees will stand at £9,250 for new students starting in September 2017 at Keele University and other Universities across the country.
2. If an institution receives a Gold/Silver TEF ranking they can increase their tuition fees 100% in line with inflation.

Opinions:

1. As a result of the HE Act, the Teaching Excellence Framework there is uncertainty surrounding tuition fees moving forward.
2. We expect Keele to either receive a Gold or Silver award.
3. Despite the House of Lords ruling against linking the TEF with increased tuition fees, the House of Commons refused to remove this amendment.
4. There are serious questions regarding value for money which impact the student decision.
5. Cost of living is rising, cost of accommodation is also rising and students are having to work extra hours in order to subsidise this.
6. We must take action against increased tuition fees.

Actions:

1. In principle, students and the Students' Union should oppose an increase in tuition fees.
2. Encourage the University to be transparent about where students' tuition fees currently go.
3. If tuition fees are increased, the University needs to justify why they are doing so.
4. In the case of a proposed tuition fee increase, student representatives will lobby the University to take part in an extensive student consultation on hidden course costs and increased cost of living.

Policy 17.20: Website Accessibility

Passed: 22nd May 2017

Expiry: 22nd May 2020

Assigned FTO: Ela Hollies

Proposer: Ela Hollies

Seconded: Chris Jones

Facts:

1. KeeleSU's website has caused issues for students with disabilities in the past, in particular for students with visual impairments.
2. KeeleSU's website is the primary place that students purchase their club and society memberships and the only place that students can participate in their Students' Union elections.

Opinions:

1. Currently, KeeleSU is not doing enough to make their website accessible to all.
2. Engagement in some of KeeleSU's core charitable activities may be hindered by this.
3. KeeleSU should aim to be inclusive of all individuals, regardless of characteristics, in all aspects of its organisational functions as per their policy on Equal Opportunities.

Actions:

1. KeeleSU to be committed to ensuring accessibility of its website and intranet to people with disabilities. New and updated web content produced by our organization will meet Web Content Accessibility Guidelines (WCAG) 2.0, level AA.
2. Existing web content produced by our organization will also meet this standard.
3. KeeleSU will work to ensure content provided for our site by third-party developers will meet our agreed standards. This does not include user-generated content.
4. KeeleSU will aim to ensure that our authoring tools and processes meet Authoring Tool Accessibility Guidelines (ATAG) 2.0. KeeleSU will also preferentially purchase authoring tools that meet or exceed our web accessibility policy.
5. The above objectives shall be achieved by a date agreed upon by the Senior Leadership Team.
6. Website accessibility should play an integral part in any future web, digital or communication strategies developed by KeeleSU as well as any future re-branding

exercises.

Policy 17.21: S.O.S (Save Our Summer-Sports)

Passed: 22nd May 2017

Expiry: 22nd May 2020

Assigned FTO: Jeff Wiltshire

Proposer: Victoria McCrea

Seconder: Ben Ratcliffe

Facts:

1. During term time AU clubs get priority over the community to book slots at the Sports Centre.
2. Most AU clubs do not train outside of term time, however there is a significant minority that do.
3. Those that train outside of term time do not get priority over community teams.
4. Taking part in sport helps develop skills that relate to the distinctive Keele curriculum and HEAR; thus students should have this opportunity all year round.
5. Due to this a club has lost its regular booking without consultation, leaving them without a professional coach for not only the summer but the next academic year too.
6. By prioritising external clubs, the sports centre and AU are failing to provide competitive sport at Keele if students cannot train with a professional coach, which violates the AU constitution

Opinions:

1. Training outside of term time is beneficial for students as it provides them with sporting opportunities when lectures have finished
2. The Sports Centre, although separate from the AU, should exist primarily for the benefit of students
3. Clubs need set training times on set days to fit in all of their training and ensure a regular schedule. Disrupting this schedule over summer and Easter is less than ideal.

Actions:

1. The AU and Sport Centre to conduct and engage in a process of reviewing the booking system so it works better to prioritise students groups and clubs.
2. The AU and Sport Centre to prioritise Athletics Club this Summer for bookings.

Policy 17:22: Discounted Taxis for Disabled Students

Passed: 22nd May 2017

Expiry: 22nd May 2020

Assigned FTO: Union Development & Democracy Officer

Proposer: Taylor King

Seconder: Majority from UGM Floor

Facts:

1. Disabled students may not be able to walk long distances to get to university.
2. Disabled students have as much right to live off campus as any other student.
3. Many disabled students rely on taxis to get to university or to attend SU events.
4. With recent DSA cut backs, most disabled students cannot get help from the government to pay for taxi.

Opinions:

1. Disabled students are currently spending a large amount of their funds simply on getting to university, which coupled with the fact that there is a lower than average student job rate amongst disabled students creates a large amount of financial pressure.
2. Taxi companies will not provide discounts for regular disabled customers.
3. The Students' Union is in a position to take action to aid disabled students by easing some of this pressure.

Actions:

1. Keele SU to work towards getting discounts with local taxi firms for students who use taxis more regularly.
2. Conduct review into how Safety Buses fit into the transport options provided for disabled students.

Policy 17:23: £1000 to Feel a Bit Warm is Too Much

Passed: 13th November 2017

Expiry: 13th November 2020

Assigned FTO: Tom Snape

Proposer: Tom Snape

Seconder: Sam Gibbons

Facts:

1. The outdoor heaters have been broken on several occasions. The buttons regularly need replacing due to damage caused by students on a night out and recently the wiring in several of the boxes has been ripped out entirely.
2. The heaters in their current state are a threat to the safety of students and have had to report the latest breakage to the Health and Safety Executive as a 'near miss' which nearly caused significant injury to a student.
3. As a result of this incident the university will be having more regular health and safety test of the heater systems. If the university finds that the other systems are also faulty it could cost up to £1000 to replace.
4. The University have also said that they have been called out to repair broken heaters so many times that any further repairs would be carried out a cost to the Students' Union.
5. This would be around £500-£1000 cases where the entire box needs replacing and £30-50 in cases where the buttons need replacing.

Opinions:

1. We have a responsibility to students' health and safety.
2. The cost to the students' union of replacing the current heaters and maintaining/repairing the outdoor heaters would be too great for the added value they bring.
3. The benefit of having the heaters is not worth the environmental impact it causes.

Actions:

1. To remove the outdoor heaters from the outback.

Policy 17:24: On the Balance of Probability, We Think This is a Bad Idea, Beyond Reasonable Doubt

Passed: 13th November 2017

Expiry: 13th November 2020

Assigned FTO: Jeff Wiltshire

Proposer: Jeff Saddington-Wiltshire

Seconder: Tom Snape

Facts:

1. The current University guidelines regarding Academic Misconduct (10.2) state that 'Absolute proof such as a source is not required for the Academic Conduct Officer to decide "beyond reasonable doubt" that there has been plagiarism or other misconduct covered by the regulation'.
2. The University are reviewing their regulations regarding Academic Misconduct and want to change the phrase 'beyond reasonable doubt' to 'on the balance of probabilities'.

Opinions:

1. The change of phrasing places the burden of evidence on the student rather than the University. Therefore, the student will have to provide evidence that they have not plagiarised as opposed to the University having to find evidence that a student has committed an act of plagiarism.
2. Students are told what plagiarism is and how to avoid it, but not how to gather evidence to demonstrate that they have not plagiarised a piece of work.
3. It can be assumed that if the Academic Misconduct Panel are unsure whether a student has plagiarised the final decision is more likely to go against the student. Students whose first language is not English could be disproportionately affected by this change.
4. The change has been proposed in order to bring Keele in line with the sector.
 - a. Keele falls behind a lot of other institutions when it comes to 'sector practice' so we should not be using this as an indicator of policy change.
 - b. There is no evidence to suggest that this particular change will bring about more accurate results.

Actions:

1. As this change is likely to negatively affect students, the Students' Union particularly the

Education Officer and ASK should oppose the move from 'beyond reasonable doubt' to 'on the balance of probabilities'.

2. It is likely that the University will want to pass the reviewed guidance without student consultation so it is important that our stance is clear and unified at key decision making meetings such as University Learning and Teaching Committee and Senate.

Policy 17:25: The 3 Letter Acronym Strikes Back

Passed: 13th November 2017

Expiry: 13th November 2020

Assigned FTO: Jeff Wiltshire

Proposer: Jeff Wiltshire

Secunder: Rebecca Saddington

Facts:

1. The University are ranked 97th for the amount of 'Good Degrees' (2.1s and firsts) given out. This is not good and the University are looking at ways to ensure that students have the best opportunity to achieve the highest grades.
2. The vast majority of labs and seminars are compulsory at Keele and a register is taken. Although lectures are labelled as compulsory, the systems to monitor student attendance are sketchy at best.

Opinions:

1. The literature regarding the relationship between attendance and attainment is inconsistent. Although there is some empirical evidence to suggest that attendance does have an impact upon academic performance and progression.
2. I strongly believe that the University will look to implement Electronic Attendance Monitoring to assess students' attendance within the next 18 months.
3. It is important that student representatives (including elected officers, part time officers and student voice representatives) have a clear and unified stance on the issue when asked for their opinions.
4. As it stands, the University's attendance policy is not fit for purpose and is used inconsistently across courses.
5. My personal opinion is that students are adults who pay £9,000 (or more) to study at University and it is their choice whether they attend lectures or not. If Electronic Attendance Monitoring does come into play it will be a massive cultural change for students. I do not know what the repercussions will be if students' do not attend lectures; but I'm assuming it will be more severe than what it is now.

Actions:

1. Establish a clear stance regarding electronic attendance monitoring so that student representatives can feed this back at various meetings that they attend.
2. I believe we have 3 potential courses of action, but I am welcome to other suggestions:
 - a. Work with the University to ensure that student feedback is a cornerstone of this potential policy. This way it can increase the number of good degrees for students.

- b. Lobby the University to disregard the policy as students do not deem it to be necessary or helpful.

Policy 17:26: There's A Power In The Union

Passed: 13th November 2017

Expiry: 13th November 2020

Assigned FTO: Tom Snape

Proposer: Tom Snape

Secunder: Aysha Panter

Facts:

1. Currently student staff are only represented by the Student Staff Officer.
2. Many student staff who have issues they wish to be addressed will go to either the student staff officer or the full time officers
3. University of East Anglia Students' Union have recently arranged an agreement with the GMB whereby their student staff are granted free membership of the Union
4. Membership of a Union would give Student Staff additional protection and a clearer method of support

Opinions:

1. As the full time officers work closely with the senior leadership team, they are not always well equipped to deal with issues student staff have.
2. Sometimes union membership can be expensive.

Actions:

1. The Union Development and Democracy Officer shall attempt to draw up a deal similar to the deal reached in UEA in order to unionise the student staff in a way that's affordable for them.
2. Should such a deal not be reached, they will explore other ways of working to streamline and clarify the way student staff receive support and representation however any changes to the bye-laws will require approval of a general meeting.

Policy 17:27: Credit Where Credits Due

Passed: 13th November 2017

Expiry: 13th November 2020

Assigned FTO: Jeff Wiltshire & Tom Snape

Proposer: Solomon Gibson

Seconder: Jeffery Saddington-Wiltshire

Facts:

1. Printing costs are not (generally) included in the cost of tuition fees.
2. Many courses require paper submission of documents, assignments and other items printed as a paper copy. This includes essays, literary reviews, portfolios, proforma, COSHH forms, final projects and various other lab, research, and assignment documents.
3. The financial burden of printing costs varies between courses and for some may be a larger proportion of their university costs by nature of either their course or their financial situation.
4. Many people find online reading of articles or draft assignments difficult, not all disabilities are declared and for those whose educational needs require printed versions of online resources printing costs are greater. For example; though someone may not be registered disabled, reading large volumes of digitized readings may cause headaches, migraines, cluster headaches or insomnia due to screen light.

Opinions:

1. Students are actively seeking 'value for money' from their degrees. With tuition fees set at £9,000 (£9,250 for September 2017 entrants) and even higher for International students; a form of free printing is clearly desired by a significant proportion of the student body.
2. Although demand for the printing of notes, lecture slides and paper-submissions is unlikely to decrease; putting pressure on the University to provide this service for students could help push the 'online submission only' agenda and thus speed up the reduction in printing and paper use (and its environmental effects).

Actions:

1. To mandate the Students' Union to lobby the University for s a module-credit system by which schools are required to request printing credits, for each module they provide, which are appropriate for the required printing students most undertake during each

module on their course.

2. The Students' Union should also review their own provision for free printing. Perhaps by looking at external companies that are used.

Policy 17:28: Too Much Scrutiny Gets in the Way of Performance

Passed: 14th December 2017

Expiry: 14th December 2018

Assigned FTO: Jeff Wiltshire & Tom Snape

Proposer: Phil Swatton

Seconder: Jeff Saddington-Wiltshire

Facts:

1. Sabbatical officers are currently required to attend a performance and scrutiny panel once a month
2. The order is not defined in the bye-laws
3. There is no formal mechanism for written questions
4. The bye-laws currently suggest that “part-time officers” should attend the panel once a semester, which is a wording that should include Soc Exec and AU Committee, and possibly the trustees
5. Chapter 6a of the bye-laws which defines the Performance Scrutiny Committee mentions its ability to censure, Chapter 18 on disciplinary procedures does not.

Opinions:

1. Having sabbatical interviews once a month is too regular, gets in the way of their work and creates too much work for the Chair of Union Council. Instead of having one P&S interview for every AGM/UGM creates report “cycles” so they need only create 4-5 reports a year, with a timescale more appropriate to the speed at which change can be implemented
2. There should be a clear order in the bye-laws
3. There should be a mechanism for formal questions for non-attendees
4. Adding Soc Exec and AU Committee would a) mean there were too many officers to interview and b) would not necessarily be an appropriate means of scrutiny as they are not necessarily accountable to all members of the student union.
5. The bye-laws should be consistent.

Actions:

1. Change Section 1.a in chapter 6a of the byelaws from “The Performance Scrutiny Committee will be responsible for holding KeeleSU Elected Officers to account” to “The Performance Scrutiny Committee will be responsible for reviewing the performance of KeeleSU Elected Officers and holding them to account where necessary”
2. Change Section 3.c in chapter 6a of the byelaws from “Sabbatical Officers shall be called to attend one Performance Scrutiny Committee meeting per month. Non-sabbatical

officers shall be called to attend one Performance Scrutiny Committee meeting per semester.” To “Full-time officers shall be called to attend one Performance Scrutiny Committee for every AGM and UGM held. Non-sabbatical officers who are voting members of Union Council shall be called to attend one Performance Scrutiny Committee meeting per semester.”

3. Add a new section as section 4 as “Order”, with the previous section 4 “censure” becoming a sub-section of the new section 4, reading as follows:

- o 4. ORDER

- a. Business of Performance Scrutiny Committee shall ordinarily be conducted in the following order:
 - i. Panellist briefing
 - ii. Regular interviews
 - ii. Censure interviews
 - b. Regular interviews shall ordinarily be conducted in the following order:
 - i. Interviewee briefing
 - ii. Spoken report summarising written report
 - iii. Questions from panel
 - iv. Panel notes any outstanding work for the purpose of the minutes
 - c. The Chair of Union Council may exceptionally add items or rearrange items when preparing the Order Paper
 - d. Written questions may be submitted by any member of the Union in advance of the meeting to the Chair.
 - e. Vote of Censure
 - If an Officer’s performance is deemed unsatisfactory the Officers shall be called before the Performance Scrutiny Committee to explain why a Vote of Censure should fail.
 - Committee members, upon hearing the case made by the Officer, shall then vote on whether the Officer shall be censured.
 - Committee members shall require a two-thirds majority to pass a vote of Censure.

- If a Vote of Censure is passed, it shall be recorded as outlined in the KeeleSU Constitution and Bye-Laws. 4. Change section 3.a. in chapter 18 of the byelaws, from “All elected KeeleSU Officers, Sabbatical and non-Sabbatical, and Union Councilors can be censured or no-confidenced by a two-thirds majority of UGM or EGM for good cause.” To “All elected KeeleSU Officers, Sabbatical and non-Sabbatical, and Union Councillors can be censured by a two-thirds majority of UGM, EGM or Performance Scrutiny Committee for good cause, and can be no-confidenced by a two-thirds majority of UGM or EGM for good cause”.

Policy 17.29 KeeleSU supports our lecturers

Passed: 12/12/2017

Expiry: 12/12/2020

Assigned FTO: Tom Snape

Proposer: Tom Snape

Seconded: Sam Gibbons

Facts:

1. The University and College Union are currently balloting for strike action.
2. This ballot has been caused by major reforms proposed by the University's pension provider.
3. The University have been given two choices, either increase contributions to the scheme or massively reduce the pension that staff will get when they leave.
4. The pension provider has based this proposal on an economic projection, however analysis of the pension plan by other academics has demonstrated it is much less clear cut than the pension provider makes out.
5. Warwick's Vice Chancellor has already publicly stated that he thinks this is a false choice and asked the pension provider to go back to the drawing board.

Opinions:

1. If Keele chooses to reduce the pension of our staff it will have major repercussions for students.
2. Staff will be forced to work until much later in life before they can retire. This will mean there will be far fewer young and enthusiastic lecturers to engage with students.
3. A much poorer pension plan also makes academia much less attractive, meaning that talented academics are much more likely to work for think tanks or elsewhere in the private sector instead of as a lecturer.
4. Students who may have been interested in academia as a career path may now consider it to be not as attractive due to this pension change.
5. The UCU would not take the decision to go on strike likely, they would only do so if they felt they had no other choice.

Actions:

1. KeeleSU supports the UCU in their attempts to preserve their pension benefits for all the reasons outlined above.

2. KeeleSU encourages to the Vice Chancellor to push back against the proposals of the pension provider.
3. KeeleSU will support the result of the ballot of UCU members that is currently taking place.

Policy 18: 1: #JustSignIt

Passed 29th January 2018

Expires: 29th January 2021

Assigned FTO: Sam Gibbons

Proposer: Sam Gibbons

Seconder: Natalie Luzmore

Facts:

1. Climate change is real & is caused by fossil fuels
2. To avoid 2 degrees of warming we need to keep 80% of fossil fuels in the ground
3. Keele University has a policy to "embed sustainability in all that we do"
4. Keele university currently has no investments in fossil fuel companies (<https://peopleandplanet.org/university/129380#fossil-free-scorecard>)
5. 54 other universities have made commitments to fossil free campaigns
6. Many of these universities have committed to divest completely
7. Commitments to divest total £11 billion from UK universities.
8. Seeing as though Keele has no investments or endowments if it were to sign a divestment pledge it would not need to move any assets

Opinions:

1. It makes sense for Keele University to sign the fossil free pledge.

Actions:

1. Resolve to lobby the university to commit to not invest future endowments into fossil fuel companies
2. To set up a campaign group named #JustSignIt

Policy 18: 2 ReferenDAYM these rules are out of date and hard to follow

Passed: 31st January 2018.

Expires 31st January 2019.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Seconder: Jeff Saddington - Wiltshire

Facts:

1. KeeleSU's referendum rules have not been used or updated in as long as anyone can remember.
2. The Democratic Review presently being presently conducted will eventually have findings that will be put to referendum.
3. A review of the present rules on referendums was conducted to bring it in line with our current election rules and by looking at what other Students' Unions do to manage some of the more unique elements of referendums.

Opinions:

1. It's important that any referendums held by KeeleSU are conducive to ensuring students are able to make informed decisions.
2. When the time comes for KeeleSU to hold its first referendum in a long time it's important that the rules are up to date, useful and easy to follow.
3. These referendum rules were long overdue an overhaul.
4. Regardless of other events, having an up to date set of rules would mean that a referendum would no longer necessarily be as daunting as it presently is presently.

Actions:

1. To replace Chapter 10 - referendums in the Bye Laws with the attached annex.

Annex:

Chapter 10

1. GENERAL PROVISIONS

- a. A referendum shall be a vote of the full membership of KeeleSU
- b. A referendum question must contain, or refer to, a clearly discernible mandate which:
 - i. Changes KeeleSU policy, or
 - ii. Directs a KeeleSU officer or officers to act or to refrain from action, or
 - iii. Provides for an allocation or disposal of KeeleSU resources or funds
- c. Any referendum conducted in accordance with the bye laws and constitution shall be considered binding. Any changes to policies or the bye laws shall be implemented.
- d. The Returning Officer for a referendum shall be determined by the reference to Chapter 12
 - i. An electoral forum shall be appointed for the referendum in order to review the decisions of the Returning Officer as outlined in Chapter 12.
- e. A Referendum shall not have the power to appoint or elect any officer, representative or member of staff of the Students' Union.

2. CALLING A REFERENDUM

- a. A referendum may be called by any issue by means laid out in Clause 17 of the Constitution.

3. REFERENDUM QUESTIONS

- a. The question for a referendum shall be proposed by the persons or body proposing the referendum.
- b. The question for a referendum shall be proposed by the persons or body proposing the referendum.
- c. The referendum question must be ratified by The Deputy Returning Officer at least seven days in advance of polling, subject to the approval of Elections Forum.
- d. The Deputy Returning Officer may make alterations to a proposed referendum question on the basis of:
 - i. Making the question balanced and not tending towards one response
 - ii. Making the referendum question comply with the requirements of the constitution
- e. The Deputy Returning Officer should pay due regard to the views of two opposing sides of the referendum as to the question.
- f. A decision of the Deputy Returning Officer on the above basis may be overruled by the Elections Forum

4. LIMITATIONS

- a. The procedure of referendums shall be conducted in accordance with the bye-laws and clause 17 of the constitution.

5. TIMING

- a. Referendums shall be held at times which are intended to enable the largest possible number of members to fully participate in all aspects of the electoral cycle.
- b. Referendums shall be held at time to the greatest benefit to the membership.

- c. A referendum shall be held 2 to 6 academic weeks after it has been proposed unless the proposer accepts an extension.

6. REFERENDUM CAMPAIGNING

- a. The Trustees shall authorise expenditure for such members of KeeleSU as wish to campaign for or against a referendum, provided that:
 - i. the rules for extra-budgetary expenditure are adhered to, and
 - ii. equal funding is made available to campaigns for and campaigns against.
- b. Anyone who campaigns for or against a referendum question shall be deemed to be part of that Referendum Campaign Team and shall be bound by the elections regulations.
- c. There may be no more than one official campaign team for each of the proposition and opposition positions presented on the ballot.
 - i. Each campaign shall be allocated an equal budget set at the discretion of the Deputy Returning Officer. This decision must be reviewed by elections forum.
 - ii. Spending during the referendum shall be governed by the same expenditure rules that govern elections.
 - iii. One person in each campaign team shall be designated treasurer. They are responsible for making sure that expenditure is compliant with expenditure rules and submitting all expenditure to the deputy returning officers.
- d. A group of no fewer than three full members of the union can apply to be the leadership of the official 'yes' or 'no' campaign.
- e. They shall indicate that as representatives of the campaign team all members shall comply with all regulations and must attend a campaign team briefing.
- f. Part of that submission shall include an explanation of why they believe they are the right team to lead the official campaign.
- g. Should the Deputy Returning Officer receive more than one letter of intent the Deputy Returning Officer shall determine the official campaign team. This decision must be reviewed by elections forum.
- h. External campaigners shall not be permitted to participate in any campaigning

7. Results of the referendum

- a. The Returning Officer shall publish the result of the referendum.

Policy 18: 3: Liberation Conferences

Passed: 31st January 2018.

Expires: 31st January 2019.

Assigned FTO: Tom Snape

Proposer: Jamie Tennant

Secunder: TBC

Facts:

1. KeeleSU is planning on only paying for a single delegate to NUS liberation conferences this year.

Opinions:

1. Liberation is a key part of what KeeleSU does and should be treated on an equal footing to our representation of all students.

Actions:

1. That KeeleSU will fund at minimum the same number of delegates to liberation conferences as it does to NUS national conference.
2. Calls upon the trustees of KeeleSU to fund the full entitlement of delegates to liberation conferences

Policy 18: 4: KeeleSU supports our lecturers

Passed 13th March 2018.

Expires 13th March 2021.

Assigned FTO Tom Snape.

Proposer: Tom Snape

Secunder: Sam Gibbons

Facts:

1. The University and College Union are currently balloting for strike action.
2. This ballot has been caused by major reforms proposed by the University's pension provider.
3. The University have been given two choices, either increase contributions to the scheme or massively reduce the pension that staff will get when they leave.
4. The pension provider has based this proposal on an economic projection, however analysis of the pension plan by other academic has demonstrated it is much less clear cut than the pension provider makes out.
5. Warwick's Vice Chancellor has already publicly stated that he thinks this is a false choice and asked the pension provider to go back to the drawing board.

Opinions:

1. If Keele chooses to reduce the pension of our staff it will have major repercussions for Students.
2. Staff will be forced to work until much later in life before they can retire. This will mean there will be far fewer young and enthusiastic lectures to engage with students.
3. A much poorer pension plan also makes academia much less attractive, meaning that talented academics are much more likely to work for think tanks or elsewhere in the private sector instead of as a lecturer.
4. Students who may have been interested in academia as a career path may now consider it to be not as attractive due to this pension change.
5. The UCU would not take the decision to go on strike likely, they would only do so if they felt they had no other choice.

Actions:

1. KeeleSU supports the UCU in their attempts to preserve their pension benefits for all the reasons outlined above.

2. KeeleSU encourages to the Vice Chancellor to push back against the proposals of the pension provider.
3. KeeleSU will support the result of the ballot of UCU members that is currently taking place.
4. There will be a silent protest outside of Senate on 14th March 2018 to emphasise the point that students need more communication from the University.
5. Keele SU will actively put pressure on the University.

Policy 18: 5 Can Anybody HEAR me?

Passed; 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Jeff Saddington Wiltshire

Proposer: Jeff Wiltshire

Secunder: Zaha Kamran

Facts:

1. 'All' undergraduate degree students studying at Keele and graduating from July 2014 onwards (with the exception of those studying for a Medical Degree) are eligible to receive a HEAR.
2. The HEAR will provide students with a comprehensive record of all your university achievements, including co-curricular activities, both during and upon completion of your academic studies at Keele.
3. Around 25% of Keele students participate in 'HEAR recordable' activities, for example: Being on a club/society committee, elected to be a student voice rep etc.
4. As it stands, Medical students are not eligible for the HEAR.

Opinions:

1. The HEAR is a useful tool for undergraduate students to receive a more detailed overview of their time at Keele.
2. Keele is one of several institutions that use the HEAR across the UK and employers do recognise it as a legitimate document of achievement throughout a students' time at University.
3. Medical students should be eligible to receive the HEAR as they are able to participate in HEAR recordable activities much like other Keele students.

Actions:

1. The Education Officer should lobby the Medical School and relevant University committees to ensure that Medical students are eligible for the HEAR.
2. The Education Officer will explore ways for the HEAR to be applied retrospectively for current Medical Students.

Policy 18: 6 Keep Wednesday Afternoons Free-r

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Jeff Saddington Wiltshire & Meghan Harrison

Proposer: Jeff Wiltshire

Secunder: Amy Holden

Facts:

1. 15% of Keele students have AU Membership and are eligible to participate for Keele in BUCS and sporting competitions.
2. The Students' Union passed policy in October 2016 to support the national campaign 'Keep Wednesday Afternoons Free'.
3. Participating in sporting activities promotes physical and mental well-being.
4. The majority of competitive fixtures take place on Wednesday afternoons.

Opinions:

1. Students should not have to choose between their academic and sporting commitments. Alternatively, students who are not interested in participating in sport have a block of time each week to complete work experience, volunteer, arrange society meetings or catch up on work.
2. The University has adopted the 'Keep Wednesday Afternoon Policy' and fewer lectures, seminars and labs occur on Wednesdays after 1pm.
3. However, the policy does not extend to Postgraduate students, students who study a language, Medical/Nursing/Midwifery/Foundation Year and some Life Sciences students.
4. Moving the cut off time from 2pm until 1pm was a positive move. However, if a student has an academic class finishing after 12pm it is incredibly hard for them to make an away game.

Actions:

1. The Education Officer should consult with Student Voice Reps to find out if any modules do not follow this policy.
2. The AU & Sport Officer should consult with Sports Clubs to find out which teams are disproportionately affected by this policy.
3. The two officers should work with the Timetabling Team to try and make necessary changes to the 'Keep Wednesday Afternoons Free' policy.

Policy 18: 7 General Meeting Related Improvement of Union General Meetings

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Tom Snape

Proposer: Tom Campbell

Seconder: Jamie Tennant

Facts:

1. Union General Meetings were previously better attended than currently.
2. Union General Meetings used to be held in the Ballroom.
3. Union General Meetings used to receive greater publicity, both issue based and generally.
4. The recent EGM had a high turnout, partially due to the issue being current and contemporary, but also due to the improved publicity and location.

Opinions:

1. Union General Meetings will be better attended if held in the Ballroom.
2. Union General Meetings will be better attended if more publicity is made.
3. Munch is a bad place to hold meetings, making it feel disjointed. Sound issues are common and there are poles (Not Polish people, concrete ones) blocking many people's view and discouraging participation.

Actions:

1. Union General Meetings should be held in the ballroom.
2. Union General Meetings should receive more publicity, in relation to time and date.
3. Motion deadlines should receive greater publicity, in order to encourage greater and wider participation.

Policy 18: 8 Electronic and Anonymous Voting at UGMs

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Tom Snape

Proposer: Jack Karimi

Seconder: PJ Leahy

Facts:

1. The current system of voting at UGMs is through an analogue system of showing 'voting Cards'.
2. Concern was raised at and after the last EGM that people felt pressured to vote one way.
3. Regularly at UGMs it is difficult for the Speaker to count votes precisely.
4. A democratic review of KeeleSU in 2015 did not review the prospect of electronic and anonymous voting at UGMs.
5. A further democratic review of KeeleSU is currently being undertaken. However, this issue requires more urgent attention.

Opinions:

1. Electronic and anonymous voting would increase turnout at UGMs, especially for those that feel they are not represented by our union.
2. This increased turnout will improve the diverse nature and ultimately the legitimacy of our student democracy.
3. Electronic and anonymous voting would also allow the Speaker to take precise vote counts, making the process of voting clearer.
4. It will be difficult to have a system of electronic and anonymous voting at UGMs that ensures everybody is a valid and present voter, but it is possible..

Actions:

1. KeeleSU will undertake a process of considering various options for a system of electronic and anonymous voting at UGMs.
2. This process may be part of the ongoing democratic review or as a separate report.
3. At the earliest opportunity once this undertaking has been carried out, KeeleSU will present the results of this undertaking, including the viable options for the implementation of electronic and anonymous voting, for consideration by a UGM.

Policy 18: 9 This system needs to be EC-er

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Jeff Saddington Wiltshire

Proposer: Jeff Saddington Wiltshire

Seconder: Becky Saddington Wiltshire

Facts:

1. An exceptional circumstance (EC) is defined as: 'A circumstance that is beyond your control and could not have reasonably been foreseen and acted upon that will prevent you from completing an assessment at or by the specified time or will have a significant negative effect on your performance in that assessment.'
2. In 2015/6 significant changes were made to the EC system (known as Extenuating Circumstances until June 2017).
3. The percentage of EC claims may have increased but the percentage of acceptances have not changed significantly.
4. The EC system is the only formalised University system whereby students can request extensions, reassessments or deferment of placement without taking a Leave of Absence.
5. The University implemented the 'Support to Study' policy which supports students who do not engage with their studies, but this does not directly compliment the University's EC system.

Opinions:

1. The definition above excludes students with long-term physical and mental health conditions as well as students with learning difficulties such as dyslexia.
2. Although some students who fall in to the above categories have had ECs accepted, but there is still stigma attached to submitting ECs.
3. Some of our most vulnerable students should not have to go through this process with the uncertainty whether their ECs are accepted or not.

Actions:

1. Elected Officers to work with the EC Sub-committee (ECSC), student services and other key stakeholders to implement a long-term system to support students.
2. To mandate the Education Officer, who sits on the ECSC to recommend that a review of

the system is conducted at the end of every academic year.

3. Work towards a separate system which allows students to submit a claim regarding mental health or disability which does not require a note every time.

Policy 18: 10 Smoking Hubs

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Aysha Panter

Proposer: Maria Prayle

Seconder: Maria Baldellou Lopez

Facts:

1. Smoking by halls entrances (where the current designated smoking areas are) near windows fills local rooms with this second hand smoke causing health risks
2. Smoking is a direct health risk - Tobacco smoke contains more than 7,000 chemicals, including hundreds that are toxic and about 70 that can cause cancer
3. Second hand smoke is just as toxic to the body BUT can be avoided
4. In adults who have never smoked, secondhand smoke can cause:
 - a. Heart disease- breathing secondhand smoke has immediate harmful effects on the heart and blood vessels.
 - b. It is estimated that secondhand smoke caused nearly 34,000 heart disease deaths each year during 2005–2009 among adult nonsmokers
 - c. Lung cancer- Secondhand smoke exposure caused more than 7,300 lung cancer deaths each year during 2005–2009 among adult nonsmokers
 - d. COPD
 - e. Stroke- Secondhand smoke can infiltrate into other units through hallways and stairwells. Don't be shy when it comes to your health. Talk to your building manager about making your apartment smokefree.
5. Smokefree laws can reduce the risk for heart disease and lung cancer among nonsmokers
6. There is no risk-free level of secondhand smoke exposure; even brief exposure can be harmful to health
7. Secondhand smoke costs our economy \$5.6 billion per year due to lost productivity
8. Smokers freely smoke at any time of the day and night and sometimes do so in groups. By having smoking bins by the entrances, these late night conversations wake up local residence causing sleep disturbances and lowering the health of local students
9. When it is cold students smoke with entrance doors open to receive the warmth of the building. So even windows closed, smoke and its smell still gets into local rooms
10. Some smokers prop the entrance doors open so they do not need to take their key with them to get back into the building, often using fire extinguishers to do so, which is a violation of the universities health and safety fire protocol which is agreed upon when

moving into student halls

11. On average students spend at least 8 hours in their room per day to sleep, throughout which people can be smoking outside their window causing them damage
12. Closing the window on warm evenings to avoid the smoke/noise disturbances makes students uncomfortable within the rooms they are paying good money for
13. Many of the entrances smell like cannabis and tobacco, which is unpleasant to those who do not partake in these activities
14. Many of the entrance floors are littered with used cigarettes, which again is unpleasant to those who do not partake in these activities
15. The above is not pleasant for visitors to be welcomed to

Opinions:

1. Students are paying for campus accommodation and are unable to open their windows due to smoking.
2. Several students are having the same experiences and health concerns.
3. When security are called they either come too late when cannabis is being smoked or have no authority to ask the smokers to move because it is outdoors
4. There have been instances of students banging on windows to be let back in after being locked out.
5. It is a life choice to smoke or not. Most students choose not to and should not be forced to partake in passive smoking
6. There are experiences where students own clothes smell due to smoking which has caused embarrassment for individuals.

Action:

1. All the above can be avoided by moving the smoking bins away from the entrances of the halls of residence and making them a non-smoking area. Instead create smoking zones a short walk (50 yards) so the smoke does not directly diffuse into students rooms and entrance ways.
2. This should be enforced by security/RA team using warning like they do for noise complaints (with x amount of warnings leading to a monetary fine)

Policy 18: 11 Cut Costcutter Cost

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Tom Snape

Proposer: Matthew Dooley

Secunder: Craig Clark

Facts:

1. Students are unhappy with the extortionate prices
2. Students are unhappy about large queues and waiting times
3. Does not source a range of products (fresh produce etc.)

Opinions:

1. Everything is extortionate compared to normal shops
2. Queues are huge
3. It is the only real on campus shop so there is no alternative a lot of the time, especially for those who find it harder to travel

Actions:

1. KeeleSU will lobby the university to reduce costs.

Policy 18: 12 Plastic Straws Suck

Passed: 22nd March 2018.

Expires: 22nd March 2021.

Assigned FTO: Aysha Panter

Proposer: Aysha Panter

Secunder: Charlie Baxter

Facts:

1. Thousands of seabirds, marine mammals and sea turtles die every year when they ingest or get entangled in plastic pollution.
2. There are long-term negative effects on health caused to humans via contact with BPA that exists in many plastic products.
3. There are lots of biodegradable or reusable options on the market as an alternative to single-use plastic straws, such as paper, glass, bamboo or stainless steel straws.

Opinions:

1. Plastic straws and plastic cups cause extreme waste for minimal convenience.
2. Preventing plastic waste is more desirable than recycling it, as recycling is energy-intensive.
3. We as a community have the compassion, determination and ability to define a more sustainable path.

Actions:

1. KeeleSU shall cease purchasing plastic straws with immediate effect.
2. KeeleSU shall cease purchasing plastic cups with immediate effect.
3. The Students' Union should switch to reusable plastic cups, or another sustainable alternative.
4. KeeleSU shall lobby the University to also stop using disposable plastic in all outlets on-campus.

Policy 18: 13 Student Trustee Appointment

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Seconder: Jeff Saddington-Wilshire

Facts:

1. KeeleSU has three spaces on its trustee board for student trustees.
2. Until recently these student trustees were elected, however recent changes have meant these are now appointed positions.
3. KeeleSU recently underwent a process of recruiting its three student trustees.
4. The recruitment panel was comprised of Tom Snape (Chair of the Trustee Board and Officer Trustee), Marilyn Andrews (Vice Chair of the Trustee Board and Lay Trustee) and Sam Gibbons (Officer Trustee).
5. 7 Students applied, 5 of which were invited into interview.

Opinions:

1. It is the recommendation of the recruitment panel that the following students are appointed:
 - a. Charles Wilson. Charles is a mature student, a former Lance Corporal and systems engineer in the British Army, and has experience in IT systems and project management.
 - b. Danielle Justine Ramogo. Danielle is a highly engaged international student. She is also a highly accomplished student voice representative who showed admirable tact and leadership during the UCU industrial action. She also has experience working with charities in the UK and her home country.
 - c. Ramandeep Jassal. Ramandeep has significant experience working on strategic planning with youth charities in and around London.

Actions:

1. To appoint, Charles Wilson, Danielle Justine Ramogo and Ramandeep Jassal as student trustees.

Policy 18: 14 KeeleSU Code of Conduct

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Tom Snape

Proposer: Sam Gibbons

Seconder: Jeff Saddington-Wilshere

Facts:

1. Keele SU is a membership charity which exists to promote the rights and interests of our members, the students of Keele University
2. The Keele SU constitution provides that; *The Board of Trustees may establish and monitor a Code of Conduct to which Student Members shall be required to adhere which may govern the Union's reasonable expectations of Student Members, including when Student Members are involved in activities or at events that are administered or organised by the Union or are conducted by clubs or societies affiliated to the Union. The Code of Conduct may include a range of sanctions for breach of the Code of Conduct by a Student Member, including the suspension or removal of any or all of the rights and privileges of Student Membership (save for the right to vote conferred under this Constitution), up to and including the temporary or permanent removal of the right to be or remain a Student Member or to hold office in the Union.*
3. The existing Code of Conduct was reviewed in 2016.
4. The Union Development & Democracy has led a review of the Code of Practice with the intention to make this important document easier to understand, and more efficient in practise.

Opinions:

1. A Code of Conduct is necessary for the effective management of undesirable behaviour and our ongoing success in the Best Bar None scheme
2. The existing Code of Conduct is lengthy and confusing
3. Following the requirements of the existing Code of Conduct has resulted in many students being called to disciplinary hearings for relatively minor misdemeanours
4. The number of disciplinary hearings is a burden both on the students who have to attend, and the SU staff and Officers who administer them
5. The rules of member behaviour and the range of disciplinary sanctions should be approved by the Keele SU membership at UGM
6. Many instances of misconduct could be managed 'in the moment' and not require a lengthy formal process

7. Student staff who experience the majority of misdemeanours should be consulted on the application of this revised Code of Conduct

Actions:

1. That UGM approve the attached revised Code of Conduct (pending consultation with student staff)
2. That the Union Development & Democracy Officer consult with student staff representatives, and is empowered by this action to make small-scale changes to this revised Code of Conduct, subject to the approval by Union Council or Union Executive.
3. That the Union Development & Democracy Officer take the necessary steps to implement the revised Code of Conduct for the new academic year starting September 2018.

Policy 18: 15 Repeal the 8th Fundraising and Campaigning at Keele (TW: Abortion, mention of rape.)

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Aysha Panter

Proposer: Ele Fisher

Secunder: Aysha Panter

Facts:

1. Currently in Ireland, abortion is illegal under the 8th Amendment of the Constitution of Ireland
2. This can harm women and girls in many ways, if their pregnancy puts their health at risk, doctors have to wait until her life is in danger before they can intervene. If the pregnancy was a result of rape, the woman is forced to continue the pregnancy or travel abroad (which is only possible with money and the relevant travel documents).
3. A total of 170,216 women gave Irish addresses to abortion clinics in the UK during the period from 1980 to 2016
4. Every day, 9 Irish women travel abroad for an abortion. That's over 3,000 women a year who can't access safe medical procedures in their own country.
5. There are many reasons why a woman may need or want an abortion, ranging from health issues to cases of rape.
6. In Ireland you can go to prison for 14 years for having an abortion - sometimes this leaves women with a choice of going to prison or potentially dying.
7. Thousands of women are unable to travel for abortion services due to family, legal status, financial situation or health. This can lead to unsafe abortions which put women's lives at risk.
8. Keele is located between and near two Marie Stopes clinics, where many Irish women travel to receive abortions.
9. On the 25th May a referendum will be held in Ireland as to whether the 8th Amendment is repealed.

Opinions:

1. As Keele not only is situated between two Marie Stopes clinics, but is the university of many Irish students, we should stand beside Irish women and raise awareness for the upcoming election, encouraging Irish people to vote 'YES' to repeal the 8th.

2. The referendum is not the end though. Even if the result is yes, this issue won't be discussed or voted on in Northern Ireland, which is still a huge issue for a lot of Irish women. Keele should continue to raise funds and awareness even after the result of the referendum
3. Women should have the right to choose what happens to their bodies.

Actions:

1. The SU and its officers, staff and students should build a campaign to fundraise and raise awareness of the vote, and encourage Irish citizens to go home to vote or vote via a postal vote.
2. Within this campaign we should set up multiple fundraisers to raise money to donate to the HomeToVote and TogetherForYes campaign and other campaigns which help provide funds to women who can't afford to travel to get a legal abortion.
3. To educate and inform our community on the issues, and how it affects women and girls, and why it is important to repeal the 8th.
4. To provide support groups for those affected by the issues (link with student support).
5. To get MPs involved, and to start letter writing campaigns to encourage Irish MPs to support the YES campaign.

Policy 18: 16 It's On Us.

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Aysha Panter

Proposer: Aysha Panter

Secunder: Sam Gibbons

Facts:

1. In recent years there has been a growing awareness of the prevalence of violence, hate-crime and discrimination in UK university student populations.
2. A new report from Revolt Sexual Assault found that of 4500 students from 153 institutions 62% of had experienced a form of sexual violence as per the definition used by Rape Crisis.
3. The NUS Hate Crime Interim report found that of 3666 survey respondents 40% stated they had been subject to at least one form of anti-social behaviour or hate-crime while studying at their current institution.
4. Research from US Universities shows that empowering bystanders to intervene to prevent violence rather than focusing on perpetrators or victims is a promising strategy particularly suited to university settings.
5. The Student Services team at Keele has several trained staff members who are able to deliver a bystander intervention programme called Bringing in the Bystander® to teach students how to safely intervene in instances where any form of violence or discrimination may be occurring.

Opinions:

1. Although there is a growing awareness of the prevalence of sexual violence and hate-crime on campuses in the UK, prevention efforts are in their infancy.
2. More can be done at Keele to develop the #NeverOK campaign and raise awareness of violence and discriminatory behaviour because everyone has the right to live and study in a safe and supportive campus.

Actions:

1. KeeleSU shall ensure that society and club committees will attend 90 minutes of bystander intervention training in order to achieve HEAR accreditation.
2. KeeleSU will ensure that Student Services train student 'Community Champions' to co-deliver bystander intervention workshops to society and club committees.

Policy 18: 17 Anti-racism/Discrimination/Hate crime

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Aysha Panter

Proposer: Ian Wong

Seconder: Elliott Lancaster

Facts:

1. An inclusive nature and respect for and the celebration of diversity is at the heart of the Union.
2. A large number of our students come from ethnic minority and international backgrounds.
3. A hate crime or incident is any behaviour perceived by the victim to be motivated by hostility, prejudice or hatred of their race, ethnicity or nationality; religion, faith or belief; disability, sexual orientation, gender identity or any combination of these factors.
4. Racism and hate crimes must be taken seriously as they pose a threat to Keele Students.

Opinions:

1. Every student has the right to live in an atmosphere that is free from discrimination, harassment and intimidation.
2. Hate crimes, racism and xenophobia should not be tolerated by the Students' Union, and those who commit acts of hate crimes, racism or xenophobia should be stopped and subject to disciplinary actions.
3. Social and cultural diversity should be celebrated.

Actions:

1. To ensure equal access to all aspects of University life for all students.
2. To campaign locally and nationally to mobilise students against and xenophobia.
3. To adopt current NUS hate crime and xenophobia toolkits to fight the issue
4. KeeleSU shall create a specific and agreed list of expectations of organisations and businesses to combat hate crime, xenophobia and racism.
5. KeeleSU shall not enter into or maintain any partnership with any organisation or business which fails to meet expectations on this list.

Policy 18: 18 Women Have Sex Too

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Aysha Panter

Proposer: Sarah Fry

Secunder: Jamie Tennant

Facts:

1. All healthy sex materials are penis orientated and discriminates against specific sexual orientations, particularly queer women- this in breach of the equality act 2010 on grounds of sex discrimination.
2. Although this is indirect discrimination this can be easily rectified by supplying femidoms and dental dams.
3. Femidoms are made out of nitrile, so are latex-free and hypoallergenic- making them ideal for individuals with latex allergies who many not have access to latex-free condoms, due to latex condoms being the default condoms provided by the union's sexual health services. Femidoms also protect the skin outside the entrance of the vagina and both labia minora and majora- prevent the spread of STIs such as herpes and genital warts, which require skin on skin contact.
4. Dental dams is a vaginal orientated alternative to flavoured condoms for oral sex that is a sheet of latex or nitrile which can be put over the vagina preventing STIs which can be transmitted orally. Although they can be made from condoms by cutting them up, the act of cutting them up makes them unsanitary and 'kills the mood'.

Opinions:

1. The sexual health and well being of LGBT+ women and other group, such as transgender men, is too often overlooked.
2. Too commonly sex without a penis is not seen as 'real' sex.

Actions:

1. The SU should allow students to have access to both dental dams and femidoms as part of the free condom scheme and also push the universities sexual health team to provide femidom and dental dams and vegan safe sex products as well as penis orientated condoms they provide.
2. The SU should offer vegan condoms as well.

Policy 18: 19 Bye-Law Amendment: Submission of Motions

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Tom Snape

Proposer: Jack Karimi

Secunder: Ben Ireland

Facts:

1. Chapter 1, Section 5(a) of the KeeleSU Bye-Laws currently reads “Motions must be submitted by hand to the Union Development and Democracy Officer by 5pm, seven days before the meeting. All motions must legibly in ink or be typed and must bear the names, signatures and contact details of a Proposer and Secunder.”
2. The KeeleSU Bye-Laws make no legal provision for the 'Your Ideas' electronic motion submission form, which can be found on the KeeleSU website and is recognised as a legitimate way to submit motions.

Opinions:

1. The Bye-Laws must reflect the current procedure of KeeleSU to avoid conflict or confusion.
2. Manual submission, while likely rare, should not be removed from the Bye-Laws entirely, because it is a useful back-up procedure for individuals with bad internet access, or for if KeeleSU's website is suffering technical difficulties.
3. However, the inclusion of signatures is no longer necessary, because the same process to obtain the confirmation of those submitting electronically may be used for manual submission.

Actions:

1. Chapter 1, Section 5(a) of the KeeleSU Bye-Laws will be amended to read “Motions must be submitted by hand to the Union Development and Democracy Officer, or electronically, by 5pm, seven days before the meeting. All motions must be legible, in ink, printed form or electronic form, and must bear the names and contact details of a Proposer and Secunder.”

Policy 18: 20 Emergency Motion

Passed: 10th May 2018.

Expires: 10th May 2021.

Assigned FTO: Tom Snape

Proposer: Tom Snape

Facts:

1. Keele University have recently launched a mass voluntary redundancy scheme.
2. They have made broader commitments to cut costs in teaching and research.

Opinions:

1. This will negatively impact the Keele student experience.

Actions:

1. KeeleSU officers will campaign for investment in teaching and research staff and facilities

Policy 18: 21 Fit to Sit

Passed: 13th November 2018.

Expires: 13th November 2021.

Assigned FTO: Elliott Lancaster

Proposer: Elliott Lancaster

Value:

1. The KeeleSU 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. KeeleSU 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 KeeleSU 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. KeeleSU will seek urgent improvement in the transparency of the University with the wider student body.
2. KeeleSU 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. KeeleSU will lobby for postgraduates who teach to be protected from cost saving measures.
4. KeeleSU will commit to regular and transparent communication around our specific lobbying efforts and the developing situation.
5. KeeleSU will lobby for senior staff to receive pay freezes or reductions.
6. KeeleSU will commit to providing regular opportunities for students to feed into the work we are doing around this specific effort.
7. KeeleSU will continue to collaborate with campus trade unions and the postgraduate association on areas of joint concern.
8. KeeleSU will work with any and all parties in order to seek alternative solutions to the problem faced by the University.
9. KeeleSU 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. KeeleSU 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. KeeleSU 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. KeeleSU 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. KeeleSU 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

Seconder: Sam Gibbons

Facts:

1. The KeeleSU staff protocol outlines how staffing issues should be discussed by KeeleSU'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 KeeleSU 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

Seconder: 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. KeeleSU'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

Seconder: Amy Holden

Facts:

1. KeeleSU 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 KeeleSU 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 it's 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 KeeleSU 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 KeeleSU 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. KeeleSU 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. KeeleSU shall take whichever steps it deems necessary for this campaign's success.
3. KeeleSU 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 KeeleSU with assistance of KeeleSU 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. KeeleSU 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. KeeleSU 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. KeeleSU 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. KeeleSU 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 KeeleSU.
3. KeeleSU 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 KeeleSU affiliated society may stand for this position" to "Only members who are members of a KeeleSU 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.'