



Union of Brunel Students
2015-2016 Policy & Motions

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MOTION

Title: Motion to amend Bye Law H, 7.1.3

To: Student Assembly

Meeting: 22nd October 2015

From: Michael Darlow, Vice-President Student Activities

Date: 06/10/2015

The Union Notes

1. In Bye-Law 7.1.3, the RAG Team shall have a committee of 6 members in addition to the Chair.
2. The current committee has too many responsibilities; as a result their productivity is negatively affected.
3. The Union will be running Bye-Elections in November.

The Union Believes

1. As a result of the committee having too many responsibilities there is a need to expand the committee to fill required positions.
2. The three new positions will be Volunteer Co-Ordinator, Sponsorship Liaison and Social Secretary, however roles will be allocated post-election based on the committee members interests and experience.
3. The best way to fill these new posts will be to include them in the November Bye-Elections.

The Union Resolves

1. That Bye Law 7.1.3 should be amended to increase the number of positions from 6 to 9. Students will still not be elected into these roles but elected onto the committee and then the positions delegated between the 9 committee members.
2. The amended bye-law shall read:
"7.1.3 RAG Team shall have a committee of 9 members in addition to the Chair;"
3. To put the new posts up for elections in the November Bye-Elections.

The Union Mandates

1. RAG Chair and Vice President Student Activities to run an election to fill these new roles.
2. For the President to ensure the governing documents are updated accordingly.

Proposed by: Michael Darlow

Seconded by: Yasmin Simsek



MOTION

Title: EMERGENCY: Motion to oppose the invitation to Katie Hopkins for the 50th Anniversary celebrations

To: Student Assembly

From: President

Date: Thursday 22nd October 2015

This Union Notes:

- That Katie Hopkins is an extremely divisive figure and has made numerous inflammatory remarks in the public spotlight.
- Ms Hopkins has made a number of offensive statements towards the BME community and the DDS community, to name a few.
- Ms Hopkins adds nothing to the intellectual and academic discourse.
- The 50th anniversary activity should be a time of celebration and not be used to create an uncomfortable environment for minority communities on campus.

This Union Believes:

- That we should be communicating to the institution student dissatisfaction.
- We have a responsibility to our liberation constituents to oppose this distasteful decision.
- That we should uphold the importance of freedom of speech, but this must go hand in hand in the institution understanding its responsibilities to its students.

This Union Resolves:

- To effectively communicate our dissatisfaction to the decision made.
- To campaign against the decision by the 50th anniversary team to conflate our anniversary celebration with divisive speakers.

This Union Mandates:

- The Union President to carry this case forward.
-

Proposed by: Ali Milani

Seconded by: Michael Darlow

Signature:

Signature:



MOTION

Title: Motion to reform student assembly

To: Student Assembly

From: VP CHLS

Date:

This Union Notes:

- Student assembly is there to Create, debate and pass Union Motions
- Student assembly it to be the voice of the Students
- As it stands the bye laws and standing orders do not allow for proper debate, for questions to be raised and answered. The standing orders negatively affect the assembly

This Union Believes:

- In order for the decisions made to be truly reflective of the study body the bye laws must be amended
- Removal of these byelaws relies on the Student assembly chair to appropriately maintain control of the meeting.

This Union Resolves:

- The newly constructed bye laws will allow for more constructive debate, for questions to be answered and for student assembly to more effectively fit its purpose.

This Union Mandates:

- That bye laws are amended to reflect this concept of this motion.
-

Proposed by: Aaron Lowman

Seconded by: Ali Milani

Signature:

Signature:

Quoracy

16. It is the responsibility of the Chair to check at the beginning of any Union Meeting or Student Assembly meeting that it is quorate.



17. Union Meetings shall be inquorate if, ~~1530~~ minutes having passed since the published time for the beginning of the meeting, fewer than 100 Full Union Members are present.
18. Student Assembly meetings shall be inquorate if, 5 minutes having passed since the published time for the beginning of the meeting, fewer than 50% plus 1 of the elected Assembly Members are present.
19. If a Union Meeting is inquorate it shall be adjourned in accordance with clauses 37 and 38 of the Constitution.
20. If a Student Assembly meeting is inquorate the Chair shall immediately call it to a close and all business will be carried over to the next Student Assembly meeting.
21. If three Student Assembly meetings in a row are inquorate then all Members shall be considered to have resigned and a Bye-Election shall take place to elect new Student Assembly Members.

Chairing

22. Union Meetings shall be chaired by the Chair of Student Assembly or, in their absence, the Vice-Chair of Student Assembly, or, in their absence, the President.
23. The Chair and Vice-Chair of Student Assembly shall be elected by a cross campus ballot of full union members. The Chair will be elected in the spring elections and the Vice-Chair in the autumn elections
24. The Chair and Vice-Chair of Student Assembly shall hold their positions for all Student Assembly meetings each academic year except the first, ~~which shall be chaired by the President, and~~ unless they suffer defeat in a Vote of No Confidence.
25. The Chair of Student Assembly shall be the neutral arbiter in Union Meetings and Student Assembly meetings and may not, during their elected term, cast a vote on any matter in such meetings. Should the Chair wish to comment on any point or contribute to a debate at any point they must first, with their agreement, pass the duties of the chair to the Vice-Chair.
26. When the Vice-Chair of Student Assembly or the President hold the duties of the chair they shall be considered to be the Chair. As such they may not comment on any point, contribute to a debate, or cast a vote.
27. The Vice-Chair of Student Assembly and the President shall have the right to comment on any point, contribute to a debate, or cast a vote unless they have taken on the duties of the chair at any time during proceedings relating to the agenda item in question.
28. The Chair may not submit motions, except Procedural Motions, or amendments to motions to Student Assembly or Union Meetings during their elected term. The Vice-Chair and the President may submit motions or amendments to motions to Student Assembly or Union Meetings during their elected term as long as they do not hold the duties of the Chair, when they may only submit Procedural Motions.



Conduct

29. It is the responsibility of the Chair to maintain order in Union Meetings and Student Assembly meetings and to ensure that the time allowed for any meeting by its agenda is not exceeded.
30. The Chair may close the meeting or adjourn the meeting for up to 10 minutes if they believe it not to be in order.
31. The Chair may expel any attendee from a meeting for failure to adhere to its rules.
32. All attendees at Union Meetings or Student Assembly meetings shall abide by the Union Constitution, Bye-Laws, and Policies.
33. At Union Meetings and Student Assembly meetings the following speaking rules shall apply:
34. When any attendee speaks in order all other attendees shall be silent;
35. Any attendee wishing to speak shall seek permission to do so from the Chair by raising their hand;
36. At Union Meetings such permission shall automatically be granted, through the Chair, to Full Members of the Union. Such permission shall be granted at the discretion of the Chair to Associate or Honorary Members of the Union, or any other attendee. Permission granted at the discretion of the Chair may be qualified so that the speaker may only present information to the meeting. However, if the Chair has granted permission, the speaker may speak in favour of or against any item;
37. At Student Assembly meetings such permission shall automatically be granted, through the Chair, to Assembly Members. Such permission shall be granted at the discretion of the Chair to any other attendee. Permission granted at the discretion of the Chair may be qualified so that the speaker may only present information to the meeting. However, if the Chair has granted permission, the speaker may speak in favour of or against any item;
38. No person shall speak until the Chair grants permission to do so;
39. The Chair shall decide the order of speaking unless a debate is being held, in which case the order outlined in Clause 55 of this Bye-Law shall be adhered to;
40. At the request of the Chair each speaker shall introduce themselves before proceeding to speak;
41. If the Chair requests a speaker to stop speaking they must do so.

Order of Business

42. It shall be the responsibility of the Chair of Student Assembly, Vice-Chair of Student Assembly, and ~~President Vice President Academic Representation~~, on the receipt of all motions and items for the agenda of a Union Meeting or Student Assembly meeting, to meet and allocate suitable time to each item on the agenda in order that it can be circulated 5 working days before the meeting in question.
43. The Chair shall ensure that any Union Meeting or Student Assembly meeting adhere to its agenda, as set in accordance with Clause 42 of this Bye-Law, unless a relevant Procedural



Motion is passed.

44. Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available at the beginning of each Union Meeting and Student Assembly meeting.
45. The order of business at Union Meetings and Student Assembly meetings shall be:
 - i. Members present, attendees present, Apologies for Absence (all meetings);
 - ii. Minutes of the Previous Meeting (all meetings);
 - iii. Matters Arising (all meetings);
 - iv. Election of Student Assembly Members to vacant positions (Union Meetings only);
 - v. Election of the Chair (First meeting of Student Assembly each academic year);
 - vi. Motions to revoke or amend the Constitution or Bye-Laws;
 - vii. Motions (all meetings);
 - viii. Student Matters (Union Meetings only);
 - ix. Student Officer Reports (all meetings);
 - x. Standing Committee Reports (all meetings);
 - xi. Working Group Reports (all meetings);
 - xii. Union Budget Ratification (Annual Union Meeting only);
 - xiii. Union Accounts Ratification (Autumn Term Union Meeting only);
 - xiv. Honorary Membership (Union Meetings only);
 - xv. Urgent Other Business (Student Assembly only).
46. Urgent Other Business is defined as any item that has arisen since the call for agenda items but that cannot wait to be resolved until the next meeting.
47. Emergency Union Meetings shall only consider the item for which they have been called.

Points of Order, Points of Clarification and Procedural Motions

48. Any Full Union Member may call a Point of Order, Point of Clarification or Procedural Motion at any time during a Union Meeting except during a vote, with the exception of Procedural Motion 10, which may be called during a vote. Only a Full Union Member may call Point of Order, Point of Clarification or Procedural Motion at a Union Meeting,
49. Any Student Assembly Member may call a Point of Order, Point of Clarification or Procedural Motion at any time during a Student Assembly meeting except during a vote, with the exception of Procedural Motion 10, which may be called during a vote. Only a Student Assembly Member may call Point of Order or Procedural Motion at a Student Assembly Meeting. Any full union member may call a Point of Clarification during a student assembly meeting.
50. Any attendee wishing to raise a Point of Order, Point of Clarification or Procedural Motion shall raise their hand and state, respectively, 'Point of Order', 'Point of Clarification' or 'Procedural Motion'. Upon acknowledgement by the Chair the speaker shall state the nature of the Point of Order or Procedural Motion. Points of Order or Procedural Motions shall take precedence over all other business, except votes, which cannot carry on until they have been resolved.
51. Points of Order and Procedural Motions shall require a proposer and a seconder, which shall be sought by the Chair in the latter instance. Point of Clarifications do not require a seconder



52. A Point of Order is a challenge to the running of a meeting, identifying that process has not been followed correctly, which, should it pass, would reverse the decision or action that it relates to. A Point of Clarification is a questioned raised by any Full Union member, it is the role of the chair to answer, or find appropriate individual to answer.
53. The Procedural Motions for Union Meetings and Student Assembly meetings shall be, in order of precedence:
- i. of No Confidence in the Chair;
 - ii. to challenge to a decision of the Chair;
 - iii. for a temporary Chair (for a time specified by the proposer);
 - iv. that the meeting be delayed (for no longer than 10 minutes in any 60 minute period);
 - v. that the motion be put;
 - vi. that the motion be voted on in parts;
 - vii. that the motion be referred to the next meeting;
 - viii. that the motion be referred to a specific committee for further consideration;
 - ix. that the motion be not put;
 - x. that a given vote be conducted as a secret ballot of the meeting;
 - xi. that a particular agenda item be given a time extension (for a time specified by the proposer, who shall also specify whether the additional time extend the meeting or deduct time from another agenda item);
 - xii. that the order of business for the meeting be changed.
54. Procedural Motions shall require a simple majority to be carried.

Order of Debate

55. When considering any motion before a Union Meeting or Student Assembly meeting the Chair shall ensure that the following procedure is adhered to:
- ~~i. Introduction of the motion, its context, and amendments received by the Chair;~~
 - ~~ii. Invitation for any further amendments to the motion;~~
 - ~~iii. Declaration of the order in which the amendments are to be considered by the Chair;~~
 - ~~iv. Opportunity for the proposer and seconder of the motion to accept any of the amendments. Should any amendment be accepted by the proposer and seconder of the motion the meeting shall be offered the opportunity to, by approval of a simple majority, move straight to the vote on the amendment;~~
 - ~~v. Debate, if the proposer or seconder of the motion wish to oppose any amendment, in the following order:~~
 - ~~vi. Proposing speech of a maximum of two minutes for the amendment;~~
 - ~~vii. Proposing speech of a maximum of two minutes for the unamended motion;~~
 - ~~viii. An even number of speeches of a maximum of one minute for the amendment and for the unamended motion;~~
 - ~~ix. Speeches and questions around the amendment; to be addressed in the summary speeches;~~
 - ~~x. Summary speech of a maximum of two minutes for the unamended motion;~~



- ~~xi. — Summary speech of a maximum of two minutes for the amendment;~~
- ~~xii. — Vote on the amendment;~~
- ~~xiii. — Opportunity, if the motion is amended, for the proposer and seconder of the motion to withdraw their support for the motion, in which case the motion shall fall;~~
- ~~xiv. — Invitation for speakers to oppose the motion;~~
- ~~xv. — Move, if insufficient speakers are found for or against the motion, to the vote;~~
- ~~xvi. — Debate, if sufficient speakers are found for and against the motion, in the following order:
Proposing speech of a maximum of two minutes for the motion;~~
- ~~xvii. — Opposing speech of a maximum of two minutes against the motion;~~
- ~~xviii. — An even number of speeches of a maximum of one minute for and against the motion;~~
- ~~xix. — Speeches and questions around the motion; to be addressed in the summary speeches;~~
- ~~xx. — Summary speech of a maximum of two minutes against the motion;~~
- ~~xxi. — Summary speech of a maximum of two minutes for the motion;~~
- ~~xxii. — Vote on the motion.~~
 - i. Introduction of the motion, its context, and amendments received by the Chair;
 - ii. Invitation for speakers to oppose the motion;
 - iii. Proposing speech of a maximum of two minutes for the motion;
 - iv. Opposing speech of a maximum of two minutes against the motion;
 - v. The floor is then open for debate, where members can voice opinions, concerns and comments
 - vi. Questions to be asked by full members (these questions can be open to the meeting or asked of an individual)
 - vii. Summary speech of a maximum of two minutes against the motion;
 - viii. Summary speech of a maximum of two minutes for the motion;
 - ix. Vote on the motion.

Motions submitted have the option to be amended. Amendments can be sent to the chair prior to the meeting, or during the introduction of the motion. The option to amend the motion is reviewed by the proposer and seconder, should they agree then the amended motion will be debated. In the event that the proposer and seconder do not accept the amendments then the amendment will require approval of a single majority. When considering any amendment before a Union Meeting or Student Assembly meeting the Chair shall ensure that the following procedure is adhered to:

- i. Introduction of the amendment, its context, and amendments received by the Chair;
- ii. Invitation for speakers to oppose the amendment;
- iii. Proposing speech of a maximum of two minutes for the amendment;
- iv. Opposing speech of a maximum of two minutes against the amendment;
- v. The floor is then open for debate, where members can voice opinions, concerns and comments
- vi. Questions to be asked by full members (these questions can be open to the meeting or asked of an individual)



- vii. Summary speech of a maximum of two minutes against the amendment;
- viii. Summary speech of a maximum of two minutes for the amendment;
- ix. Vote on the amendment.
- x. _____

56. The Chair shall at all times ensure a fair and respectful ~~balanced~~ debate. All questions or comments shall be directed through the Chair who shall have the right to rule them out of order subject to any relevant Procedural Motion.

57. ~~No attendee may speak more than twice on the same motion except:~~

~~57.1—Having spoken in a debate on an amendment the proposer or seconder of a motion may then also speak on the motion as amended;~~

~~57.2—In delivering a summary speech.~~

~~58.—No attendee may speak for more than five minutes at one time subject to Procedural Motions.~~

59. The Chair reserves the right to guillotine the length of speeches and the time of debate as they see fit, as long as there is a fair and balanced debate at all times.



MOTION

Title: Motion to amend Bye Law K, 15 and Bye Law K, 44

To: Student Assembly

Meeting: 2015/02

From: Mehvish Maghribi (Environmental Chair)

Date: 29 October 2015

This Union Notes

That Student Assembly uses a lot of paper when printing the required documentation. Approximately 6200 pages of paper were used for Student Assembly alone last Academic year. Most of these are disposed of after Student Assembly and not reused. Papers are also electronically distributed a week before Student Assembly.

That bye-laws K.15 and K.44 require paper copies of papers to be printed for Student Assembly.

Clause K, 15: "Paper copies of all written Amendments to Motions before Union Meetings or Student Assembly meetings shall be available to those in attendance and to any other Union Member on request."

Clause K, 44: "Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available at the beginning of each Union Meeting and Student Assembly meeting."

That the removal of reports from officers and chairs has decreased paper usage, however the amount of paper printed is still high.

This Union Believes

That bye-law's K.15 and K.44 should reflect the fact that this amount of paper for a Student Assembly is unnecessary and wasteful.

That the best way to address the situation is to have the papers displayed on a screen as well as being electronically distributed.

This Union Resolves

That Bye Law K.15 should be amended to remove Student Assembly from the printing requirements

Clause K, 15: "Paper copies of all written Amendments to Motions before Union Meetings shall be available to those in attendance and to any other Union Member on request."

That Bye Law K.44 should be amended to remove Student Assembly from the printing requirements, and electronic copies displayed instead.

Clause K, 44: "Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available at the beginning of each Union Meeting. Student Assembly papers will be displayed on a screen throughout the meeting, or available in printed, accessible formats on request."



This Union Mandates

The Environmental Chair to work with Student Voice department to make these changes.

Proposed by: Mehvish Maghribi

Seconded by: Michael Darlow



MOTION

Title: Divestment before COP21

To: Student Assembly

Meeting: 02/November

From: Mehvish Maghribi, Environmental Chair

Date: 29 October 2015

This Union Notes

That the existing fossil fuel reserves of the world's 200 largest fossil fuel companies by proven carbon reserves are well in excess of the amount of carbon that can be safely burned to have a chance of staying below 2°C of global warming.

That there will be severe impacts on the planet's climate above a 2 °C rise in average global temperature and that carbon emissions are still rising.

That People & Planet, in partnership with 350.org and others, has launched a Fossil Free UK campaign, calling on UK higher education institutions to divest from fossil fuels and sever their links with these companies.

That CarbonTracker's 2013 report 'Unburnable Carbon' highlights the overvaluation of fossil fuel reserves and the huge financial risks of investing in fossil fuels.

That Brunel University does not currently invest in fossil fuels after a Freedom of Information request was put in last year to investigate this matter; however there is no formal declaration in place to discourage Brunel from investing in fossil fuels in the foreseeable future.

This Union Believes

That climate change is one of the biggest problems students face and its affects will have chilling impacts on our generation.

That the fossil fuel industry, by extracting, processing, promoting and facilitating the use of, selling and profiting from fossil fuels, as well as by having a major influence on government policy, is complicit in causing climate change and its catastrophic impacts.

That the University should be a role model in society, acting responsibly and helping create a safe future that is better for everyone.

That Brunel University should put policy in place to prevent any future investments this year in order to set a clear message that the fossil fuel industries influence is not welcome on our campus.

This Union Resolves

To have Brunel University formally announce it will continue to not invest in fossil fuels and only make



sound ethical investments in the future.

To encourage this action from the University through running a student led fossil fuel divestment campaign.

This Union Mandates

The Union of Brunel Students to join a student led Fossil Fuel Divestment Campaign supported by NUS and People & Planet.

The President to assist the Environmental Chair and all relevant officers and chairs to lobby the University to formally declare a pledge to never invest in fossil fuels

Proposed by: Mehvish Maghribi

Seconded by: Ali Milani



MOTION

Title: Lad Culture: It Stops Here

To: Student Assembly

Meeting: 03

From: Michael Darlow (Vice-President Student Activities)

Date: 12th January 2016

This Union Notes

1. That according to the National Union of Students' (NUS) lad culture report That's What She Said (published September 2014), "lad culture" is defined by participants as a group or "pack" mentality residing in activities such as sports and heavy alcohol consumption, and "banter" which is often sexist, misogynistic, and homophobic.
2. In 2010 NUS published the 'Hidden Marks' report which produced the staggering statistic that 68 per cent of respondents had been the victim of one or more kinds of sexual harassment on campus during their time as a student.
3. In addition, the survey also revealed 62 per cent of the students had heard jokes being cracked about rape or sexual assault
4. In September 2015 the government ordered an inquiry into a sexist "lad culture" in British universities where one in seven women claim to have been seriously sexually assaulted.

This Union Believes

1. The Unions policy on Social Events, Initiations and Alcohol is committed to providing an inclusive and supportive space for all students
2. That all students should be free from intimidation or harassment resulting from prejudice or discrimination on ground of age, disability, marital or maternity/ paternity status, race, religious beliefs, sexual orientation, gender identity, trans status, socio-economic status, or ideology or culture, or any other form of distinction
3. Lad culture encourages "banter" that is sexist, misogynistic, homophobic, racist and classist
4. Sexism takes a variety of forms in lad culture - in particular the trivialisation of sexual abuse

This Union Resolves

1. That the Union should continue to take a zero tolerance stance towards lad culture
2. For the Union to support student led initiatives, including sexual consent workshops For the Union to campaign to tackle lad culture at Brunel University London
3. For the Union to implement training to educate clubs and societies on lad culture and its effects.

This Union Mandates

1. The Vice-President Student Activities to lead on delivering a campaign and ensuring training is provided to clubs and societies.
2. The Executive Committee to support the Vice-President Student Activities implementing this campaign
3. The Liberation Officers and Equality and Diversity Chair to take an active role in the delivery of the campaign.



Proposed by: Michael Darlow

Seconded by: Aaron Lowman

Signature:

Signature:



MOTION

Title: Young Carers

To: Student Assembly

Meeting: 03

From: Pauly Otermans (Vice President Postgraduate Students)

Date: 12th January 2016

This union notes:

1. A young adult carer is anyone aged 14-25 who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.
2. That student carers are a hidden group within university.
3. It is very likely that there are student carers within this university. There are approximately 375,000 young adult carers in the UK.
4. Research has shown that student carers experience additional challenges at university
5. Research has also found that half the days young adult carers spent at college or university were affected because of caring. This could be coming in late, leaving early or absence for the whole day.
6. Young adult carers are four times more likely to drop out of college or university than their peers.
7. 42% had paid employment alongside time spent education and caring to support them in their studies, suggesting they are having financial difficulties.
8. There is no duty for universities to identify the numbers of student carers at their university
9. There is no requirement for universities to offer tailored support to young adult carers at their university
10. There is no requirement for universities to report on the progress of young adult carers via their access agreements

This union believes:

1. That no student at this university should feel that they are unable to complete their course to the best of their ability
2. That carers of all ages should not feel at a disadvantage at this university because of their caring role
3. That this Student Union and university should provide support to student carers to enable them to succeed

This union resolves:

1. To support young adult carers at this university by adding our pledge to the Carers Trust Going Higher campaign



2. To approach the university Widening Participation team and ask them to put the good practice contained in the Carers Trust university toolkit in place
3. To encourage the university Widening Participation team to include young carers in their access agreements before the 2016-17 OFFA guidance comes into force
4. For the Union Officers to approach Carers Trust and add their support to the campaign
5. To work alongside the Widening Participation team to evaluate relevant policies and modify them as required to better support student carers
6. For the delegated Officer to reach out to student carers and local carers services to ask for their expertise when drafting policies that affect their time at university
7. To link with local carers groups to improve support

Proposed by: Pauly Otermans

Seconded by: Ali Milani

Signature:

Signature:



MOTION

Title: Motion to edit the clubs and societies bye-law (Bye-law J)

To: Student Assembly

From: Michael Darlow (VP Student Activities)

Date:

This Union Notes:

1. The Bye-laws for Clubs and Societies have not been reviewed since the Union Governance review of 2014
2. Significant developments in the Unions provision for Clubs and societies are currently not referenced in Bye Law J
3. The latest governance review aims to focus on both accessibility and empowerment of students within their activities
4. The definitions and connectivity of clubs, societies and their relevant standing committees are currently split between Bye Law H and Bye Law J.

This Union Believes:

1. There is sufficient difference between Sports Clubs and Societies to require a separate Bye Law for each
2. The current Bye Law J provides insufficient guidance to student leaders (committees) to effectively and efficiently run their clubs and societies
3. The proposed revision provides a greater level of clarity for club and society committee members, and students.
4. The proposed terms of reference, powers and responsibilities for both Societies Guild Standing Committee and the Sports Federation Standing Committee empower those committees to effectively act.
5. The proposed process for setting up a new club or society is clearer, simpler and more accessible to our members.

This Union Resolves:

1. To delete Bye Law J- Sports Clubs and Societies
2. To insert the new Bye Law J- Societies (attached)
3. To insert Bye Law K- Sports Federation and clubs, and rename subsequent Byelaws accordingly.
4. To delete 4.2 and 5.2 from bye-law H and replace with;
4.2 *The Powers and responsibilities of the Sports Federation will be outlined in bye-law K*
5.2 *the Powers and responsibilities of the Societies Guild will be outlined in Bye Law J*
5. To ensure all inter-relationships referred to in the Bye Laws are revised to reflect these changes.

Proposed by: Michael Darlow

Seconded by: Ali Milani

Signature:

Signature:



BYE LAW J Societies Guild and Societies

Membership

Student

1. All Societies shall define their own membership in accordance with the Union constitution, the equal opportunities policy, and any other relevant policies of the Union.
2. All Societies shall propose a membership fee reflecting the opportunities available, and ensuring that such fees maintain a sustainable financial position (alongside other projected income and accounting for proposed levels of activity) in time for them to be agreed for the next Academic year.
3. Any dispute regarding membership of any Society may in the first instance be referred to VP Student Activities for informal resolution, and failing this to the Societies Guild Standing Committee for final resolution.

Committees

4. The Committee of a Society shall consist of a minimum of 3 elected members; Chair, Secretary and Treasurer. Only the Chair or Treasurer may act as official signatories for society transactions (including all financial dealings)
 - a. Societies may choose to replace the post of Chair with the post of Society President
5. The Committee of the Society shall be elected.
6. For the purposes of transparency and access, the Vice-President Student Activities shall be deemed to hold an ex-officio non-voting position on the Committee of each Society.

Code of conduct

7. Every member of a Union recognised society shall agree to be subject to any published Code of Conduct (as defined by the Societies Guild Standing Committee)

Governance

Societies Guild

8. All recognised Societies shall be part of the Union Societies Guild
9. The Societies Guild shall be governed by a standing committee of Student Assembly- the Societies Guild Standing Committee
 - a. Leadership, membership and responsibilities of the Societies Guild Standing Committee shall be defined in Bye law H, Standing committees.

Powers and responsibilities

10. The Societies Guild Standing Committee;
 - a. shall seek to promote, support and extend the involvement of our members in Societies
 - b. may set policy relevant and applicable to the Sports Federation and its members.
 - i. Policy set by the Sports Federation Standing Committee may be superseded by policy set by referendum, Union Meeting or Student Assembly.
 - c. may propose policy to Referendum, Union Meeting or Student Assembly.



- d. Shall take responsibility for the effective delivery of CASES(Club and Society Evaluation Scheme), shall review criteria and assessment processes and agree recommended levels of attainment.
 - e. Shall be responsible for agreeing all grant allocations and proposed budgets for each recognised Society.
 - f. Is required to report the status of the overall Society budget and grants made to Student Assembly (for ratification via minutes)
 - g. Shall consider any appeals regarding grant allocation.
 - h. Will agree the procedures for establishing a Society, the financial arrangements that apply, and the agreed procedures for allocating resources to recognised Societies and ensure they are published by the Union at the start of the academic year.
 - i. Should the Societies Guild Standing Committee (or Student Assembly) agree to further rules, or revise existing rules, then The Union shall publish any such amendments, including direct communication of such to each chair of existing societies
11. Non recognised societies shall not have the ability to access Union resources (including, but not limited to staff time and facilities) or take part in any governance or development driven by and through the Societies Guild.
12. All recognised Societies shall abide by the Union Constitution, Bye laws, and policy. Failure to do so will result in the suspension of the society (inclusive of all activities), and referral to Societies Guild Standing committee and/or Union disciplinary panel.
13. The Vice-President Student Activities, alongside the Societies Guild Standing Committee shall hear challenges to the procedures governing Societies. If a Society is dissatisfied with the outcome of this hearing, they may submit a motion to Student Assembly challenging the decision of Societies Guild Standing Committee.

Society constitutions

14. Template constitutions

- a. The Societies Guild Standing Committee shall agree and make available a template constitution, which will include any mandatory clauses, including (but not limited to):
 - i. A clear statement of the Societies aims and objectives
 - ii. A process for removing, commending and censuring a committee member.
 - iii. A clear process for members of the society to raise concerns (to Societies Guild Standing committee) about the conduct of the club, committee or any other matters.
 - iv. Clear identification of approved elections processes
 - v. financial procedures reflecting this Byelaw and any other pertinent Union policy
 - vi. Any reference to “honorary” positions or membership should clearly define that such positions may hold no decision making powers, or seek to influence the direction or priorities of the society, must define a finite timescale and must be ratified by Societies Guild Standing Committee.
- b. Any new society must use the current template to develop their constitution.



- c. All existing societies must review revisions to mandatory clauses, and ensure their constitution remains compliant.

Meetings

15. The quorum for Society Committee meetings shall be 50% plus 1 of the Committee.
16. Minutes for all Societies meetings must be taken and copies submitted within 10 working days of the meeting to the Union for reference and archiving.
17. It is the responsibility of the Chair to call the Society's Annual General Meeting. They are required to inform the Union of the proposed time, date and agenda of this meeting.
18. The quorum for a Society Annual General Meetings shall be 50% of the Members.

Elections

19. It shall be the responsibility of the Chair to ensure fair elections for the next years committee are put in place, in accordance with this Bye law and the Society's own constitution.
20. The Election of Society committee members for the next Academic year shall take place in term 2.
21. The election of committee members must be communicated to all members a minimum of 5 working days before the election, and members must be given the opportunity to nominate and second candidates.
22. The Elections process for Society committee members must enable valid members of the society to participate.
 - a. Members shall be deemed valid for participation in Elections provided they have retained membership for a minimum of 4 weeks prior to the communications of the Election.
23. Nominations must be open for a minimum of 5 working days
24. Amendments to committee positions available in an election must be made a minimum of 4 weeks prior to the opening of nominations.
25. Bye Elections to elect to vacant positions may take place at any time in the Academic year

Events

26. Societies are required to adhere to such rules and regulations as are agreed and published by Societies Guild Standing Committee for Societies to hold events.
 - a. These rules and regulations shall take into account the law of the land and University regulations and requirements
27. Societies Guild Standing Committee shall ensure appropriate processes and guides are made available to any recognised Society to ensure they deliver against the aforementioned rules and regulations.

Financial matters

Management of society funds

28. All monies raised by or on behalf of a Society shall be banked with the Union.
29. Any Society found to have an external bank account will be suspended, and the committee members referred to a disciplinary hearing.



30. No committee member (or member of the society) may enter into, negotiate or in any other way undertake contractual obligations on behalf of the society without the prior sign off by Union
 - a. Such obligations undertaken without such permissions will be denied by the Union on the clubs behalf, and the individual will be named personally liable.
 - b. Should this be breached, the individual will be immediately suspended and referred to a disciplinary hearing.
31. In the event of the Society folding or being de-recognised, the funds remaining in any accounts will be held for the period of one year, and should the Society not be re-recognised within that year such funds will revert to the Union.

Receipt of Union funds- “grants”

32. In order to apply for a grant from the Union a Development Request detailing the purpose and benefits to their members must be submitted to the Societies Guild Standing Committee.
33. Societies Guild Standing Committee shall assess any funding request based on the following criteria:
 - a. The cost of the activity;
 - b. The disciplinary record of the society;
 - c. The level of activity in the previous year;
 - d. The number of members;
 - e. Proposed contributions from the Society’s members
 - f. The previous year’s financial records;
 - g. That any proposed activity does not breach the constitution, Bye laws or policy of the Union
 - h. The funds allocated to the Societies Guild within the Union Annual Budget

Affiliations

34. Societies are permitted to affiliate to relevant organisations provided;
 - a. there is a clear demonstrable benefit to the Society in that such affiliation will contribute to the delivery of their stated aims and objectives.
 - b. the society identifies the proposed affiliation within their development request and Societies Guild Standing Committee agree to that request.
 - c. that such affiliation does not contradict or breach any point within the Union Constitution or Bye laws.

Setting up a new society

35. In order to establish a Society an “expression of intent” must be submitted to the Union; consisting of a petition of 10 full members of the Union, the stated aims and objectives of the proposed society, and the minimum of 3 proposed committee members are named.
36. This expression of intent shall be referred to the next timetabled Societies Guild Standing Committee meeting for stage 1 approval. The principal members (proposed committee members) of the Society requesting establishment, must make themselves available to the Societies Guild Standing Committee to clarify any points about the aims and objectives of their proposed Society
37. The Societies Guild Standing committee may agree stage 1 approval provided;
 - a. The petition proves to contain 10 current members or more.
 - b. The expression of intent includes 3 named committee members



- c. That none of these members prove to be a member of a suspended or banned club
 - d. The stated aims and objectives do not contravene the constitution, Bye laws or policy of the Union
 - e. And that the stated aims and objectives of the proposed society are not judged to already be delivered by an existing society.
38. The Societies Guild Standing Committee may seek such advice from recognised experts and/or professionals as they deem necessary to inform their decision.
 39. Following stage 1 approval, the named committee members are required to submit a Society constitution (adhering to the requirements identified within this Bye Law), together with an initial development plan to the Union.
 40. These documents will be referred to Societies Guild Standing Committee for final approval. Upon approval, the Society will be ratified and will enter the Start-up stage.

CASES (Club and Society Evaluation Scheme)

41. The Union shall provide a framework to demonstrate the development opportunities and general expectations of societies in delivering for their members (CASES).
42. The framework shall define clear indicators in core activity areas, defining sequential levels of “performance”- including those required for start-up level (and the requirements placed on a start-up society to progress to “standard-level”).

Start-up Societies

43. A Society shall be identified as “start-up level” when Societies Guild Standing Committee agree the statement of Intent and are content that the requirements defined above have been delivered.
44. Societies Guild Standing Committee may choose to allocate a “start-up grant” to any start up level Society in order to support their year 1 activities.
45. A Start-up level Society shall have a maximum of 12 months to satisfy all elements of CASES to standard level (or beyond).
 - a. Failure to satisfy these levels will result in the Society being de-recognised.

Progression and requirements.

46. There shall be no numerical limit to the number of clubs attaining each level within CASES
47. CASES assessment shall occur on an annual basis.
48. The assessed levels of a Society may go down as well as up.



BYELAW K- Sports Federation and clubs

Membership

Student

1. All Sports Clubs shall define their own membership in accordance with the Union constitution, the equal opportunities policy, and any other relevant policies of the Union.
2. All sports clubs shall propose a membership fee(s) reflecting the opportunities available, and ensuring that such fees maintain a sustainable financial position (alongside other projected income and accounting for proposed levels of activity) in time for them to be agreed for the next Academic year.
3. Any dispute regarding membership of any Sports Club may in the first instance be referred to VP Student Activities for informal resolution, and failing this to the Sports Federation Standing Committee for final resolution.

Committees

4. The Committee of a Sports Club shall consist of a minimum of 3 elected members; Chair, Secretary and Treasurer. Only the Chair or Treasurer may act as official signatories for club transactions (including all financial dealings).
 - a. Clubs may choose to replace the post of Chair, with that of Club President.
5. The Committee of the Sports Club shall be elected.
6. For the purposes of transparency and access, the Vice-President Student Activities shall be deemed to hold an ex-officio non-voting position on the Committee of each Sports Club.

Code of conduct

7. Every member of the Sports Federation shall agree to be subject to any published Code of Conduct (as defined by the Sports Federation Standing Committee)

Governance

Sports Federation-

8. All recognised clubs shall be part of the Union Sports Federation
9. The Sports Federation shall be governed by a standing committee of Student Assembly- the Sports Federation Standing committee
 - a. Leadership, membership and structure of the Sports Federation Standing committee shall be defined in Byelaw H, Standing committees.

Powers and responsibilities

10. The Sports Federation Standing Committee;
 - a. Shall seek to promote, support and extend involvement in sport amongst our members.
 - b. May set policy relevant and applicable to the Sports Federation and its members.
 - i. Policy set by the Sports Federation Standing Committee may be superseded by policy set by referendum, Union Meeting or Student Assembly.
 - c. May propose policy to Referendum, Union Meeting or Student Assembly.



- d. Shall take responsibility for the effective delivery of CASES (Club and Society Evaluation Scheme), shall review criteria and assessment processes and agree recommended levels of attainment.
 - e. Shall be able to levy a Sports Federation membership on all members of Sports clubs- and club membership shall not be valid without payment of this fee.
 - f. Shall be responsible for agreeing all grant allocations and proposed budgets for each club
 - g. Is required to take the Sports Clubs grant allocation to the Union Meeting for ratification.
 - h. Shall consider any appeals regarding grant allocation.
 - i. Will agree the procedures for establishing a club, the financial arrangements that apply and the procedures for allocating resources to affiliated Sports Clubs and ensure they are published by the Union at the start of the academic year.
 - i. Should the Sports Federation Standing Committee (or Student Assembly) agree to further rules, or revise existing rules, then The Union shall publish any such amendments, including direct communication of such to each Chair of existing clubs.
11. All recognised Clubs shall abide by the Union Constitution, Bye laws, and policy. Failure to do so will result in the suspension of the club (inclusive of all activities), and referral to Sports Federation Standing committee and/or Union disciplinary panel.
 12. The Vice-President Student Activities alongside the Sports Federation Standing Committee shall hear challenges to the procedures governing Sports Clubs. If a Sports Club is dissatisfied with the outcome of this hearing they may submit a motion to Student Assembly challenging the decision of Sports Federation Standing Committee.

Sports club constitutions

13. Template constitutions

- a. The Sports Federation Standing Committee shall agree and make available a template constitution which will include any mandatory clauses, including (but not limited to);
 1. A clear statement of the Clubs aims and objectives
 2. A process for removing, commending and censuring a committee member.
 3. A clear process for members of the club to raise concerns (to Sports Federation Standing committee) about the conduct of the club, committee or any other matters.
 4. Clear identification of approved elections processes
 5. Financial procedures reflecting this bye-law and any other pertinent Union policy
 6. Any reference to “honorary” positions or membership should clearly define that such positions may hold no decision making powers, or seek to influence the direction or priorities of the club, must define a finite timescale and must be ratified by Sports Federation Standing Committee.
- b. Any new club must use the current template to develop their constitution.
- c. All existing clubs must review revisions to mandatory clauses, and ensure their constitution remains compliant.



Meetings

14. The quorum for Sports Club Committee meetings shall be 50% plus 1 of the Committee.
15. Minutes for all Sports Club meetings must be taken and copies submitted within 10 working days of the meeting to the Union for reference and archiving.
16. It is the responsibility of the Chair to call the Sports Club's Annual General Meeting. They are required to inform the Union of the proposed time, date and agenda of this meeting.
17. The quorum for a Sports Club Annual General Meetings shall be 50% of the Members .

Elections

18. It shall be the responsibility of the Chair to ensure fair elections for the next years committee are put in place, in accordance with this Bye law and the club's own constitution.
19. The Election of Club committee members for the next Academic year shall take place in term 2.
20. The election of committee members must be communicated to all members a minimum of 5 working days before the election, and members must be given the opportunity to nominate and second candidates.
21. The Elections process for Society committee members must enable valid members of the society to participate.
 - a. Members shall be deemed valid for participation in Elections provided they have retained membership for a minimum of 4 weeks prior to the communications of the Election.
22. Nominations must be open for a minimum of 5 working days
23. Amendments to committee positions available in an election must be made a minimum of 4 weeks prior to the opening of nominations.
24. Bye-Elections, to elect to vacant positions, may take place at any time in the Academic year

Financial matters

Management of sports club funds

25. All monies raised by or on behalf of a Sports Club, shall be banked with the Union.
26. Any Sports Club found to have an external bank account will be suspended, and the committee members referred to a disciplinary hearing.
27. No committee member (or member of the club) may enter into, negotiate or in any other way undertake contractual obligations on behalf of the club without the prior sign off by the Union
 - a. Such obligations undertaken without such permissions will be denied by the Union on the clubs behalf, and the individual will be named personally liable.
 - b. Should this be breached, the individual will be immediately suspended and referred to a disciplinary hearing..
28. In the event of the club folding or being de-recognised, the funds remaining in any accounts will be held for the period of one year, and should the club not be re-recognised within that year such funds will revert to the Union.

Receipt of Union funds- "grants"

29. In order to apply for a grant from the Union, a Development Request, or Equipment Request must be submitted to the Sports Federation Standing Committee.



30. Sports Federation Standing Committee shall consider each development and equipment funding request, and shall calculate the level of grant based on the following criteria:
 - a. The cost of the activity.
 - b. The disciplinary record of the club.
 - c. The level of activity in the previous year.
 - d. The number of members.
 - e. Proposed contributions from Club members.
 - f. The previous year's financial records.
 - g. That any proposed activity does not breach the constitution, byelaws or policy of the Union.
 - h. The funds allocated to the Sports Federation within the Union Annual Budget.
 - i. A Development or Equipment request submitted in accordance with procedures outlined in Union publications.
31. Sports Federation Standing Committee may, in setting annual grants to sports clubs, consider potential new clubs, post season activity and further supplemental funding requests.

Affiliations

32. Sports Clubs are permitted to affiliate to relevant organisations provided;
 - a. There is a clear demonstrable benefit to the club in that such affiliation will contribute to the delivery of their stated aims and objectives.
 - b. The club identifies the proposed affiliation within their development request and Sports Federation Standing Committee agrees to that request.
 - c. That such affiliation does not contradict or breach any point within the Union Constitution or Byelaws.

Setting up a new sports club

33. In order to establish a Sports Club, an "expression of intent" must be submitted to the Union; consisting of a petition of 10 full members of the Union, the stated aims and objectives of the proposed club, and a minimum of 3 proposed committee members are named.
34. This expression of intent shall be referred to the next timetabled Sports Federation Standing committee meeting for stage 1 approval. The principal members (proposed committee members) of the Sports Club requesting establishment or affiliation must make themselves available to the Sports Federation Standing Committee to clarify any points about the aims and objectives of their proposed Sports Club.
35. The Sports Federation Standing committee may agree stage 1 approval provided;
 - a. The petition proves to contain 10 current members or more.
 - b. The expression of intent includes 3 named committee members.
 - c. That none of these members prove to be a member of a suspended or banned club.
 - d. And that the stated aims and objectives of the proposed club are not already delivered by an existing club.
36. Following stage 1 approval, the named committee members are required to submit a club constitution (adhering to the requirements identified within this Bye Law), together with an initial development plan to the Union.
37. These documents will be referred to Sports Federation Standing committee for final approval. Upon approval, the club will be ratified and will enter the start-up stage.



CASES (Club and Society Evaluation Scheme)

38. The Union shall provide a framework to demonstrate the development opportunities and general expectations of clubs in delivering for their members (CASES).
39. The framework shall define clear indicators in core activity areas, defining sequential levels of “performance”- including those required for start-up level (and the requirements placed on a start-up club to progress to “standard-level”).

Start-up clubs

40. A Club shall be identified as “start-up level” when Sports Federation Standing Committee agree the statement of Intent and are content that the requirements defined above have been delivered.
41. Sports Federation Standing Committee may choose to allocate a “start-up grant” to any start-up level club in order to support their year 1 activities.
42. A start-up level club shall have a maximum of 12 months to satisfy all elements of CASES to standard level (or beyond).
 - a. Failure to satisfy these levels will result in the club being de-recognised.

Progression and requirements

1. CASES assessment shall occur on an annual basis.
2. There shall be no numerical limit to the number of clubs attaining each level within CASES.
3. The assessed levels of a club may go down as well as up.
4. The framework shall identify what is required of a club to be considered (and maintain) performance sport status.
 - a. Failure to maintain identified levels may result in a Union recommendation to remove Performance Sport status from a club.



MOTION

Title: Motion to support equal allocation of conference resources for all Postgraduate Students

To: Student Assembly

From: Vice President PG

Date: Tuesday 12th January 2016

This Union Notes:

- That Brunel University provides PGR students with conference funding, allowing them to attend conferences and showcase their research to the scientific community.
- That Brunel University London is an eclectic University with a plethora of courses, disciplines and modes of study.
- That we as a University and a Union value all course and all modes of study equally.
- Conference resources are an important sphere of postgraduate study and we should not be expecting students to facilitate these themselves entirely.

This Union Believes:

- That we should be working towards ensuring there is equal and fair allocation of resources amongst PGR students to enhance their PGR degrees.
- We have a responsibility to ensure no particular discipline or course is provided preferential resources and/or treatment.
- That we should uphold the importance of freedom of speech, but this must go hand in hand in the institution understanding its responsibilities towards its students.

This Union Resolves:

- To work with the relevant bodies and individuals to ensure there is fair allocation of conference resources amongst PGR students.
- To explore the introduction of a baseline minimum investment for all PGR students in conferencing opportunities.

This Union Mandates:

- The Vice President Post Graduate to lead all works on this project, liaising with all Union and University parties.

Proposed by: Pauly Otermans

Seconded by: Ali Milani



Signature:

Signature:

MOTION

Title: Motion of commendation for the Vice President Student Activities

To: Student Assembly

From: President

Date: Tuesday 6th February 2016

This Union Notes:

- That the work of the Vice President of Student Activities has been invaluable to the success of the year as a whole.
- That the Vice President of Student Activities has successfully complete all of his stated manifesto points.
- His success including (but not limited to) termly instalments, CASES, media training, society and club training and much more.

This Union Believes:

- That we should be recognising the work of any particular individual who has gone beyond their expected remit.
- The Vice President of Student Activities has done a phenomenal job supporting the chairs that fall within his remit
- That the level of change and success Michael has brought to the role should be noted and celebrated.

This Union Resolves:

- To commend Michael Darlow for his work so far this year.

This Union Mandates:

- This commendation be formally noted.
-

Proposed by: Ali Milani

Seconded by: Ammar Ikram

Signature:

Signature:



MOTION

Title: College for College; Motion to amend Bye Law B

To: Annual Union Meeting

From: Adam White

Date: Friday 29th April 2016

This Union Notes:

- That the Vice Presidents of CHLS, CBASS and CEDPS are the lead representatives of their individual colleges.
- That they are expected to lead on issues that are pertinent within their own college.
- As it currently stands, our Bye Laws allow for students not from a particular college to be the main representative of that college.

This Union Believes:

- That the role of Vice President of a particular college requires a certain amount of lived experience in that particular college.
- That the best form of representation is one in which the individual has come from that community and therefore understands its intricacies.
- That from the next spring elections we should limit the candidates for Vice President of CHLS, CBASS and CEDPS to be from their own particular college.
- By producing different voting members for every meeting, there will be a greater dissemination of communication of Union activity.

This Union Resolves:

- To amend Bye Law B effective September 2016.

This Union Mandates:

- The President (as the head of the democratic structures of the organisation) oversees this transition.

Proposed by: Adam White

Seconded by: Ali Milani

Signature:

Signature:



Bye-Law B: Elections Procedures

This Bye Law sets out the basic principles on which elections are held at UBS. The membership and eligibility to stand for election are set in this bye law alongside the process for holding each of the elections in the UBS calendar. The rules for the organisation of the election and the conduct of candidates, agents and election officials are also found in this bye law.

The process of nomination

7. There shall be a nominations pack available to all UBS members wishing to consider standing for election. This shall, at minimum, contain the official nominations documents, the Elections Procedures and any supplementary regulations.
8. Nominations shall be open for at least five working days.
9. Nominations shall only be valid if made on the official published form and correctly completed and submitted. The relevant procedure shall be clearly identified within the Nominations Pack.
10. Candidates are responsible for ensuring they are eligible to be nominated for a given position by referring to section 2.1 to 2.7 of this bye law.
11. No member may nominate or second more than one candidate for the same position.
12. Candidates for the position of Vice President CBASS, CHLS and CEDPS must be students of that particular college.



MOTION

Title: Motion to amend Bye Law G, scrap Bye Law L and Fix Our Democracy

To: Annual Union Meeting

From: Ali Milani (President)

Date: Friday 29th April 2016

This Union Notes:

- That our current main democratic body does not work to the best of its ability and does not sufficiently engage with the wider student populist.
- That the current system can be inaccessible for many members to participate in.
- That the scale at which the body can become a partisan arena is too high.

This Union Believes:

- That the role of assembly is to generate debate and create policy that is reflect of the entire student body; not a select number of highly engaged students - though we would not want to alienate said members.
- That the creation of Jury system will allow for wider members to engage with our democratic process and hopefully remain engaged throughout their period of study.
- These Jury members shall be randomly generated across the 3 colleges, shall be representative of our membership and shall be paid a honorarium fee for their participation.
- That the introduction of randomly generated voting members shall provide assembly with a broader picture of opinions and views on campus.
- By producing different voting members for every meeting, there will be a greater dissemination of communication of Union activity.
- The consistent members of the meeting (Chair, Vice Chair, Principle Officers, Executive Members and Standing Committee Chairs) shall oversee the progress of motions passed and reports.
- To create specific accountability sessions focused around the scrutiny of part time and full time Officers work.

This Union Resolves:

- To amend Bye Law G as set out in Appendix A effective September 2016.
- To remove Bye Law L entirely effective September 2016.

This Union Mandates:

- The President (as the head of the democratic structures of the organisation) oversees this transition.

Proposed by: Ali Milani
Signature:

Seconded by: Michael Darlow
Signature:



Appendix A

Three weeks before Student Assembly Meeting

100 Randomly Generated Students are Invited to be Members of our “Jury”



Two weeks before Student Assembly Meeting

First 30 members that are representative of members and across all colleges to respond are appointed Jurors of the next Assembly Meeting



One weeks before Student Assembly Meeting

Written reports are circulated to all voting members of Assembly



Day of Student Assembly Meeting

45 minutes before the meeting the appointed jurors will be trained by the Student Voice department on the process of Assembly

Meeting is held as per the Bye Laws



Appendix B

Bye-Law G: Student Assembly

1. Student Assembly shall meet 8 times during the academic year. There shall be at least 1 meeting per academic term. 5 of these meetings shall be to discuss policy, bye law changes and elections; and 3 will be accountability sessions.

1.1 The schedule of meetings shall be published and agreed at the first Student Assembly meeting of the academic year.

Membership

2. Student Assembly shall consist of the following directly elected members:

- i. The Student Officers;
- ii. The Standing Committee Chairs;
- iii. Student members of the Executive Committee;
- iv. 1 Student Rep Member from each Department of the University;
Including LBIC
- v. 15 Community Members from the student body at large;
- vi. 30 randomly generated students from a variety of colleges and course levels selected as "Jury Members". These Jury Members shall be different for every meeting and shall act as full voting participants of the meeting.
- vii. The Chair and Vice-Chair of Student Assembly as non voting members

3. All members of Student Assembly must be Full Members of the Union.

4. Any Member of the Union may attend Student Assembly but only Assembly Members may vote.

Chairing

5. A Chair and Vice-Chair shall be elected by a cross campus ballot of full union members. The Chair will be elected in the spring elections and the Vice-Chair in the autumn elections.



6. It is the responsibility of the Chair of Student Assembly to ensure the smooth running of meetings in accordance with Bye-Law K.
7. The Chair shall have no voting right during their term of office. If a vote of Student Assembly is tied the status quo shall remain.
8. It is the duties of the Vice-Chair to assist and advise the Chair in their capacity. The Vice-Chair of Student Assembly shall assume the duties of Chair in the absence of Chair. In the absence of the Chair and Vice Chair, the President shall assume the duties of Chair.
9. If a non-jury Member fails to submit unapproved apologies for an absence three times in a year then that Member is considered to have resigned from Student Assembly.

9.1 Apologies must be approved by a vote at the beginning of each Student Assembly

Quoracy

10. It is the responsibility of the Chair to check at the beginning of any Student Assembly meeting that it is quorate, through a count of those members in attendance.

10.1 If a member believes a meeting to be inquorate they may challenge the decision of the chair through a procedural motion as outlined in Bye-law K, 53.

11. Student Assembly meetings shall be inquorate if, 5 minutes having passed since the published time for the beginning of the meeting, fewer than 50%+1 of the elected Assembly Members are present.

12. If a Student Assembly meeting is inquorate the meeting may continue at the discretion of the Chair, should there be a desire for discussion and debate. No vote shall take place on the items discussed. All business will be carried over to the next Student Assembly meeting.

Order of Business

14. It shall be the responsibility of the Chair of Student Assembly and Vice-Chair of Student Assembly, with support from Democratic Support, will meet to allocate suitable time to each item on the agenda. This will be done at a time that ensures the agenda can be circulated 5 working days before the meeting in question.

15. The Chair shall ensure that any Student Assembly meeting adhere to its agenda, unless a relevant Procedural Motion is passed.

16. Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available on request.

17. The order of business at Student Assembly meetings shall be:

- i. Members present, attendees present, Apologies for Absence;
- ii. Minutes of the Previous Meeting;



- iii. Matters Arising;
- iv. Motions to revoke or amend the Bye-Laws;
- v. Motions;
- vi. ~~Scrutiny Panel Report;~~
- vii. Student Matters;
- viii. Urgent Other Business;

18. Urgent Other Business is defined as any item that has arisen since the deadline for agenda items but that cannot wait to be resolved until the next meeting.

18.1 Urgent Other Business must be submitted 24 hours prior to the meeting, and the Chair will decide whether to accept the item.

19. Motions to Student Assembly must be submitted in accordance with Clauses 5 to 15 inclusive of Bye Law K.

Powers

20. Student Assembly shall act as the primary policy setting body of the Union but may ONLY be overruled by the authority of Referenda, Union Meetings or the Trustee Board as outlined in Bye-Law D, Bye-Law E and Bye-Law A respectively.

21. It is the role of Student Assembly's **accountability sessions** to:

- i. Hold the Student Officers to account with advise from scrutiny panel
- ii. Develop and ratify Union Policy;
- iii. Create, debate and pass Union Motions;

22. Motions to Student Assembly must be submitted in accordance with Clauses 5 to 15 inclusive of Bye-Law K.

23. Student Assembly may, by a two-thirds majority:

- i. Revoke or amend any Bye-Law of the Constitution;
- ii. Pass a Motion of No Confidence against Union Chair, Executive Committee Member, Department Member, or Community Member; this does not include Student Officers.
- iii. **Refer a Motion of No Confidence in a Student Officer to referendum;**

24. Student Assembly may, by a simple majority:



- i. Refer any matter, including revocation of or amendments to the Constitution, to Referendum;
- ~~ii. Refer a Motion of No Confidence in a Student Officer to referendum;~~
- iii. Pass a Motion for Policy;
- iv. Approve received reports;
- v. Require the submission of a report at the next Union Meeting;
- vi. Request the attendance of any person at the next Student Assembly;
- vii. Mandate any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member;
- viii. Commend any Student Officer, Standing Committee Chair Executive Committee Member, or Student Assembly Member;
- ix. Censure any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member.

24.1 Student Assembly - All Policy set by Student Assembly shall apply to the Union, its actions, officers and all its Elected Representatives but may be superseded by Policy set by Union Meeting or Referenda.

Motions of Commendation, Censure and No Confidence

25. In holding Members to account, the following procedures must be adhered to:

. 25.1 Motion of Commendation for any Member:

25.1.1 Should it be felt that any Member of Student Assembly has performed their duties to a high standard or made an important contribution to the Union any other Assembly Member may submit a Motion of Commendation for that Member.

25.1.2 A Motion of Commendation must be brought to Student Assembly and debated in accordance to the Standing Orders as set out Bye-Law L of the Constitution.

25.1.3 If passed, the Motion of Commendation shall be noted in the meeting minutes and on the Assembly Member's record.

. 25.2 Motion of Censure against any Member:



24.2.1 Should it be felt that any Member of Student Assembly warrants disciplinary action but is not deserving of a Motion of No Confidence, any other Assembly Member may submit a Motion of Censure against them.

25.2.2 A Motion of Censure must be brought to Student Assembly and debated in accordance to the Standing Orders as set out Bye-Law K of the Constitution.

25.2.3 If passed, the Motion of Censure shall be noted in the meeting minutes and on the Members record.

25.3 Motion of No Confidence against any Member:

25.3.1 Should it be felt that any Member warrants severe disciplinary action as a result of continued unsatisfactory performance, misconduct or gross negligence, any other Assembly Member may submit a Motion of No Confidence against that Member. A third Motion of Censure within one Academic Year automatically qualifies for a Motion of No Confidence.

25.3.2 A Motion of No Confidence can only be brought to a Student Assembly, and debated in accordance with the Standing Orders as set out Bye-Law L of the Constitution.

25.4 Outcomes of Motions of No Confidence 25.4.1 Student Officer:

25.4.1.1 If passed, a Motion of No Confidence against a Student Officer shall be put to a Referendum as detailed in Bye-Law E of the Constitution. During the period between the passing of the motion and the Referendum, the Student Officer concerned shall be suspended from their duties as a Student Officer and Trustee of the Union. Prior to Referendum it is the responsibility of the Chair of Student Assemble to ensure all reasonable steps are taken to inform the Membership of the Motion and any relevant information.

25.4.1.2 If passed by Referendum, a Motion of No Confidence shall immediately dismiss the Student Officer from duties, bar them from future Union office, and permanently remove them from their Trustee responsibilities. The vacant Student Officer position may go to election if appropriate or the responsibilities may be assumed by other Student Officers as appropriate.

25.4.2 Union Chair, Department Member, Executive Committee Member and Community Member

25.4.2.1 If passed, a Motion of No Confidence against a Union Chair, Department Member, Executive Committee Member or Community Member shall immediately dismiss them from their duties, bar them from future Union Office and positions on Trustee Board.



25.4.2.2 If a Union, Department Member, Executive Committee Member or Community Member also holds the position of Student Trustee, a passed Motion of No Confidence shall result in the same actions as a passed Motion of No Confidence in a Student Officer.

Select Committees

26. There shall be the following select committees of Student Assembly which shall be elected from amongst Student Assembly Members at the first Meeting of the academic year:

- i. Elections and Referenda Committee - 3 elected members plus the President who shall chair;
- ii. Complaints and Disciplinary Committee - 3 members selected on a case-by-case basis from a pool of 8 elected members plus the President who shall normally chair;
- iii. Appointments Committee - 3 elected members plus the Chair of Trustee Board who shall chair. Other Trustees cannot sit on this committee.
- iv. Scrutiny committee – 8 members chaired by the Student Assembly Chair. Executive Committee, Student Officers and Standing Committee members cannot sit on this committee



MOTION

Title: Union of Brunel Students Part Time Officers, Committee's and Democratic Reform Proposal

To: Annual Union Meeting

From: Ali Milani (President)

Date: Friday 29th April 2016

Executive Summary and Rationale

There is a general consensus among the full and part time officer team that our current union part time officers, committee and democratic structures do not meet the needs and expectations of our broad and diverse membership.

As a result, we have conducted an extensive research on what our membership needs are and what our comrades at other students' unions have in place. The result of this research is a proposal to radically change the way our structures work. This is inclusive of both the elected representatives as well as the democratic arenas in which their work is defined and influenced.

Part Time Officers

It is believed by the full time officer team that our current governance structure does not meet the diverse needs of our membership. Following a thorough review of our structures we are recommending the removal of: the volunteers chair, the equality and diversity chair and entertainments chair. With volunteering sitting firmly with the University, we no longer see it as necessary to have a defined position to represent the volunteering of our members. This is a role that can be spread out between the full time and part time officers as a whole.

Since the introduction of the liberation officers, we also no longer see it as necessary to have a holistic "equality and diversity" chair as this is a role that should be championed by the new community campaigns officer and the President with consultation with the defined liberation groups. Finally, the entertainment provided by the union is/and always should be student led, but this does not need a defined representative role.

As a consequence of these changes, the proposal is recommending the introduction of new part time officer positions. These are: the environment and ethics officer (and expansion on the current environment chair role), community campaigns officer, mature and part time students officer and a change in name of the RAG chair to the RAG President.

Committee's

As democracy is a core value of our union, it is important that our membership can shape and develop our democratic process' and procedures. We do not believe our current structure reaches out far enough into the wider student populous. By electing all the sub committees from members of student assembly, we lose a key opportunity to engage a wider group in our



democratic process’.

Due to this we are proposing the creation of a Democracy Committee that will be comprised of five members elected every year by a cross campus ballot. The committee, chaired by the President, will create and develop all procedures and regulations for our democratic arenas and process’; and will also be tasked with ensuring its accessibility and promoting its existence.

Student Assembly

Please see attached appendix

Current Structure

Full Time Officers:

President (Chair of Executive)

Vice President Student Activities (Deputy Chair of Executive) Vice President Post Graduate Students

Vice President College of Health and Life Sciences

Vice President College of Business, Arts and Social Sciences

Vice President College of Engineering, Design and Physical Sciences

Part Time Officers and Chairs:

Black and Ethnic Minorities Officer

Women’s Officer

LGBT+ Officer

Disabled Students Officer

International Students Officer

Volunteering Chair

Entertainments Chair

Sports Federation Chair

Environmental Chair

Equality and Diversity Chair

RAG Chair

Societies Guild Chair

Standing Committees, Working Groups and Sub Committees of Student Assembly:

Societies Guild Committee

Sports Federation Committee

Media Association Committee

RAG Committee

Elections and Referenda Committee

Disciplinary and appeals

Appointments Committee

Proposed Structure

Full Time Officers:

President (Chair of Executive)

Vice President Student Activities (Deputy Chair of Executive)



Vice President Post Graduate Students
Vice President College of Health and Life Sciences
Vice President College of Business, Arts and Social Sciences
Vice President College of Engineering, Design and Physical Sciences

Part Time Officers: Societies Guild Chair

Sports Federation Chair
Black and Ethnic Minorities Officer
Women's Officer
LGBT+ Officer
Disabled Students Officer
International Students Officer
Environment and Ethics Officer
Community Campaigns Officer
Mature and Part Time Officer

Standing Committees, Working Groups and Sub Committees of Student Assembly:

Societies Guild Committee
Sports Federation Committee
Media Association Committee
RAG Committee
Democracy Committee
Disciplinary and appeals
Appointments Committee



MOTION

Title: Motion to Make Brunel a #FreePeriod Campus

To: Annual Union Meeting

From: Women's Officer

Date: Tuesday 10th May 2016

This Union Notes:

- That currently there is currently a tax on female sanitary products as they are seen as "luxury" items.
- That this in contrast to mens razors that are not taxed and seen as "essential" items.
- That the campaign for free sanitary products on University campuses has seen a lot of success.

This Union Believes:

- That female sanitary products are essential items.
- That the Union of Brunel Students should be a part of the #FreePeriod campaign.

This Union Resolves:

- To fund and develop a #FreePeriod campaign at Brunel.

This Union Mandates:

- The Women's officer and the President to see the implementation of this campaign and policy.
-

Proposed by: Christina Franklin

Seconded by: Ali Milani

Signature:

Signature:



MOTION

Title: Motion of commendation for Ali Milani

To: Union meeting

From: Aaron Lowman

Date: 28/04/16

This Union Notes

- Ali has been operating as President since June 2015 and was re-elected in March 2016
- This year has seen the Union mobilise, politicise and engage more students than previous years under the leadership of Ali

This Union Believes

- The work Ali has done with NUS and the Union has brought us National recognition and political legitimacy within the sector
- A key driver to the success of this years' team is because of his leadership skills
- He has changed (for the better) the direction of this Union

This Union Resolves

- To confer this motion of commendation upon the President for their consistent hard work, dedication and performance in his role.
 - To ensure that this recognition is recorded and communicated in a timely fashion.
-

Proposed by: Aaron Lowman

Seconded by: Michael Darlow

Signature:

Signature: