

Meeting:	Student Officer Committee
Date:	Thursday 22 October 2015
Time:	5.00 pm
Location:	Bookable Room 5, Union House
Code	SOC 1466

1466 Departmental Presentation: Advice

A presentation from J Plumstead and M Hill

1467 Chair Update

1468 Attendance and Apologies

1469 Minutes of the meeting held on 1 October 2015/Matters Arising/Action Log
(See pages 3-14)

1470 Issue Presentations

1471 Items for Discussion

A discussion topic from T Etheridge (Non Portfolio Officer) on accessibility and duration of Council and of indicative voting prior to meetings.

Feedback on Union House refurbishment.

1472 Policy Implementation

Policy passed at Council 15 October (See pages 15-50)

1473 Projects, Campaigns and Policy Reports

Black History month update from the Ethnic Minorities Officer

Anti-Austerity Campaign Update – an update from the Campaigns & Democracy Officer

Cost of Living Campaign Update – an update from the Postgraduate Education Officer

Mental Health Awareness Campaign Update – an update from the Welfare, Community & Diversity Officer

Save Our Union Campaign Update – an update from the
Activities and Opportunities Officer

Transforming Education Campaign Update – an update from the
Undergraduate Education Officer

Any additional campaigns or project reports

1474 Annual Elections Schedule/Appointment of DRO

(See pages 51)

1475 Finance Update

1476 Cycle of Business

The note the Cycle of Business for 2015-16. (See pages: 52-3)

1477 Any Other Business

1478 Time, Date and Place of Next Meeting

To note the next meeting will be held at 4.00 pm on Thursday 5
November, Union House

Minutes

Meeting:	Student Officer Committee
Date:	Thursday 1 st October 2015
Paper:	SOC 1468
Author:	Josh Melling
Purpose:	Record of Decision Making

Key Discussions

- Islamophobia Awareness Week
- A concise review of Welcome Week
- Policy implementation and the new formatting of the website
- Decisions taken regarding the sombrero controversy at Fresher's Fair

Key Actions

- L McCafferty elected head of working group for Islamophobia Awareness Week
- SOC agreement the sombrero controversy discussion should be taken to Union Council
- Agreed funding for the anti-austerity national demo

Union of UEA Students Purpose:

“To enrich the life of every UEA student”

Minutes of the Student Officer Committee

1st October 2015

Voting Members present:

Voting Members Present: C Jarvis (Chair), Tom Etheridge (Non-Portfolio Officer), Alex McCloskey (Ethical Issues Officer), Beth Smith (Women’s Officer), Jo Swo (Welfare, Community and Diversity Officer), Sam Jones (Environmental Officer), Theo Antoniou Phillips (LGBT+ Officer), Aaron Hood (Students’ with Disabilities Officer), Connor Rand (Undergraduate Education Officer), Hussam Hussein (Ethnic Minorities Officer), Paul Erasmus (Mature Students’ Officer), Liam McCafferty (Postgraduate Education Officer), Yinbo Yu (Activities & Opportunities Officer), Philippa Costello (Non-Portfolio Officer), Ting Ni (International Officer), Cameron Mellows (Non-Portfolio Officer), Jack Robinson (Non-Portfolio Officer).

Non-Voting Members Present:

Jim Dickinson (Chief Executive)

Chair:

Chris Jarvis (Campaigns and Democracy Officer), first part of meeting; Theo Antoniou Phillips (LGBT+ Officer), second part.

In attendance:

Josh Clare (Head of Student Engagement), Tony Moore (Democracy and Governance Coordinator), Lauren Moreton (Head of Marketing and Business Development).

1450 Chair Update

Chair noted that Quality Conversations launched this week and encouraged SOC to complete their quotas.

Welcome week has been and gone, will be discussed as a later item on the agenda.

1451 Attendance and Apologies

Apologies from Jim Dickinson (Chief Executive)

1452 Minutes of the meeting held on 1 October 2015/Matters Arising/Action Log

Minutes of the meeting were approved, however, spelling error of Ting Ni's name was noted, and corrected accordingly.

No other matters arising.

1453 Departmental Presentation: Marketing and Business Development

Presentation given by L Moreton (Head of M and D) on how the marketing department has incorporated the re-branding of the Union into the student psych.

Implementation of new social media platform 'Buffer' with a purpose to make it easier to get the message out across the organisation.

newssu is a great platform for student engagement so more emphasis on getting the officers faces and stories in there will help students know and engage with the Union.

1454 Issue Presentations

There were no presentations given.

1455 Items for Discussion

Islamophobia Awareness Week – A discussion topic from the Ethnic Minorities Officer

H Hussein noted they have been in contact with ISoc who are interested in setting up activities, but believes there should also be activities led by the SU. Furthermore, asked SOC whether any other officers would like to take the lead on setting up the activities.

J Swo noted they would be interested, however, believes due to not defining as Islamic they would not be able to lead the event as they have never experienced islamophobia, therefore could be controversial for someone who has never been oppressed by these factors to lead events specifically catered to combatting said oppression.

A Hood noted having any other officers leading on the event may be perceived in the wrong manner as the majority of SOC consists of white people. However, posed the suggestion of forming teams to do events so the workload is spread evenly.

L McCafferty noted islamophobia is currently one of the most prevalent forms of racism in the media, with this in mind many members of ISoc are often worried about backlash therefore sometimes want people to take a lead who do receive the same oppressive forces.

T Etheridge suggested a story based campaign of people's experiences with islamophobia and attitudes.

J Swo noted it is key that the officers use their privilege and status to speak on behalf of people who do not feel safe to do so, however, to do this there needs to be thorough dialogue with the people who are affected by islamophobia, and make it clear to everyone that officers are acting as a line of communication and not the source.

Chair noted the consensus of SOC to go ahead with events for Islamophobia Awareness Week, thus asked members of SOC to put themselves forward to start the communications with ISoc and co-ordinating activities.

L McCafferty reported current work with ISoc on PREVENT and noted there should be a working group set up with Y Yu.

L McCafferty explained that PREVENT is a government legislation on combatting extremism. Also noted SU has a policy that opposes the legislation as part of the 'No To Islamophobia On Campus' policy and it is not the duty of staff to spy on students, which could lead to Islamic students feeling isolated. The University is legally obliged to fulfil the legislation, but the SU is not however, the University have to communicate their approach with the SU therefore, will have to interpret the aforementioned policy. The Annie Grant, the Dean of Students is the designated officer of PREVENT on campus. If ISoc are approached by the University regarding PREVENT they are encouraged to use the channels of communication open to them to consult with the Union before replying.

Chair noted developing a working group of SOC to liaise with ISoc regarding the events they would like to run along with PREVENT and Islamophobia awareness.

L McCafferty noted they will set up a meeting where any officer can attend to work on said issues.

Welcome Week Review

T Philips noted there was a good amount of activities within arrivals weekend, however, from a commercial perspective some

of the events felt quiet thus the money made from these will have been limited.

B Smith complimented how smoothly SOC fair ran compared to previous years.

A McCloskey reported that staff at the T-Shirt party represented the views of the Union by offering students who had inappropriate text or symbols on their T-Shirt to put a fresh one on.

C Mellows noted early evening events provided a nice alternative to club events.

C Rand noted the new refurbishment paid off in terms of the events held in Union House. However, there proved to be confusion on wristband allocations, so this can be a point of clarification for the future.

P Costello noted ticketing for next year needs to be improved as the process was a lot more stressful than it needed to be.

T Etheridge noted having an officer presence over arrival weekend helped the weekend to run smoother and get their faces known. Joining up the commercial side of Welcome Week with the charity objectives as an organisation.

A Hood reported a consensus from peers of students enjoying their time and feeling safe.

S Jones noted how successful the pots and pans sale was and the gateway allowed a lot more walk through from students.

T Ni noted events for international students were good however there were a lack of them in the bar and LCR and the communication of these were poor so turnout was limited. Reported problems with international students finding accommodation and suggests more help for future arrivals.

J Swo noted the success of Welcome Week and creating more inclusive non-alcohol orientated events. In future more PTO's at events would have been good to get their faces out their engaging with students.

L McCafferty noted the cohesiveness of the week and getting officers more involved in events as it increases profile and influences the idea that the Union is truly student-led. Noted there could be a lot more done in terms of non-commercial events.

J Robinson noted give it a go sessions worked very well and believed they could be promoted more in future.

C Jarvis noted the success of social action day and getting people involved from an early point in that type of activity is a great stepping stone for future events alike.

A Hood questioned whether there were enough non-alcohol oriented events.

Chair noted there were a lot more of these events than in previous years which shows development.

B Smith noted the timetable for officers was not clear in its demands.

C Rand noted the induction timetables were helpful however in future they should be more sensitive to time.

J Swo noted that students also reported clarity of inductions was misleading as in some situations they were scheduled for hour sessions which only took 15 minutes.

Chair suggested if SOC had any more suggestions on Welcome Week to email.

1456

Policy Implementation

Policy pages – a presentation on the new online policy display for UUEAS from the Campaigns & Democracy Officer

C Jarvis gave a presentation on the current method in which the policies of council are presented on the Union website. The presentation went on to suggest a new display format to make it more accessible for students. Going forward if any officers have work on policies or information it is suggested to send it to staff members who will put this on the website along with the policy so students can be kept as up to date as possible on their implementation.

J Swo questioned whether there is a better format for how they are displayed on the website.

C Jarvis noted the changes suggested would not be appropriate as it is more of a historical archive of how policies are being implemented than an informational source.

J Clare noted if officers have updates on policies it may want to be included as a focal point in newssu.

S Jones questioned whether there can be a more accessible way to find policies on the website as currently navigation requires thorough searching.

Projects, Campaigns and Policy Reports

Black History month update from the Ethnic Minorities Officer

H Hussein reported there are many events happening over the month one of which is the understanding of 'What Does it Mean to be Politically Black' this involves all ethnicities so many societies will be involved. Another key event will be 'Herstory' instead of 'History' to highlight the history of black women. In order for this to be an intersectional month many societies have been involved such as Pride and FemSoc, to name two, who both have panels and a film screening. All events are hosted by different societies in order to increase engagement due to previously low attended events and in order to create more diversity. Also throughout the month Livewire will be playing more diverse music along with doing broadcasts highlighting the importance of Black History Month.

Chair congratulated H Hussein on organising such promising Black History Month events.

Anti-Austerity Campaign Update – an update from the Campaigns & Democracy Officer and proposal for a series of local demonstrations against cuts to maintenance grants and for free education on 21st, 24th and 28th October

C Jarvis noted the team working on the Anti-Austerity Campaign has met and the next meeting has been set, everyone who signed up for the Anti-Austerity demo in Manchester received an email telling them about the meeting in order to get more students involved.

Proposed local demonstrations to be organised by The Anti-Austerity team taking different action on each of the days.

C Rand questioned whether SOC will see some formal indication of the proposal.

C Jarvis noted when the working group had fleshed out the actions that will be taking place SOC will be informed however, as the next meeting of SOC will be 2 days before the first demonstration there will not be enough time to discuss the proposal.

SOC approved the proposal

Cost of Living Campaign Update – an update from the Postgraduate Education Officer

L McCafferty noted the meeting of the working group who are in the process of gathering the ideas into project plans and moving

forward from that. Noted meeting with retail and DOS in regards to the student food bank, DOS are on board with the plan and tying it into their own hardship fund. However, the plan is being held back due to lack of a slogan, noted any suggestions are welcome.

J Swo questioned whether external people will be eligible to receive help from the project.

L McCafferty noted in discussions with DOS students will receive tokens for a hamper of food. The project will not be means tested so that students have a stress free encounter. Noted the risk of students potentially abusing the system for their own gains however, it has been agreed this can be absorbed rather than putting students through a stressful and difficult situation of confrontation.

C Rand proposed whether the new found dialogue with DOS along with this campaign could express the officer's view that the current hardship fund is not being fully utilised.

L McCafferty noted this could be a talking point with DOS

Mental Health Awareness Campaign Update – an update from the Welfare, Community & Diversity Officer

J Swo noted wellbeing festival posters are up and is gaining traction on social media, the event will be all day and will have some great events and urges everyone to come along and get involved.

P Costello noted spelling errors on the posters.

Save Our Union Campaign Update – an update from the Activities and Opportunities Officer

C Jarvis noted there had been a meeting on the day where a framework for the year had been discussed.

Transforming Education Campaign Update – an update from the Undergraduate Education Officer

C Rand noted dialogue with officers who expressed interest which were then discussed at the working group meeting who have compiled a strategic along with long term and short term objectives which will be circulated to anyone who is interested.

Anti-Bullying Campaign - A proposal from the Activities & Opportunities Officer

L McCafferty notes there will be a leaflet filled with information in the advice centre. Also noted there needs to be sensitivity

regarding the wording and finally reported that there will be events held around anti-bullying week, and for officers to contact Y Yu if they want to get involved

A Hood reported potentially creating a video series about mental health with a hope that students can relate.

J Robinson noted there will be videos created around the 'Time to Change' pledge.

J Swo reported there has been high interest in the Calais drop off scheme from the local community and would like this to continue.

L McCafferty noted this may be a point of discussion for SOC as it could be in consideration for a SOC project.

S Jones noted next week is travel matters week so there will be some events being held around campus.

Chair noted some of the reports proved to be discussion worth therefore in future can they be put on to the agenda so SOC can get a gauge of how long the meeting will last.

1458 Annual Elections Schedule/Appointment of DRO

Deferred to next SOC meeting.

1459 NUS Zone Conferences: Agree Attendance

L McCafferty noted the expense of sending people to Zone Conferences is high and due to the monetary constraints of the Union the money could be spent on more productive endeavours. However, if officers want to go then the money should be spent to do so.

J Swo believed if any officers would like to go, to research first and decide for themselves whether they would benefit from the experience or not.

J Clare noted they will circulate the events list and if any of SOC would like to attend then email by Wednesday 7th of October.

1460 Management Committee Report

L McCafferty provided a summary of the discussion had regarding the Sombrero controversy at the Management Committee. Reported difficulty of cultural appropriation / appreciation definition and how to know what fits in the category. Suggested a need for consultation with the BME caucus to help define where this line is and they should be involved in defining this rather than a group consisting mostly of white people.

L McCafferty noted Management Committee agreed that the decision taken by the officer in question was the right one and the Union will stand by that.

C Jarvis noted the policy is Operational not Council.

C Rand believed following the earlier presentation from L Moreton regarding clarity of external companies operating in Union House this should go to council to be discussed.

T Etheridge noted when future incidents occur having to wait for management committee to approve a decision may prove to be more damaging.

C Jarvis clarified the events of the said controversy and the decision making process.

A Hood apologises for the stance taken and in future will show more solidarity with decisions and officers in future.

J Swo noted a need for explaining decisions in a timelier manner in future.

C Rand reinforced the notion of clear and constant education for students on decisions and the reasons behind them.

C Jarvis noted not all feedback received from the incident have been negative, many people have stated agreement.

Chair noted key points of this discussion were educating students on decisions taken and discussion when possible with other officers before the initial decisions are made.

1461

Funding Requests

National Demo - Free Education & Living Grants for All – A funding request from the Campaigns & Democracy Officer (see page 13)

C Jarvis noted two coaches are needed for transport to London as part of the Anti-Austerity campaign to take part in the National Demo.

A Hood questioned the accessibility of both travel and the demo for wheelchair users.

C Jarvis noted one of the coaches can be made wheelchair accessible and currently NUS are looking into the accessibility of the demo.

SOC approved the funding request.

1462 Finance Update

No update as J Dickinson was not present.

1463 Cycle of Business

The note the Cycle of Business for 2015-16. (See page: 14)

1464 Any Other Business

J Robinson noted a need for clarity on PTO's process for dealing with statements to the media.

C Jarvis noted anything regarding policy or officers should go through Head of Operations.

J Clare noted the importance of following this process in testing situations as the media will often try many methods to get the type of comment they are looking for, which this process attempts to stamp out.

1465 Time, Date and Place of Next Meeting

To note the next meeting will be held at 5.00 pm on Thursday 22 October in the Board Room, Union House

SOC Action Log for October 1

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
16 October 14	Public statement to be made on DSA Cuts in collaboration with NUA and City College	Liaising with University over joint declaration with NUA/City	Jo, Aaron, Chris	Ongoing
26 February 15	Proposed amendment on the Referendum Bye-Laws to be brought Council.	To be brought to Council	Chris	16 Apr 15
17 September 15	QC Feedback mechanisms to be investigated/ Changes to QC themes to be emailed to Josh	Actioned	Chris/All	October
17 September 15	Investigate location for breast feeding space	Report to be made	Liam	October
1 October	Working group for Islamophobia Awareness Week to be established	Actioned	Liam	October

1740 A Transgender and Non-Binary Students Policy for UEA

(passed 15 October 15)

Proposed by: Elliot Folan (UEA Geeks)

Seconded by: Theo Antoniou-Philips (LGBT+ Officer)

Union notes:

- 1) That transgender and non-binary students are disadvantaged and marginalised in society and at UEA, facing issues like harassment, misgendering, lack of access to adequate healthcare, lack of access to appropriate toilets, poorer employment prospects, lack of appropriate prefixes, lack of non-binary recognition and difficulties in changing university details;
- 2) That there has never been an attempt to estimate how many students at UEA are transgender and/or non-binary, but that the National Union of Students estimates that around 28,000 students in the UK are;
- 3) That the 2013 Concrete Sex Survey suggested that non-binary students make up at least 1-2% of the UEA population;
- 4) That according to research conducted by the NUS, over half of trans and non-binary students (51%) have considered dropping out of university;
- 5) That the position of LGBT+ Officer has only ever been held by a cisgender individual;
- 6) That in 2014, UEA's Trans Place in its delegation to the NUS LGBT Conference went unfilled;
- 7) That the Union's website does not tell people that if they fail to identify as LGBT+ upon registration they will be unable to vote in the LGBT+ Officer election, which has led to some students being unable to vote in elections despite being eligible;
- 8) That many trans and non-binary students, particularly non binary students, may not identify as LGBT and thus may be excluded from elections that they are eligible to vote in;
- 9) Students in the LGBT+ caucus have raised that they have found it difficult to change their names or genders on UEA records using the current UEA email and registry system;

- 10) That Action for Trans* Health provides one of the few centres for trans-related resources concerning medication, administrative changes, housing and the role of the NHS in transitioning;
- 11) That the UK's gender recognition laws still requires trans people to pay fees, go through medical examinations and go before an unelected panel before being able to change their gender on government records. These same laws also refuse to recognise non-binary people.

Union believes:

- 1) That "transgender student" (to be abbreviated as "trans") shall be defined by UUEAS as being any student who identifies wholly or partially as not being the gender they were assigned at birth. This includes, but is not limited to, people who identify wholly with another gender, are genderfluid, are bigender, have no gender or fall under the non-binary umbrella, as well as trans women and trans men;
- 2) The union recognises that not all non-binary people identify as transgender, however, and will extend its support, aid and activism to non-trans non-binary people whilst respecting their gender identity and not describing them as trans if they do not wish to be;
- 3) That we have no tolerance for transphobia and will oppose it wherever it appears;
- 4) That gender identity is defined by the individual, not by society or by societal norms. Trans men are men, trans women are women and non-binary people are non-binary;
- 5) That non-binary, agender, genderqueer, pangender, bigender and genderfluid people exist and are as valid in their gender as any man or woman;
- 6) That people have an unquestionable right to identify as a gender different to the one which they were assigned at birth;
- 7) That people's gender identities are not matters of debate, and that the Union will accept trans and non-binary students without forcing them to justify their existence or their rights;
- 8) That gender neutral pronouns such as "They/Them/Theirs", "Xey/Xem/Xeirs" and other gender neutral variants are all valid pronouns and should be respected by fellow students, by the Union and by the University and its staff;

- 9) That trans and non-binary students have the right to access gender neutral toilets without being faced with unfair restrictions or unreasonable distances to travel;
- 10) That trans and non-binary students have the right to access the toilets that make them feel comfortable and safe in their gender;
- 11) That trans and non-binary students have the right to access healthcare vital to their mental wellbeing and physical transition, and to do so without unreasonable barriers, expenses or waiting times;
- 12) That trans and non-binary students have the right to have their gender recognised by institutions of government, administrative bodies, businesses and other institutions, including the University of East Anglia;
- 13) That if the University of East Anglia forces trans and non-binary students to jump through hoops in order to change their name on official records, it is failing to look after their welfare;
- 14) That trans and non-binary students have the right to change their "official" name and gender on university records without unfair restrictions or excessive stress, and to have those names and genders recognised by the officials and staff of UEA;
- 15) That trans and non-binary students as a Liberation Group deserve their own specific representation within the democratic structures of the National Union of Students;
- 16) That using "X" as a gender marker for non-binary students is dehumanising and erasing of non-binary genders;
- 17) That trans and non-binary students should not have financial barriers put in the way of their transition and should be able to access basic transition supplies;
- 18) That the liberation of trans and non-binary students requires both activism and education, and that UUEAS can play an important role in changing mindsets around trans and non-binary issues as well as fighting for inclusive policies and institutions;
- 19) That any future policy relating to trans and non-binary students should not be drawn up unless trans students from across UEA have had the opportunity to input into a discussion of the policy through a committee, discussion group, survey, caucus or some other method;
- 20) That no policy on trans and non-binary students should be written solely by a cis person without consulting the elected representative(s) of trans and non-binary students;

- 21) That the Union should support trans and non-binary people in demanding the replacement of the 2004 Gender Recognition Act with an Act that would allow trans and non-binary people to self-define their gender, without a need for excessive “evidence” or invasive procedures, as well as demanding an Act that recognises non-binary people.

Union therefore resolves:

- 1) To affiliate to Action for Trans* Health at the cost of one fundraiser per annum;
- 2) To send one delegate to their national conference, to be elected by trans students in a manner determined by the LGBT+ Caucus;
- 3) To mandate the Campaigns and Democracy Officer to –
 - a) Ensure that the LGBT+ registration question on the union website is “do you identify as lesbian, gay, bisexual, pansexual, asexual, transgender, non-binary, intersex and/or another group within the LGBTQIA+ community?”;
 - b) Ensure that any such registration question makes it very clear that if students do not register as LGBT+, they will be unable to vote in the LGBT+ Officer election or in elections for NUS LGBT Conference delegates;
 - c) Ensure that LGBT+ students are reminded, in advance of elections, that they will be unable to vote if they do not register as LGBT+ and to outline the process for doing so.
- 4) To mandate the Welfare, Community and Diversity Officer to –
 - a) Notify Action for Trans* Health of our affiliation to their organisation;
 - b) Press for UEA to work with the Union’s LGBT+ Officer and Welfare, Community and Diversity Officer to improve UEA's training on trans and non-binary issues, and to extend this training to lecturers and teachers;
 - c) Create guides to NHS healthcare services for trans and non-binary students, so that those services are more easily accessible, transparent and understood;
 - d) Campaign for UEA to ensure that its process for changing names on official records is clear, consistent, accessible and simple and does not cause undue stress or anxiety;

- e) Campaign for UEA to ensure that students who have not changed their name via deed poll are provided with the option of having a 'preferred name' on UEA records, and that the process for adding this name is simple, accessible and not stressful;
- f) Campaign for UEA to offer advice services on how to change your name via deed poll through the Dean of Students, such as providing a deed poll template;
- g) Ensure that there is a simple and non-stressful service, provided through the UUEAS Advice Service, to help trans and non-binary students fill out a deed poll form and present it to the university as proof of a name change;
- h) Campaign for the University to ensure that on all official documentation for which gender is asked, there will be a provision for non-binary and other gender options. The Union will, under no circumstances, accept X as a non-binary gender marker or an abbreviation, and will oppose any moves towards X markers;
- i) Lobby for students to have the option of rejecting all prefixes on official UEA records and leaving the prefix space blank;
- j) Campaign for there to be at least one gender neutral toilet in every single university building on campus;
- k) Ensure that, in Union communications and documentation, 'transgender' will be abbreviated as 'trans' without an asterisk as the asterisk is disliked by the vast majority of trans and non-binary people¹;
- l) Ensure that, on all SU documentation and communications where gender is asked, the Union will provide for non-binary and other gender options;
- m) Campaign for UEA to ensure that campus cards will be re-issued free of charge for trans and non-binary students who have come out since receiving their initial campus card, if they wish to change their prefix, name and/or likeness to better reflect their current gender;
- n) Campaign for UEA to explicitly recognise medical transition appointments, and transition in general, as an extenuating circumstance when it comes to issuing extensions for coursework and resits for exams;

¹ <http://www.uktrans.info/attachments/article/377/terminology-survey-results.pdf>

- o) Campaign for UEA to have a graduation dress code that is not gender-specific, and instead follows the example of Cambridge University in stating that “students can choose to wear what they like as long as it is ‘suitably smart dress’... ‘Smart dress’ is defined without reference to considerations of gender identity or expression”,² as opposed to the current UEA dress code which states guidelines for “male” and “female” students and demands that “male” students wear suits³;
 - p) Campaign for UEA to draw up its own Transgender and Non-Binary policy, based on this policy, which will also apply to staff;
 - q) Provide an easily accessible list of UEA’s gender neutral toilets, along with their locations, on the Union’s website.
- 5) To mandate Management Committee to issue a public statement of support for a full-time NUS Transgender Students Officer if a proposal for one is presented to NUS National Conference.
 - 6) To mandate all five of UEA’s NUS National Conference delegates, for as long as this policy is valid, to vote in favour of proposals for a full-time NUS Transgender Students Officer if they are presented at NUS National Conference.
 - 7) To mandate Management Committee to investigate the costs of offering the following products discounted or for free in a manner to be determined by the Welfare, Community and Diversity Officer and LGBT+ Officer:
 - a) Shaving razors;
 - b) Shaving foam;
 - c) Basic foundation available in a range of colours to suit a variety of skin tones;
 - d) Binders;
 - e) Packers;
 - f) The aforementioned guides to NHS healthcare for trans and non-binary students;

² <http://www.reuters.com/article/2015/06/23/us-gay-transgender-college-idUSKBN0P31LT20150623>

³ <https://portal.uea.ac.uk/graduationoffice/summer-graduation/dress>

- g) Other trans and non-binary resources to be developed by the Welfare Officer working with the LGBT+ Officer and UEA Pride committee.

- 8) That the exact process by which discounted/free items and resources will then be distributed will be developed by the LGBT+ Officer and the Welfare, Community and Diversity Officer, with a particular concern to ensuring confidentiality of transgender and non-binary students and ensuring reasonable access to resources.

1741 Fighting Institutional Homophobia in the Health Service

Passed 15 October 15

Proposer: Theo Antoniou-Phillips (LGBT+ Officer)

Seconded: Grace Robinson (Sexpression)

Union notes:

1. That the Human Papillomavirus (HPV) is responsible for 5% of all cancers worldwide and HPV-related cancers are increasing, with HPV directly causing 7,084 cancers in the UK last year.
2. HPV is most commonly transmitted sexually.
3. In 2008, HPV vaccination of girls aged 12-13 in schools with a catch up programme for all girls under the age of 18 was rolled out nationally after recommendations from the Joint Committee on Vaccination and Immunisation (JCVI).
4. That there is no vaccination programme in the UK for men who sleep with men (MSM) after the JCVI indicated that vaccinating boys was unlikely to be cost-effective, and that vaccinating girls would provide 'herd protection' to boys.⁴
5. That delaying gender-neutral HPV vaccination until 2020, as the JCVI suggests, threatens the lives of 400,000 boys each year.⁵

Union believes:

1. That vaccinating women only implies that they are solely responsible for transmitting and preventing HPV. In reality, anyone can transmit HPV and should be protected against the virus.
2. MSM are the group of men most at risk of HPV infection and its consequences. MSM are, for obvious reasons, completely unprotected by a girls-only vaccination programme, however high its uptake.
3. That the cost of £20-£22 million per year to vaccinate boys is more cost effective than compared to the cost of treating HPV related diseases, which in men alone stands at over £32 million per year.

Union resolves:

⁴[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373531/JCVI_interim_state
ment_HP_vacc.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373531/JCVI_interim_statement_HP_vacc.pdf)

⁵ <http://www.hpvaction.org/uploads/1/7/8/5/17850843/jabs-for-boys-report.pdf>

1. To mandate the LGBT+ officer to:
 - a) Sign and share the change.org petition by HPV Action and encourage UUEAS members to sign the petition.
 - b) To lobby East Anglian MPs to sign the current Early Day Motion in parliament on vaccinating young boys against the HPV vaccine.
 - c) To join with the NUS LGBT+ campaign to ensure that we are campaigning for a gender neutral vaccination against the human papillomavirus.

1742 Ending discrimination in the blood service

Passed 15 October 15

Proposer: Dan Wrigglesworth (UEA Labour Students)

Seconder: Theo Antoniou-Phillips (LGBT+ Officer)

Council Notes:

1. More and more members of the LGBT community are becoming aware of the risks of HIV and receive regular testing.
2. A large amount of the LGBT community practice safe sexual acts reducing the risk of transferrable blood related diseases.
3. There is a decline in the amount of blood being donated and a rise in need for blood.
4. Blood being donated undergoes a rigorous testing process to insure it is not contaminated.
5. Men who engage in anal or oral sex with another man are unable to give blood unless they have abstained from these activities for 12 months, as are women who have had sex with a partner who has been sexually active with another man.
6. However those men who engage in sexual activity solely with women protected or unprotected are not similarly restricted.
7. A similar restriction exists for Tattoos and Piercings, however this is period is a duration of only four months.
8. After infection HIV is detectable within a period of 4 to 12 weeks.

Council Believes

1. LGBT members have a right to not be discriminated against.
2. LGBT men have a right to not be discriminated against for their sexuality and safe sexual activities.
3. Information on the restrictions on and how to donate is important.
4. Highlighting the importance of blood donation as well as how much is being lost by these restrictions
5. Further education on HIV and other blood borne diseases is important to help remove stigma and increase blood donation.
6. Since the reduction of restrictions the resolve for this campaign has appeared to decline, at least in visibility.

Council resolves:

1. To mandate the LGBT+ Officer to the following:
 - i. To ensure UEA SU makes it a priority to campaign against the blood donation restrictions on GBT+ men.
 - ii. To lobby the Norwich North and Norwich South MPs to take the issue further.
 - iii. To ensure UEA SU will make effort to emphasise the statistics surround blood donation such as how low the donation figures

are/can be and how they can be improved through more people being able to donate.

- iv. To host a Blood donation at UEA SU to show how important blood donation is and using the event to educate the benefits of changing the policy to include men who engage in sexual activity with men.

1743 Student Fees Equality

Passed 15 October 15

Proposer: Theo Antoniou-Phillips (LGBT+ Officer)

Seconder: Ting Ni (International Students' officer)

Council Notes:

1. International Students currently pay more fees than students from Europe.
2. Once an International Students starts their degree, fees are liable to increase during the course.
3. International Students face major challenges with acclimatisation on campus.
4. Whilst policies exist to better support international students, very little progress is apparent.
5. All International & European Laws in relation to human rights are to be observed and implemented and not just British law.

Council Believes:

1. All students irrespective of whether they are International, European or British must be treated with equality in every respect.
2. International students should be made to feel equal in all ways possible at all times.
3. Better support needs to be provided to International Students by the International Students Association.
4. Greater links needs to be established between Home Students and International Students to create a United Campus.

Council Resolves:

1. Call upon the University of East Anglia to place a cap on all fees charged to International Students this removing any rise in fees after the degree has commenced.
2. To campaign for the equality of student fees for International Students to the same level as European and British students.
3. To campaign all those concerned to achieve the above goal.
4. Work closely with the International Students Association and improve the service and support given to International Students.

5. Work closely with the International Officer of the University of East Anglia and to ensure students representation informs the institution to work better.

6. To lobby the Government to make fees for international students fair.

[http://s3-eu-west-](http://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/7736/fbc36597fc0241ccface6b8e8087f86/Student%20Fees%20Equality.pdf)

[1.amazonaws.com/nusdigital/document/documents/7736/fbc36597fc0241ccface6b8e8087f86/Student%20Fees%20Equality.pdf](http://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/7736/fbc36597fc0241ccface6b8e8087f86/Student%20Fees%20Equality.pdf)

1744 Support when it is needed most

Passes 15 October 15

Proposer: Dan Wrigglesworth (UEA Labour students)

Seconder: Amy Rust (Politics Society)

Union Notes

1. When a student needs to they can intercalate and take time out of study.
2. When a student intercalates they have their loan taken away which can create more problems for the student.
3. Support from the university is often difficult to access and with long waiting times.

Union Believes

1. That the definition of a student under a leave of absence needs to be reclassified.
2. That Student Finance need to reconsider their position on the status of these students.
3. That there needs to be greater provision of university welfare and wellbeing services to these students.
4. That the university has a responsibility to support students who are seeking academic and employability support.
5. University welfare staff should receive specialist training to deal with issues of all students.

Union Resolves:

1. To lobby the university to make sufficient changes to make intercalation easy to understand from the start until the return to study.
2. To lobby Student Finance to cease withdrawing loans from students on leave of absence.
3. To lobby universities to increase support services for students on leave of absence.

4. To ensure that students are still able to access university services during period of absence

5. To ensure that students fully understand the process of intercalation and the support available.

1745 Show me the money!

Passed 15 October 15

Proposer: Connor Rand (Undergraduate Education officer)

Seconder: Theo Antoniou-Phillips (LGBT+ Officer)

Amended by C Jarvis (Campaigns and Democracy Officer)

Union Notes

1. Maintenance grants opened the door to many students entering HE.
2. When grants were last raised by £1,000, this led to a 3.5% increase in participation to University.
3. NUS research shows that 71% of students consider their grant absolutely essential or very important in enabling them to study at the institution of their choice.

Union Believes:

1. That maintenance grants are vital to improving access and social mobility.
2. That any cuts to maintenance grants will disproportionately hit the poor and most disadvantaged
3. Removing grants is going to disproportionately affect LGBT students who have been estranged from their parents forcing them into ridiculous amounts of debt
- 4 The current maintenance grants system is fundamentally flawed due to means testing and fails to recognise the multitude of reasons why a student's parental income will not be a reflection on their ability to fund their studies, including the estrangement of LGBT+ people from their families.
- 5 That a system of universal living grants is what the student union needs to campaign for, so that no student should face financial stress while at University and that the Higher Education funding package should cover the full cost of living.

Union Resolves:

1. To campaign rigorously against the scrapping of maintenance grants.
2. To build alliances with local and national partners campaigning against the scrapping of maintenance grants.
3. To make the cases against these cuts to local MP's for Norwich north and Norwich south.
4. To campaign for the introduction of Universal Living Grants for all.

1746 #RefugeesWelcomeHere

Passed 15 October 15

Proposer: Dan Wrigglesworth (Labour Students)

Seconder: Jack Robinson (Non-Portfolio officer)

C Jarvis (Campaigns and Democracy Officer) has submitted the following amendments (marked in blue) which have been accepted by the proposer.

Union Notes

1. The United Kingdom has received just over 7,000 applications for asylum from Syrian nationals, significantly fewer than European partners like Austria (18,647) and Sweden (64,685). According to Eurostat, there were around 29,100 Syrians seeking asylum for the first time in Europe in the first three months of 2015.
2. Students unions' across the UK are mobilizing to provide support for the refugee crisis – Edinburgh University and Ayrshire college to name a few
3. There has been a petition lobbying David Cameron to take action which has received over 200,000 signatures
4. A press statement has come from the Petitions Committee stating that because "the House of Commons has already had several opportunities to debate this issue, the Committee decided that the time was not right for another debate on the same issue."
5. The sitting government has made reducing migration a political priority.
6. International students are currently counted in net migration figures.

Union believes

1. The UK has a moral obligation to help those fleeing conflict and violence by providing a place for refuge
2. That a further debate should go forward in the House of Commons, to resolve how the UK plays its vital part.
3. Returning to the country they are fleeing is simply not an option.
4. When government fails to act, citizens, organisations and activists are entitled to lobby their government to take appropriate action and where

they still fail to take direct action to support those in need and bring about change.

5. The current government's policies on migration constitute an aggressive demonization of migration and asylum, which coupled with a media that is hostile to migration generally and migrants specifically has led to a toxic public discourse around migration.
6. Britain needs a humane migration policy that is welcoming to refugees as well as economic migrants.
7. The clampdown on migrants is having a severely detrimental effect on international students.

Union Resolves

1. For UEA SU to write to the Prime minister to call on the UK to accept more refugees.
2. For UEA SU to publish a statement in support of the UK accepting more refugees.
3. For a template letter to be issued on our website to enable students to lobby their MP and local councils on the issue.
4. To oppose and condemn the demonization of innocent refugees coming here for shelter.
5. To offer a permanent collection point in Union House for refugees in Calais for as long as the crisis continues.
6. To support students participating in solidarity actions, runs to Calais, direct action against anti-refugee groups and any other campaigning activity in solidarity with refugees and migrants.
7. To support campaigns against deportations of international students, in addition to actions for better conditions in detention centres.

1747 Water, water everywhere and nor any drop to drink

Proposer: Alex McCloskey (Ethical issues officer)

Seconder: Amy Rust (Politics Society)

Passed 15 October 15

Union Notes

1. Union believes that Water should be free and easily accessible to all students.
2. That there currently is not enough water fountains on campus currently for students.
3. Where there are water fountains, it isn't often known to students.
4. Having water fountains easily available to students will be a way to cut down on spending for students who are on campus all day.
5. Cognitive function and general health is impaired by poor hydration.
6. It is advised that adults drink at least 2.2–3 Litres of fluids per day.
7. Bottled Water is readily available but is expensive and generates waste in the form of empty bottles.

Union Believes

1. The implementation of Water fountains across campus is an environmental issue as it would consist of saving plastic.
2. The only access to free drinking water is in Unio and bars in the form of jug and glasses.
3. Doing what we can and ensuring the University does what it can to help students with cost of living is the best for everyone.
4. Access to safe drinking water is a human right as recognised by the United Nations General Assembly resolution 64/292
5. Good hydration is essential for study.

Union Resolves

1. To lobby the University to have more water fountains on campus.
2. To ensure that students know about existing water fountains.
3. To mandate the SU to play a role in drawing up plans for where the Water Fountains are located.
4. To allow students, who wish to refill water bottles in our outlets that we do so on request.

1749 Improving Democracy for Union Activities – Amendment to the Bye Laws

Passed by Union Council 15 October 15

Proposer: Yinbo Yu (Activities & Opportunities Officer)

Seconder: Chris Jarvis (Campaigns & Democracy Officer)

Union Notes:

- Over the course of the last year, UEASU has been working with the University on developing sport in the future.
- In addition to this, Union Council recently passed policy on establishing a Sports Association.
- As well as our sports clubs, our societies, peer support groups and student media groups lack a proper democratic and coordinating structure

Union Believes:

- Ensuring full and proper democratic control over Union run activities is key to delivering a student owned and student led Union.
- Many of the activities we co-ordinate have specific and different needs. For example, activities co-ordinate for students in the Medical school, or activities for international societies are unique and therefore ought to have a bespoke strategy and democratic structure.
- As groups that co-ordinate their own activity, but do not have formal policy making powers, such groups should determine the framework through which they operate and how they will co-ordinate their activity.

Union Resolves

1. To delete all of Bye Law 10 and replace as follows

Bye Law 10: Student Opportunity Groups

1. The union supports voluntary groups of students to carry out and organise sporting, cultural, political, support and other groups of common interest.
2. There will be standing collectives of student opportunity groups as follows, which may both coordinate sub groups and be allocated funding and support to carry out activity:
 - a. UEA Media Collective, which will coordinate student media activity
 - b. Sports Association, which will coordinate student sports clubs
 - c. Societies Collective, which will coordinate student societies
 - d. MedSoc, which will coordinate student clubs and societies in the Medical School
 - e. Academic Societies Collective, which will coordinate the work of Academic Societies
 - f. International SU, which will coordinate the work of International Societies
3. They shall organise their collective as they see fit save that in the event of a conflict over their organising model the Student Activities and Opportunities Officer shall resolve.

Forming a Group

4. The Union produces information for any individual or group of individuals who wish to form a student opportunity group of the Union. Any member may obtain a copy of this information from the Activities and Opportunities Officer.
5. A club can be formed for any sport approved by Sport England that has a registered national governing body, provided that Union Council approve their Constitution. Clubs for sports not approved by Sport England or for sports without registered national governing bodies will not normally be accepted, but can exist with the special permission of Union Council.

6. A society can be formed around any issue, provided that Union Council approve their Constitution and that it isn't covered as a club under the above definition.
7. A peer support group can be formed by a group of students for the sole purpose of supporting their peers, provided that Union Council approve their Constitution.
8. No student opportunity group should usually be accredited when the activity they wish to undertake is already directly provided by a current club, society or peer support group, unless the aim of the proposal is to regulate and support a group of students that wish to undertake that activity within a particular school, faculty or mode of study. Funding procedures and principles will reflect a priority on cross university activity.

Constitution

9. Each student opportunity group must have a Constitution. This Constitution must be completed using the standard template, which can be requested from relevant Union staff.
10. Any change in a student opportunity group Constitution shall require a two-thirds majority of those present and voting at a Club Meeting advertised at least three days in advance. These changes must be approved by the Union Council or by a body delegated this power by the Union Council.
11. If a student opportunity group states that they perform activities within their Constitution which they do not perform, the Activities and Opportunities Officer, relevant Collective or Union Council is able to request the club, society or peer support group re-write their Constitution or start performing the activities within the semester. If the student opportunity group does not comply, the Union can withdraw any grants that have been granted, if no grant has been granted then the membership account will be frozen until the issue is resolved.
12. No student opportunity group should usually be accredited when the activity they wish to undertake is already directly provided by a current club, society or peer support group, unless the aim of the proposal is to regulate and support a group of students that wish to undertake that activity within a particular school, faculty or mode of study. Funding procedures and principles will reflect a priority on cross university activity.

Membership

13. Membership shall be open to all ordinary members and to life members, honorary associate members and honorary life members at the discretion of the committee.
14. When attendance at certain events that may be important to the student opportunity group function is restricted by certain legal requirements that the student opportunity group will be able to stipulate that only members that fulfil these requirements shall be able to attend these events. If the student opportunity group has events such as the above, they will also be required to hold events which are open to all its members and which do not have restricted attendance.
15. Members shall be those that have paid the current subscription fee, which shall be determined by the Committee of the club or society with the exception of the fee for Associate Membership.
16. The fee for Associate Membership shall be determined by the Management Committee on the recommendation of the club or society. This subscription fee is subject to a minimum for clubs and a minimum for societies set by Union Council.
17. Union Council shall set a minimum number of members for a club and a minimum number of members for a group. Groups failing to recruit sufficient members shall not be accredited.
18. Peer support groups have no recorded membership and are open to all ordinary members, associate members, honorary associate members, life members or honorary life members.

Committee

19. The Committee of a group shall have the minimum membership of: the President (or similar implied role); the Treasurer (or similar implied role); the Secretary (or similar implied role); and at least two other members. One member of the Committee must have the responsibilities the Union Council Rep, and another the responsibility of Equality & Diversity monitoring
20. All members of the committee must be ordinary members of the Union who are members of the club, society or peer support group.
21. The Committee members shall be elected annually, by ordinary members of the Union who are valid members of the club or society, and shall hold office for a year, unless they resign. All or any of the Committee members shall resign if a simple majority of the club's society's or peer support group's
22. members present and voting at a General Group Meeting, vote in favour of a motion presented at that meeting demanding such resignations.
23. The Committee shall:
 - a. administer and organise the student opportunity group activities and rules;
 - b. allocate specific responsibilities to Committee members;
 - c. decide in conjunction with the membership the student opportunity group policies; and
 - d. appoint an appropriate person to be responsible for overseeing each election for Committee members (the Election Returning Officer). This person cannot be a candidate in the election and must remain impartial throughout the election process.
 - e. Ensure the student opportunity group abides by, and fulfil their duties in accordance with, these Bye-Laws, the Constitution and policy.
24. Decisions at a Committee meeting shall be reached by a simple majority of those present and voting. Quorum for a Committee meeting shall be one-half plus one of Committee members.
25. Any decisions made by the Committee can be over-ruled by a simple majority of those present and voting at a club, society or peer support group General Group Meeting. A General Group Meeting shall comply with the following regulations:
 - a. The meeting must be advertised three days in advance.
 - b. The meeting shall be held in term-time.
 - c. The meeting shall be called if one quarter of members present a petition to the Union's Student Activities and Opportunities Officer requesting the meeting. The meeting shall take place within three days from the receipt of the petition.
26. Only ordinary members of the Union who are members of the student opportunity group may vote at the meetings.
27. The quorum for the meeting shall be one quarter of the total membership of the club, society or peer support group.

Elections

28. Only ordinary members of the Union who are members of the student opportunity group may stand and vote in elections for Committee member positions.
29. The student opportunity group Election Returning Officer (ERO) shall be a member of the Committee elected from their number, a Student Officer or a member of Union staff.
30. They are responsible for ensuring that there is a fair process for all elections and that the regulations are publicised at least three days before each election commences.
31. In the case of a dispute about the process or outcome of an election, decisions of the ERO can be challenged in the same way as Committee decisions are challenged as outlined in this Bye-Law, or a complaint can be made to a Full-Time Officer who can start the election process again if they find any problems with the process or outcome of any student opportunity group election provided they are not voting in the election.
32. Each post shall be voted on separately and the candidates with the most votes shall win.

Finances

33. The student opportunity group shall not hold a separate bank account and shall place all its funds with the Union.
34. All income must be paid into the student opportunity group subscriptions account. Expenses must not be deducted from income before depositing with the Union.
35. Expenditure in excess of £100 should be notified to the relevant Union staff before it is spent. The relevant form should be completed and supported by relevant paperwork and signed by the 3 committee members, or in cases requiring urgent payment, by 2 committee members and a Trustee.
36. Any student opportunity group that incurs expenditure of more than £100 without first notifying the Union may incur a fine of 10% of the total expenditure.
37. Expenditure of less than £100 may be reimbursed in cash and should be supported by receipts.
38. All the student opportunity group equipment shall be the property of the Union.
39. Should the student opportunity group be inactive for two full academic years, its Constitution shall become invalid and its funds shall become the property of the Union.

Passed by Union Council 15 October 15

1750 Bye-Law 2: Code of Conduct for Union Council Meetings

2.1 This Code of Conduct is written with the intent of ensuring free and equal debate, and are to be interpreted in that spirit.

2.2 A speaker shall always address the Chair, who shall remain impartial. No-one may speak whilst the Chair is speaking

2.3 A Chair and Deputy Chair for the meeting shall be elected by the voting representatives in attendance at the first meeting of the academic year, subject to Clauses 81 to 82 of the Articles of Association. In their absence the meeting can elect its own Chair, who must be an Ordinary member of the Union, subject to Clauses 81 and 82 of the Articles of Association.

2.4 Subject only to a challenge, as provided in this Bye-Law, the Chair's ruling on any question shall be final. The Chair shall ensure that the meeting is in order and that remarks are relevant to the question under debate.

2.5 If any member causes a disturbance the Chair may record the offender's name in the minutes. If that member persists they shall be expelled from that meeting, and may not return until an apology satisfactory to the meeting has been given in writing.

2.6 Any ordinary member, may attend any meeting of Union Council as an observer and may speak on a particular item of business with the agreement of the meeting.

2.7 Meetings must be conducted in accordance with Bye-Law 7: Staff Protocol.

2.8 No meeting of the Union, shall discuss the personal affairs of a member.

2.9 Meetings must include the following business items:

2.9.1 Approval of minutes of the last meeting;

2.9.2 Matters arising from the minutes;

2.9.3 Reports from relevant office holders or representatives of relevant committees;

2.9.4 Formative open discussions on topics, presented as information and questions

2.9.5 Summative motions on topics, presented as notes (facts), believes (opinions) and resolves (mandates on individual members of the Student Officer Committee, the Student Officer Committee as a whole or the Board of Trustees)

2.10 The agenda shall close at least four working days before the meeting and shall be published at least three working days before the meeting.

2.11 Emergency items can only be accepted for consideration with the approval of the voting representatives at the meeting.

2.12 Special or emergency meetings shall, where possible, give five working days' notice, and require a minimum of 48 hours' notice.

2.12.1 Emergency Meetings of Council will be held in accordance with Bye-Law 2: Conduct of Union meetings, but clauses 2.9-2.11 will not apply.

2.13 A motion, amendment or any other item shall be ruled out of order if it:

2.13.1 seeks to alter or rescind policy of higher bodies;

2.13.2 seeks to commit the Trustees, the Student Officer Committee, Union Council, the Directors of the Union's subsidiary companies, the Union's staff or any other person to an illegal act, or seeks to commit Union resources to an illegal act;

2.13.3 seeks to amend the Articles of Association unless it is a properly submitted Articles of Association amendment, or is in contravention to the terms of the Articles of Association and Byelaws, including Byelaw 7: Staff Protocol;

2.13.4 makes a judgment about or includes a view on an individual, external organization or company that does not include robust evidence, and/or contain verifiable quotes and/or is defamatory.

2.14 The power and responsibility to exercise clause 2.13 shall rest with the chair, save that any such decision shall be able to be overturned by the Trustee Board (or Management Committee acting in lieu of Trustee Board). Any such overrule shall be reported to Council.

2.16 Items may be withdrawn by the proposer, but it shall then be open to the seconder or other member to propose that item, provided that it is done immediately after such withdrawal.

2.17 Unless agreed by the meeting, no item shall be discussed for more than sixty minutes. After sixty minutes, if the meeting agrees no further discussion on the item shall take place, there shall be a summing up speech by the proposer followed immediately by a vote.

2.18 If an amendment is accepted by the proposer of the original motion, it shall be included in the original motion.

2.19 An amendment to a motion may be proposed to the proposer and the Chair any time following the publication of the agenda until 48 hours before the meeting begins. Should the proposer reject such an amendment, it

may be considered at the meeting. No further amendments may be submitted, save for minor textual amendments.

1.20 Any further amendment to the original amendment may be considered at the Chair's discretion.

1.21 Except where waived, all debates will consist of a proposing speech, a speech against, a second proposing speech, a second speech against, questions and clarifications, and a summation.

1.22 Proposing speeches and speeches against may be up to five minutes in length, second proposing speeches and second speeches against may be up to three minutes in length and a summation may be up to two speeches in length.

1.23 At the start of a debate the proposer will be invited to make a proposing speech, and then all amendments will be debated in turn, with a proposing speech, a speech against, points and summation.

1.24 Extra rounds of speeches on motions or amendments, may be granted at the Chair's discretion based on indications from the floor. These rounds of speeches will be up to three minutes in length each.

1.25 Amended debates will always end with a balancing opposing speech on the substantive and a summation.

1.26 The allocation of the order and interrelationships of a motion and amendments to it shall be determined by the Chair at its absolute discretion following appropriate consultation with submitting Councillors.

1.27 Following opening speeches in each debate councillors will be entitled to ask general questions and clarifications for a period determined by the Chair.

2.28 A motion to remove the Chair of the meeting and elect another one shall be tabled in the same way as any other motion and shall force the resignation of the Chair on a simple majority of those present and voting.

2.29 A Motion of Censure or Commendation shall be tabled in the same way as any other motion, and shall be passed by a simple majority of those present and voting.

2.30 Each member shall have one vote, and members may vote in person or electronically.

2.31 If there are an equal number of votes both for and against the Chair shall exercise the casting vote. The Chair shall not otherwise vote even if they have temporarily stepped out of the Chair, subject to Clauses 82 to 84 of the Articles of Association.

2.32 Except during voting a member may raise a point of order, as outlined below, by raising a hand and calling "order". The Chair shall immediately hear the point of order and rule on it.

Points of order include:

2.33.1 Call of quorum.

2.33.2 Challenge of the Chair's ruling, which shall be raised only on the grounds that it contravenes the Articles of Association, these Bye-Laws or Policy. When a challenge is made the Chair shall relinquish the role of Chair. The proposer of the challenge and the Chair shall have up to one minute to state their cases, and the challenge shall then be put to the vote. A challenge shall be accepted by a simple majority.

2.33.3 Assertion that the matter under question contravenes the Articles of Association and to defer a decision until the Trustee Board has met to interpret the Articles of Association.

2.33.4 Clarification from or through the Chair.

2.33.5 Procedural Motions as outlined in this Bye-Law.

2.34 Procedural motions shall be, in order of precedence, that:

2.34.1 Move to a vote on the item;

2.34.2 Consider the item in parts;

2.34.3 The number and duration of speeches be reduced;

2.34.4 The item be considered by referendum, subject to terms outlined elsewhere in these Bye-Laws or the Articles of Association;

2.34.5 The item be referred to a later meeting;

2.34.6 The item be referred to a committee for examination and report, or referred back to a committee for re-examination and report;

2.34.7 The item to not be considered; or

2.34.8 The meeting be adjourned temporarily.

2.34.9 The Meeting be subject to a time guillotine to be decided by Council.

2.34.10 An item be moved to the top of the agenda.

2.34.11 That an item be referred to an assembly or caucus.

2.35 Meetings of council must ensure that when a vote takes place, it must be conducted through a method of secret voting, although all votes must subsequently published once the meeting has closed.

2.36 Amendments to the Articles of Association or these Bye-Laws may only be considered if they appear in full on the properly published agenda, under the heading 'Amendment to the Articles of Association' or 'Amendment to the Bye-

Laws'. The amendment and section/paragraph to be amended must be stated clearly.

2.37 Any Union staff member can attend and speak at Union Council meetings with the permission of the Chair.

2.38 A cycle of business will be proposed by the Chair of Union Council, in collaboration with the Campaigns & Democracy Officer, at the first Union Council of the academic year to facilitate broad discussions in accordance with 2.9.4. Councillors may amend this discussion and submit any item for discussion, provided it does not contravene the byelaws or articles of association to the agenda of any meeting of Union Council.

2.38 This Bye-Law must be renewed by the first Union Council of the academic year on consideration of recommendations made by the Campaigns and Democracy Officer.

2. To approve the following as the cycle of business for the 2015/16 academic year:

29th October: Clubs and Societies

19th November: LCR

3rd December: Waterfront

21st January: Unio

11th February: The Shop

3rd March: Advice & Housing

21st April: Bars

1753 Supporting student action on climate change

Proposer: Helen Mallett (Food Co-Op)

Seconder: Alisha Patel (UEA Healthy Planet)

Passed 15 October 15

Union notes:

1) Climate change is exacerbating floods and droughts⁶, with estimates for those already seriously affected as high as 325 million people⁷. This humanitarian crisis disproportionately affects those who have done least to be the most affected by climate change⁸.

2) The 2015 United Nations Climate Change Conference (COP21) will be held in Paris from 30th Nov to 11th Dec. The conference objective is to achieve a legally binding and universal agreement on climate action. Previous COP talks have failed to reach legally binding agreements considered satisfactory by climate scientists⁹.

3) Concerns have been raised that corporations with a vested interest in watering down any agreement have too much power in the talks¹⁰. Sponsors of the conference include energy company EDF, who operate coal power stations and are actively involved in plans for expansion of nuclear power in the UK¹¹, and Suez Environment¹², a member of the pro-fracking lobby group Centre for Non-Conventional Hydrocarbons¹³. The 'business focussed' Sustainable Innovation Forum, a side event, is sponsored by car company BMW and Vattenfall, an energy company that operate controversial lignite coal mines in Germany¹⁴, among others¹⁵.

4) UK government has proposed to cut renewables subsidies by up to 87%, a move suggested to have contributed to the collapse of two solar power

⁶ <http://climate.nasa.gov/effects/>

⁷ <http://www.ghf-ge.org/human-impact-report.pdf>

⁸ http://hdr.undp.org/sites/default/files/hdr_2011_en_summary.pdf

⁹ <http://www.theguardian.com/environment/2015/jun/02/everything-you-need-to-know-about-the-paris-climate-summit-and-un-talks>

¹⁰ <http://www.triplepundit.com/2015/07/groups-raise-concern-role-cop21-sponsors/>

¹¹ <https://www.edfenergy.com/energyfuture/edf-energys-approach-why-we-choose-new-nuclear/edf-energys-nuclear-strategy>

¹² <http://www.cop21.gouv.fr/en/partners/business-and-sponsors>

¹³ <http://www.chnc.fr/le-chnc-en-bref#les-membres>

¹⁴ <http://corporate.vattenfall.co.uk/about-vattenfall/about-us/operations/generation/coal/>

¹⁵ <http://www.cop21paris.org/>

companies shortly after the announcement¹⁶.

5) Mass demonstrations are planned in Paris, and in many other cities including in London on 29th Nov. Demonstrators plan the 'largest mass civil disobedience climate justice action that we have ever seen in Europe'¹⁷.

Union Believes:

1) That we must do everything in our power to rapidly reduce the global use of fossil fuels and expand clean energy alternatives.

2) Government inaction on climate change is unacceptable and irresponsible, and civil disobedience is an appropriate response.

3) Corporations with a vested interest in watering down climate legislation should not be permitted to lobby at, let alone attend, COP events. Such corporations include those who operate in fossil fuel extraction, energy supply and the automotive industry.

4) UUEAS should support students who wish to demonstrate in support of real action on climate change, including participation in civil disobedience.

Union resolves:

1) To organise and fund transport for students to the 'The People's March for Climate' demonstration in London on the 29th November 2015.

2) To invite students from Norwich University of the Arts (NUA) and City College to use this transportation.

3) To mandate SOC to mobilise students for this demonstration and those in Paris throughout the COP15 talks.

4) To continue to support student participation in future campaigning and protest around climate change.

¹⁶ <http://www.theguardian.com/environment/2015/oct/08/second-solar-firm-in-two-days-goes-bust-blaming-tory-policy>

¹⁷ <http://www.theguardian.com/environment/2015/oct/08/activists-promise-largest-climate-civil-disobedience-ever-at-paris-summit>

1754 Sombre-no: Clarifying the equal opportunities policy

Passed 15 October 15

Proposer: Asia Patel (Feminist)

Seconder: Aliyah Rawat (BME LGBT+)

Union Notes

1. That during Fresher's Fair organisations gave out leaflets, flyers, vouchers, and merchandise.
2. That UUEAS societies often book stalls in the union building and give out leaflets, flyers, vouchers, and merchandise.
3. That external organisations with stalls in the union building receive a copy of the equal opportunities policy that outlines the regulations that must be adhered to when advertising/campaigning in the union building.
4. That organisations and societies do not always follow the equal opportunities regulations in their advertising.
5. That people who are not of the targeted group of any discriminatory literature/merchandise are not the most qualified to make the decision on whether to disallow external organisations/societies to stop the distribution of discriminatory literature/merchandise.

Union Believes

1. That everyone must be treated equally.
2. That discrimination or prejudice of any kind will not be tolerated.

Union Resolves

1. That commercial partners participating in events within union buildings will receive a copy of the equal opportunities policy at least two weeks before the event.
2. That commercial partners should send literature and a detailed list of merchandise to be distributed to the union at least a week before the event for which they are participating in.

3. That literature and merchandise lists should be vetted by student officers and union staff members.
4. That Management Committee delegate responsibility for decisions on whether to prohibit the distribution of potentially discriminatory literature or merchandise to an extra-ordinary meeting, whether in person or online, of the relevant liberation caucus (e.g. the Ethnic Minorities caucus as regards issues of racism). Where this is not possible, the decision should be made unanimously by the relevant Liberation Officer (e.g. Ethnic Minorities Officer as regards issues of racism), chair of the relevant caucus and the Chair of Management Committee.

1755 Food Waste

Passed 15 October 15

Proposer: Helen Mallett (Food Co-Op)
Seconded: Elliot Folan (Geek Society)

Union notes:

- 1) An estimated 250,000 tonnes of food is wasted yearly by the wholesale and retail sector in the UK, despite the fact that all of this waste is avoidable through the redistribution, recycling and energy recovery of food¹⁸.
- 2) In 2013/14 more than 20 million meals were given to people in the UK in food poverty, a 54% increase on the previous year¹⁹. In 2014/15 the Trussel Trust foodbanks provided enough emergency food to feed 1.1 million people for three days²⁰.
- 3) Earlier this year the French national assembly unanimously passed legislation banning supermarkets from throwing away or destroying any unsold food. Instead they must donate it to charity or for animal feed.
- 4) The Union shop regularly has to throw away surplus food because of restrictions to its date label, mislabelling and packaging damage, despite the food being generally still edible for days to come.
- 5) There are various charities and organisations struggling to provide food for people in Norwich, including Foodcycle, Norwich Soup Movement, The People's Picnic, Norwich Foodbank.

Union Believes:

- 1) Food shouldn't be thrown in the bin, in the same neighbourhood as people struggling to find enough food.
- 2) Food wastage is not only ethically questionable, it is also a considerable factor in regards to anthropogenic climate change, with 320,000 tonnes of greenhouse gas emissions associated with food waste in the UK¹.
- 3) UK food waste from the whole supply chain is estimated to produce >21,000,000 tonnes of CO₂¹. Part of being a sustainable and ethical food retailer

¹⁸ (2015), *Estimates of Food and Packaging Waste in the UK Grocery Retail and Hospitality Supply Chains*, Waste and Resources Action Program (WRAP), <http://www.wrap.org.uk/sites/files/wrap/UK%20Estimates%20February%202015%20%28FINAL%29.pdf> .

¹⁹ Cooper, N., Purcell, S., and R. Jackson (2014), *Below the Breadline – The relentless rise of food poverty in Britain*, Oxfam, The Trussel Trust, Church Action on Poverty, http://www.trusseltrust.org/resources/documents/foodbank/6323_Below_the_Breadline_web.pdf .

²⁰ (2015), Press release, Trussel Trust, <http://www.trusseltrust.org/resources/documents/Press/Trussel-Trust-foodbank-use-tops-one-million.pdf> .

is avoiding food waste.

4) Increase in dependency on food banks is in large part a result of the current government's policy of austerity, cuts to benefits and sanctions regime.

Union resolves:

1) To investigate the feasibility of distributing/offering all unsellable food to The People's Picnic, Norwich Soup Movement, Foodcycle, Norwich Foodbank and similar organisations.

2) To investigate the feasibility of using unsellable food for a campus community 'food rescue' (similar concept to foodcycle). These food rescue events represent an opportunity to raise awareness about food waste and sustainable consumption among students and academics on campus.

3) To encourage shop staff to offer / continue offering food that is 'expired' or near expiry date at a discounted price or for free within the shop.

4) To lobby UEA food services to do the same.

Proposed Election Schedule 2016

Date	Main Elections	Delegate Elections
Monday, 1 th January	Nominations Open	Nominations Open
Friday, 22 nd January	--	Nominations Close
Monday, 1 st February	--	Voting Opens
Friday, 5 th February	--	Voting Closes
Friday, 19 th February	Nominations Close	--
Monday, 22 nd February	Training Week	--
Friday, 4 th March	Hustings and the start of campaigning	--
Monday, 7 th March – noon	Voting Opens	--
Friday, 11 th March – noon	Voting Closes & some sort of party	--

SOC Proposed Cycle of Business

Each Meeting (format agreed earlier):

- Chair Update
- Departmental Presentations and Strategic Exercises
- Issue Presentations
- Items for discussion
- Policy Implementation
- Projects, Campaigns and Policy Reports
- Management Committee Report
- Funding Requests

Semester One	
Week 2	Departmental Presentation: Marketing and Business Development Annual Elections Schedule Appointment of DRO Zone Conferences: Agree Attendance Review of Welcome Week
Week 5	Departmental Presentation: Advice Union House 2015: Feedback on the new building Finance Update
Week 7	Departmental Presentation: Campaigns and Policy NUS National Conference Delegate Leader Election
Week 8	Departmental Presentation: Operations Reports from Zone Conferences Finance Update
Week 10	Departmental Presentation: Opportunities (Clubs and Societies)
Semester Two	
Week 1	Departmental Presentation: Venues Finance: Estimates Steering Discussion
Week 3	Departmental Presentation: Housing
Week 6	Departmental Presentation: ENTS/Waterfront

Week 9	Departmental Presentation: Retail Finance: Estimates 15-16 Proposal
Week 10	Departmental Presentation: Opportunities (Volunteering & Enterprise)
Week 12	Departmental Presentation: Review (Find and Fix) Finance Update