

# agenda

Meeting:	Student Officer Committee
Date:	Wednesday 4 May 2016
Time:	5.00 pm
Location:	Green Room, Union House
Code	SOC 18 ST 05

- 1579      Chair Update**
- 1580      Attendance and Apologies**
- 1581      Minutes of the meeting held on 14 April/Matters Arising/Action Log**  
(See pages 2-7)
- 1582      Items for Discussion**
- 1583      SOC Review**
- 1584      Policy Implementation**  
Policy passed at Council 21 April (See pages 8-18)
- 1585      Projects, Campaigns and Policy Reports**
- 1586      Cycle of Business**  
  
To note the Cycle of Business for 2015-16. (See page 19)
- 1587      Any Other Business**
- 1588      Time, Date and Place of Next Meeting**  
  
To be confirmed.

# minutes

Meeting:	Student Officer Committee
Date:	Thursday 14 April 16
Paper:	SOC 8 Spring Term 16
Author:	Tony Moore
Purpose:	Record of Decision Making

## Key Discussions

- Officer Handover

## Key Actions

- Approved funding request for initial registration of Housing Co-op
- Officers allocated to lead on policy implementation

## **Union of UEA Students Purpose:**

"To enrich the life of every UEA student"

## **Minutes of the Student Officer Committee**

**14 April 2016**

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### **Members present:**

Voting Members Present: Theo Antoniou Phillips (LGBT+ Officer), Liam McCafferty (Postgraduate Education Officer), Philippa Costello (Non-Portfolio Officer), Jack Robinson (Non-Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer), Jo Swo (Welfare, Community & Diversity Officer), Yinbu Yu (Activities and Opportunities Officer), C Rand (Undergraduate Education Officer), Aaron Hood (Students with Disabilities Officer)

### **Chair:**

Chris Jarvis (Campaigns and Democracy Officer)

### **In attendance:**

Zoe Phillips (Student Events Coordinator), Tony Moore (Democracy and Governance Coordinator), J Clare (Head of Student Engagement).

### **1567 Departmental Presentation: Events**

Z Phillips (Student Events Coordinator) outlined how UEASU provided support for student led events.

ZP highlighted the picture with regard to BEM engagement with events as an example of Events' work with H2R groups and the challenges related to increasing inclusivity whilst maintaining commercial profitability.

ZP reported a series of initiatives that would take place involving early and stronger consultation, non-alcoholic events and more publicity for the support available.

ZP noted the success of the LGBT+ night and the plan to grow these. ZP reported that specifically tailored events for other H2R groups would be in the pipeline.

H Hussein noted that events' arrangement had been discussed at BEM Caucus and it had been noted that an initiative by international students to have their own DJ had been rejected. ZP reported that ENTS gave all prospective DJs a trial run and provided support for DJs in the role as DJing could be a challenging situation but what was important that every student was given an opportunity. ZH thought it important to have better signposting of the opportunities on offer and the provision of support.

H Hussein believed that Black History Month would be an ideal opportunity to provide opportunities to BEM DJs.

ZP noted that the A-List would provide a perfect space for experimentation.

T Antoniou Phillips (LGBT+ Officer) noted that when Council mandated specific events it was important to: make financial projections, be clear about the nature of the relationship between the commercial and charity aspects of any event and realise when an event was expected to be a loss leader. ZP believed it would be useful to have should be a separate budget for charity events and for clarity over the expectations for each event.

**1568 Chair Update**

No updates.

**1569 Attendance and Apologies**

Apologies from: Jim Dickinson (Chief Executive), Cameron Mellows (Non-Portfolio Officer) and Alex McCloskey (Ethical Issues Officer) Tom Etheridge (Non-Portfolio Officer) and Sam Jones (Environmental Officer), noted.

**1570 Minutes of the meeting held on 28 January 2015/Matters Arising/Action Log**

Chair noted that the meetings on 8 February, 25 February and 10 March had been inquorate.

**1571 Funding Requests**

*SOC noted prior online approval of requests for: funding for Never OK! New posters, EU Referendum Debates and Transitioning at UEA Guide had been approved online.*

**Housing Co-operative**

Chair stepped down for this item.

C Jarvis (Campaigns and Democracy Officer) noted that the £350 requested would cover the fee for a consultancy to advise on the registration of the Co-op.

There were no comments.

*SOC approved the funding request.*

**1572**

## **Items for Discussion**

### **Officer Handovers**

Chair noted the extended handover period, due to the change to 1 July for the commencement of PTOs term of office.

J Robinson believed the last handover had been too rushed and that there should be a guide with tips for incoming PTOs.

JR believed the handover experience was more difficult for Non-Portfolio Officers as they each had their own individual projects and campaigns.

J Clare advised that Officers would be sent the existing guide.

L McCafferty believed each Officer should meet with their successor at an early stage so as to set limits and close down particular projects.

J Swo believed it important for key campaigns such as well-being and mental health to have clear lines of responsibility.

A Hood recalled running into a problem early on as an Officer when being asked for a quote by student media and not knowing what to do.

*SOC noted that the Chair and the Head of Student Engagement would meet to work out the content for residential training and would bear in mind the above comments.*

**1573**

## **Policy Implementation**

SOC approved the previous allocation of Officers and staff to lead on the implementation of policy passed by Council on 11 February and 3 March:

1848 Policies sent to NUS National Conference	<i>Completed</i>
1854 Amendment to the byelaws: Union Democracy	CJ to handover
1856 Why is my curriculum white?	HH/CJ started
1857 Amendment to Byelaws - PTO Terms of Office	<i>Completed</i>
1858 We are not unicorns	AH/JS

1859 It's Time to Talk about Costs on Campus	LM
1860 Amendment Bye-Laws: NUS LGBT+ Conference Delegates	<i>Completed</i>
1873 Unnecessarily gendered products	Thought to have been actioned CJ will check
1874 Hidden course costs are still a problem	CR
1875 Save Our Human Rights Act	CJ/AR
1876 Protecting LGBT+ Refugees and Asylum seekers	TAP
1878 Amendment to the Byelaws –Caucuses and Assemblies changing their names	<i>Completed</i>
1879 Lads in the Lab, Sexism in the Seminar	PC/CR/LM
1880 Reclaim the Night in Norwich	JS

**1574 Projects, Campaigns and Policy Reports**

No additions.

**1575 Management Committee**

SOC received the minutes of the meetings on 26 January and 23 February without comment.

**1576 Revised Cycle of Business**

Noted

**1577 Any Other Business**

None.

**1578 Time, Date and Place of Next Meeting**

To be confirmed.

## SOC Action Log for 4 May 2016

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	<b>Liaising with University over joint declaration with NUA/City</b>	Jo, Aaron, Chris	Ongoing
17 September 15	Investigate location for breast feeding space	<b>Report to be made</b>	Jo Swo	December 15
26 November 15	Transport working group to be formed with special focus on parking permits	<b>Group to meet and bring policy proposals to Council</b>	Liam/Jo Swo	Spring term
26 November 15	SOC Policy Implementation Review to be held	<b>To be held and report made to Council</b>	Chris	Spring term
26 November 15	Liaison with staff to improve Clubs and Societies area of the website	<b>Ongoing</b>	Chris	Spring term
26 November 15	Management Committee to discuss prioritisation of non-commercial and commercial publicity in Union House	<b>Ongoing</b>	Liam	Spring term
28 January 16	Agreed to join a commercial partnership with green energy companies as a charity affiliate	<b>Agreement to be reached</b>	Sam	March 16
28 January 16	Snooker Club space	<b>Lobby Sportspark for space or better deal at Riley's</b>	Yinbo	March 16
14 April 16	Chair and the Head of Student Engagement to meet to work out the content for residential training in light of SOC comments at 14 April meeting	<b>To be in place for residential training</b>	Chris/Josh	June 16

## All Policies passed by Union Council 21 April 2016

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### 1892 (a) Campaign and Democracy Officer's Report on Implementation of Policy 1749: mandated changes to the Bye-Laws

#### Union Notes:

1.
  - a. Motion 1749 – Improving Democracy for Union Activities sought to introduce democratic structures into the way our clubs, societies and other activities run.
  - b. This resolution, as part of the role description for the Sports Association and Societies Collective Executive Presidents, stated that they would be responsible for bringing relevant motions to Union Council.
  - c. The resolution, however, did not amend the membership of Council within the byelaws to enable these Presidents to sit on Union Council.
2.
  - a. Motion 1821 – NUS Lead Delegate – Let's Improve Our Democracy mandated the Campaigns & Democracy Officer and the Democratic Procedures Committee to look at the way the lead delegate for NUS National Conference is elected.
  - b. The Democratic Procedures Committee met with the proposer of the motion and discussed that the most effective way to ensure a democratic mandate for the lead delegate was to incorporate its election as part of the cross campus ballot for the delegate places.
3.
  - a. The Democratic Procedures Committee was established through referendum as part of the Full Time Officer role review in 2014.
  - b. The current constitutional framework is unclear as to who the electorate of the body shall be.
  - c. The last time elections for DPC were held, no candidates came forward.
  - d. The DPC currently does not have a full membership and it has only met once this year.
  - e. The DPC currently has members sitting for two year terms.

#### Union Believes:

1.
  - a. The membership of council should include all those positions within the Union that have specified as part of their role the bringing of resolutions to Council.
2.
  - a. As representatives of the views of UEA Students on a national scale, the delegation we send to NUS Conferences should be decided on by our membership as a whole, not by small groups of people at the top of the organisation.
- 3.

- a. There is still a need for a steering group that looks at ways in which we can make our democracy more accessible.
- b. The current assumption that the DPC should be elected by a cross campus ballot hasn't worked.
- c. The two year term rule for DPC may be prohibitive to people wishing to stand for election, but has also led to members of the DPC lacking commitment to their role or else resigning upon their graduation.
- d. The DPC is currently unwieldy in its large makeup.
- e. There is also a need for additional support for the Chair of Union Council on constitutional matters and in relation to the running of the meeting that can be provided if the DPC's role is expanded.

**Union Resolves:**

1.
  - a. To add new byelaw 1.11.12: "The President of the Sports Association Executive and the President of the Societies Collective Executive.'
2.
  - a. To amend byelaw 13.2 to read:  
 13.2 The election should be conducted in accordance with the standard election by laws, save that: the nominations process will include a process for self-definition of woman status, and for candidates to opt in to stand to be the delegation leader.
    - 13.2.1 Three separate counts will then be run, using the same ballot papers.
    - 13.2.2 In the first count, all candidates who did not opt in to stand to be the delegation's leader shall be excluded.
    - 13.2.3 In the second count, all candidates who are not self-defining women will be excluded.
    - 13.2.4 A number of candidates to equal 50% of the delegation size rounded down will be elected in this count.
    - 14.2.5 Where the delegation leader is a woman this calculation will be amended appropriately.
    - 14.2.6 When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to the reserved candidates.
    - 14.2.7 In the third count, all candidates will be reintroduced and preferences examined, save for preferences for those who were elected in the first count.
3.
  - a. To amend byelaw 1.30 to read: "The Democratic Procedures Committee shall consist of The Campaigns & Democracy Officer and 6 individual members, who shall be elected for a one year term by Union Council."
  - b. To add new bye-law 1.31.6 and renumber accordingly: "Support the Chair of Union Council, by advising on matters of process and constitutional

interpretation and will be responsible for the receipt and ordering of procedural motions within Union Council.”

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## **1897 Bread and Roses: Decent Conditions for Health Science Students on Placement**

Proposer - Juliet Donaghy (HSC YR1 UG)

Seconder – Ruth Stone (Edith Cavell Society)

### **Union Notes:**

1. Many Health Science (HSC) students do not adhere to a typical student calendar.
2. Students have little influence on placement allocation during their first two years of University study.
3. Students on placement are expected to produce summative academic work alongside their practical assessments.
4. Placements can isolate students and cause high levels of stress.
5. This Union recently sent a motion to the NUS conference acknowledging a systemic lack of support for nursing students contributing to high failure and drop out levels.
6. Legal protection for whistle-blowers was extended to Nursing and Midwifery students in 2015.

### **Union Believes**

1. UEA SU has the ability to improve the lives of Health Science students.
2. Health and safety concerns at placement should be dealt with promptly and transparently by the trust.
3. HSC students that work in NHS services do not have adequate work protections.
4. There is a need to protect the supernumerary status of students on placement so they can learn without being expected to replace qualified staff.
5. Health Science students have the right to fair breaks, working conditions which are as safe as possible, private and family lives, freedom of expression, protection from bullying, and union representation and advice during placements.
6. All students should have access to accommodation which is not detrimental to academic work during placements.
7. All HSC students should feel able to raise concerns about unsafe practice without fear of detriment.
8. Opportunities such as participation in sports and societies should be accessible to all students regardless of course start times.

9. Union support should be available to any students experiencing difficulties on placement.

**Union Resolves:**

1. To mandate the Student Officer Committee to:
  - a. provide accessible information to all HSC students on the benefits and limitations of all relevant trade unions which can support HSC students, including Unison, Unite, the Community and District Nursing Association, Chartered Society of Physiotherapy, GMB, The Royal College of Midwives, and the Royal College of Nursing.
  - b. provide information on whistle-blowing for HSC students, including the Duty of Candour expected of students, organisations providing support for whistle-blowers and the Freedom to Speak Up Guardians situated in all trusts working with UEA students; inform HSC students of their rights on placement and the correct procedure to raise concerns.
  - c. communicate with HSC staff on the needs of HSC students while maintaining the confidentiality of any HSC students who have raised concerns.
  - d. assess the specific needs of mature HSC students and address problematic areas that arise.
  - e. assess the specific needs of HSC students with caring responsibilities and identify how to best support these students.
  - f. ensure that the union's work to improve student mental health includes advice to students navigating Fitness to Practice regulations.
  - g. ensure the inclusion of all HSC students, including Midwives, within Welcome Week activities that are designed for non-standard calendar courses such as medicine, where appropriate.
2. To lobby the Nursing and Midwifery Council to uphold freedom of expression and the right to personal life in future versions of the NMC code, removing restrictions on co-operating with the media and relaxing the guidance on professional behaviour. This includes allowing student nurses to express themselves freely online (barring hate speech, breaches of confidentiality and evidence of misconduct at work).
3. To lobby the University to focus placement allocation on the needs of students, particularly in the interests of student carers, family cohesion and professional development.
4. To lobby the University to front placement costs so that students are not prevented from accessing resources such as placement accommodation by the delay in official reimbursement.
5. To advertise the financial support available to HSC students due to start placements.
6. To collect data on the placement experiences of HSC students at least once every year, including: hours worked, supernumerary status, breaks taken, health and safety needs at work, incidences of bullying and harassment, the relationship of students with their mentors and link

lecturers, that standard of accommodation available, and the impact of placements on wellbeing and family life, identifying the placement areas which show persistent problems

7. To ensure all students raising concerns on placement have support from the SU advice centre and access to advocates during any meetings regarding the concern.
  8. To mandate the Activities and Opportunities Officer to create a plan to ensure that students with placement duties and atypical calendars are not excluded from clubs and societies.
  9. To lobby the Sportspark to provide more flexible pricing arrangements for students on courses with atypical timetables
  10. To encourage liberation caucuses, assemblies and peer support groups to consider the needs of HSC members whose participation may be limited by placement duties.
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## **1898 Black History Months**

Proposer: Hussam Hussein (Ethnic Minorities Officer)

Seconder: Aliyah Rawat (Chair of BME Caucus and LGBT caucus rep.)

### **Union Notes:**

1. That Black and Minority Ethnic (BME) students are under-represented in the SU institutions
2. The Ethnic Minorities Officer has organised in 2015 UEASU a large number of events during Black History Month (BHM) increasing the engagement of BME students in UEASU events. This was the first time that the UEASU has organised and hosted a BHM full of events.
3. That it is currently not compulsory for UEA SU and the Ethnic Minorities Officer to organise and participate in Black History Month every year

### **Union Believes:**

1. The Student Union should host events through Black History Month to raise awareness of BMEs students, their cultures, and experiences, and to make the SU a more inclusive place
2. Students should be fairly represented
3. BHM is an important month to recognise BME history.

### **Union Resolves:**

1. Black History Month should be organised every year
  2. To mandate the UEA SU, the Ethnic Minorities Officer, and the Campaigns and Democracy Officer, in coordination with the BME caucus, to run a range of events through Black History Month including awareness campaigns and also social events to ensure that we remember the unbelievable work and contributions of BME activists and celebrate the BME identities.
  3. To mandate UEA SU to introduce a BME/International club night, working with the BME Caucus and the Ethnic Minorities Officer, to take place in October during Black History Month, and to additionally diversify the music played throughout the year in LCR events to include more BME/International music.
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### **1899 For a BME inclusive election**

Proposer: Hussam Hussein (Ethnic Minorities Officer)

Seconder: Emmanuel Agu (CHE YR3 UG)

#### **Union notes:**

1. During the 2016 Union Elections ('Leadership Race') there was frequent miscommunication of rules to candidates- many candidates running for positions with little experience of council or union structure were impacted by this.
2. Union council representatives, and UEASU elected officers are predominantly white.
3. None of the Elected full time officers self-identify as BME.
4. Outside of Elected roles that are guaranteed for BME students and international students, there are only 2 self-identifying elected BME officers.
3. In the miscommunication of rules, Husting times/locations and manifesto submitting processes etc., BME identifying students & candidates were disproportionately affected.
4. Several BMEs candidates have voiced that they have felt overwhelmed by the elections campaigns and did not know how to run an electoral campaign.

#### **Union believes:**

1. That any student should be able to run in the elections, regardless of prior involvement in campaigns and democratic structures within the student's union.
2. That the rules of the elections should be easily accessible and clear to all candidates
3. That the Students Officers Committee should endeavour to be representative of *all* students, including BMEs students.

## **Union resolves:**

1. To mandate the Ethnic Minorities Officer and the Campaigns and Democracy Officer to run a campaign to BME students (*similar to that of the "Yes she can! Be a leader" campaign*) to support their involvement in the SU democratic institutions, participation in the elections as candidates, including sessions on how to run a successful campaign.
  2. To mandate the Campaigns and Democracy Officer to ensure that election rules are made sufficiently clear before, and oversee rulings are made in line to the rules.
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## **1913/1914 Student Officer Committee Review**

### **COMPOSITE MOTION**

Proposer: Theo Antoniou-Phillips (LGBT+ Officer)

Seconder: Malaika Jaovisidha (International Students Assembly, Chair)

Successfully amended by Liam Mccafferty (Postgraduate Education Officer)

### **Union Notes**

1. Motion 1526 mandated the Student Officer Committee to do all it can to achieve a gender balance in all future elections including looking at quotas
2. The "Women in Leadership" action plan that arose from that proposed investigating introduction a full-time women's officer
3. In October the Student Officer Committee created a working group to look at the issue of a Full Time Women's Officer, as well as to look at other areas of potential reform following a broad piece of research from the Union
4. It also proposed to look at gender balancing committees; whether or not the current division of work between officers is fit for purpose; and looking at the Non-Portfolio Officer roles "and how we make them work effectively"
5. This working group did not continue to meet and the piece of research commissioned did not happen
6. Motion 1854 mandated a review of the union's democracy and Bye Laws
7. The SOC currently includes a the GSA President but the GSA has been wound up by the University
8. International Students from different backgrounds are faced with different issues
9. Non-EU International Students are faced with, including, but not limited to, restrictions within the UK in regards to the terms of their visas
10. EU International Students do not need a student visa to study in the UK

11. EU International Students are faced with issues concerning, including, but not limited to, EU relations
12. Non-EU International Students are not necessarily affected by issues arising from relations between EU states
13. Other SUs, including Warwick SU, have two International Student Officers: one representing students from the EU, and one representing students from outside the EU
14. Nearly 30% of our student population are currently registered on postgraduate taught or postgraduate research qualifications.
15. That last year only 5% of union councillors were postgraduate students.
16. That last year the union launched its Graduate Students' Strategy as a framework for how all sections of the union increase its provision for and relevance to those students.
17. This includes PostgraduateSU – which launched this year as an autonomous 'union within a union' of postgraduate students. The governance structure comprises of the Graduate Assembly open to all postgraduate students, an elected PostgraduateSU Committee, and the Graduate Centre Management Group.
18. That university council recently made the decision to fold the Graduate Students Association, transferring all of its functions, responsibilities, and associated funding to PostgraduateSU.

## **Union Believes**

1. Union research suggests that students regard the Union as not having a sufficient number of leadership positions
2. Our current structures shut out enthusiasm and talent through a lack of positions and unnecessary barriers
3. Gender is a real issue and a mixture of encouragement, quotas and dedicated positions should be looked at properly
4. Too many of our student leaders come from the Humanities and not enough from other faculties
5. Nursing students rightly argue that their representation within the union is poor, as do others, including but not limited to students on professional body courses and placement-based courses, who find our democracy inflexible and difficult to engage with
6. The issues facing EU students and non EU students are sufficiently different for NUS to recognise the difference in their structures, and we should look at these issues too
7. Depending on where the current International Student Officer is from, the International Student Officer will most likely focus on International Student issues that they are exposed to and are aware of
8. Some International Students feel under-represented as their issues seem to be ignored and/or are unaware of by the union
9. Proper representation for PG students is crucial and we need to look at how we might examine their under representation on the SOC
10. There is a real debate about whether the PG sabbatical should be a general PG sabb or one that focuses on education
11. Many students would struggle to fill a full role on SOC alone and we should look seriously at options to reduce those barriers

12. That the failure of SOC and the working group to complete the review of SOC this year should not mean that we rush to solutions without looking at the range of issues properly and holistically
13. All students from all backgrounds should be fully represented by their Students Union
14. That all issues as an International Student, regardless of visa status, should be acknowledged
15. The Students' Union has a responsibility to represent students of all levels of study at UEA.
16. The proportion of postgraduate students on Union Council should reflect the proportion of postgraduates in the student community as a whole.
17. That although launch of PostgraduateSU has been an overall success, more needs to be done to encourage participation.

### **Union Resolves**

1. To mandate the Campaigns and Democracy Officer to carry out a review of Student Leadership positions within the SU focussed on, but not looking exclusively at, part time roles on SOC
2. The review should adopt similar terms of reference as the one originally launched last October; examine all relevant council mandates on the issue; and look at good and emerging practice from other unions
3. That the review group should be supported by three Union Councillors elected at this meeting
4. That the review should undertake preparatory work over the summer; consult with all relevant groups this and next term; and report by the December meeting of 2016 in time for recommendations to be approved for elections in the Spring
5. To delete the following from the Bye-Laws and renumber accordingly:
  - a) '1.11.9 The Committee of the Graduate Students' Association'
  - b) '4.20 The President of the GSA shall:
    - 4.20.1 Liaise with the members of the relevant clubs, societies or peer support groups;
    - 4.20.2 Engage with the University and other relevant organisations to achieve improvements for postgraduate students on the issues they face as postgraduate students at university; and
    - 4.20.3 Be an observer at the NUS Postgraduate Conference.
    - 4.20.4 Be an ex-officio member of the Student Officer Committee.'
  - c) 4.3.6 Being politically accountable for support for the Graduate Students Association
6. To amend the following Bye-Laws:
  - a) 1.22 There shall be Postgraduate Committee which shall consist of: the Postgraduate Education Officer; the Campaigns & Democracy Officer; the Welfare, Community & Diversity Officer; the Activities & Opportunities Officer;

five members elected by the Single Transferable Vote by the Graduate Assembly, at least two of whom shall self-define as Women; and one registered as a Postgraduate Research Student; one part time officer elected by the Student Officer Committee; one member elected from the Student Voice Committee of the Institute for Food Research and one member elected from the Student Voice Committee of the John Innes Centre.'

b) 1.27 There shall be a Graduate Centre Management Group which shall consist of: the Postgraduate Education Officer; The Campaigns & Democracy Officer; 2 lay members nominated from the Postgraduate

Committee; the member of the Trustee Board elected by the Graduate Assembly; the Mature Students Officer and one member of Graduate Centre student staff elected by their peers.

c) 4.28 c) A member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Union Council, passed by a 75% majority of those members of the Union Council present and voting at a quorate meeting.'

d) '4.28 h) Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless the Student Officer Committee, at its sole discretion, shall decide otherwise. The Chair of the PostgraduateSU Committee, can only be removed by the Graduate Assembly.

7. To add to the Bye-Laws and renumber accordingly:

a) 4.20 The Chair of the PostgraduateSU Committee shall:

4.20.1 Fulfil the responsibilities as defined by Bye-Law 1.22

4.20.2 Be an observer at the NUS Postgraduate Conference.

4.20.3 Be an ex-officio member of the Student Officer Committee.

b) 1.22.3 The Graduate Assembly shall elect a Chair of the Postgraduate Committee.

c) 1.22.4 The Chair of the Postgraduate Committee Shall:

a) Be responsible for preparing the Postgraduate Committee agenda.

b) Liaise with the Postgraduate Education Officer on day-to-day operational issues relating to the Graduate Centre, managing the budget, and implementing student feedback.

c) To be the lead officer with responsibility for non-academic activities relating to postgraduate students.

d) 3.1.7 The Graduate Assembly shall have the power to pass motions of no confidence in The Postgraduate Education Officer at a meeting of the Graduate Assembly meeting that has a special quorum of double that specified in Bye-Law 3.1.9

8. 4) To embed the aim to move towards a fully representative union council membership into upcoming democratic review.

## 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

<b>Semester Two</b>	
Week 1 Jan 14	Departmental Presentation: Retail Finance: Estimates Steering Discussion
Week 3 Jan 28	Departmental Presentation: Opportunities (Clubs and Societies)
Week 6 Feb 18	Departmental Presentation: Housing
Week 9 Mar 10	Departmental Presentation: ENTS/Waterfront Finance: Estimates 15-16 Proposal
Week 10 April 14	Departmental Presentation: Venues
Week 12 April 28	Departmental Presentation: Opportunities (Volunteering & Enterprise)
Exam week 2 May 19	Departmental Presentation: Review (Find and Fix) Finance Update