

## STANDING ORDERS GOVERNING THE DISABLED STUDENTS' CAMPAIGNS GROUP

### 1. Definition

- 1.1 The Disabled Students' Campaigns Group is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The Disabled Students' Campaigns Group is responsible to the Campaigns Network and the Vice President Campaigns and Environment, and is supported by the Assistant Campaigns Manager.

### 2. Aims

- 2.1 The Disabled Students' Campaigns Committee, with support from the Vice President Campaigns and Environment will:
  - 2.1.1 represent the views of disabled members of University of Lincoln Students' Union (ULSU) to ULSU and the University based on student feedback;
  - 2.1.2 organise and deliver campaigns to increase awareness of disabled students' issues within ULSU and the University;
  - 2.1.3 support the Vice President Campaigns and Environment in the delivery of campus wide campaigns
  - 2.1.4 promote links with other similar groups and organisations, within the local community, regional area and nationally;

### 3. Disabilities Officer

- 3.1 The Chair of the Disabled Students' Campaigns Committee is a part-time student officer and shall be known as the "Disabilities

Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The Disabilities Officer shall have responsibility for the Disabled Students' Campaigns Committee. The Disabilities Officer represents disabled students as a compulsory, voting attendee at All Student Members' meetings and the Campaigns Network meetings, where they will report on the impact and progress of the Disabled Students' Campaigns Group.

#### 4. Disabled Students' Campaigns Committee

4.1 In addition to the Disabilities Officer there shall be a Disabled Students' Campaign Committee. The Disabled Students' Campaigns Committee shall be active in the promotion of disabled students' rights; in ULSU, nationally and globally in accordance with ULSU's charitable objects. The Disabled Students' Campaigns Committee shall be responsible for the organisation, direction and performance of the group in fulfilling its strategy and delivering on campaigns. The Disabled Students' Campaigns Committee shall be responsible for monitoring and updating its long term strategy.

4.2 The membership of the Committee shall be:

4.2.1 **Disabilities Officer:** who shall Chair the Committee and shall lead and guide the Committee members; will liaise regularly with the VP Campaigns and Environment regarding committee activities; shall be responsible for the application of the Students' Union Constitution, Bye-Laws, Standing Orders and relevant Policies; shall ensure that the Executive Committee of the Union and the Campaigns Network are informed of planned events so that members are able to report back to their areas; be responsible for ensuring the committee engage in actively promoting the membership and engagement within the SU and to produce monthly reports to the Campaigns Network and to the Executive Committee and shall ensure all activities are safe and follow the agreed health and safety procedures. The Disabilities Officer shall attend and

create opportunities to collate student feedback to represent students.

- 4.2.2 **Secretary:** The Secretary shall assist the Disabilities Officer in the administration and organisation of the Disabled Students' Campaigns Committee, and shall operate as the Deputy for the Disabilities Officer. They shall be responsible for maintaining the membership list of the Disabled Students' Campaigns Committee; preparing and circulating papers prior to meetings and taking minutes;
- 4.2.4 **Publicity Lead:** The Publicity Lead shall be responsible for liaising and collaborating with student networks including academic representatives, members of sports and societies, academic societies, and student volunteers, to ensure campaigns have the maximum impact and are communicated.
- 4.2.5 **Invisible Disabilities Lead:** The Invisible Disabilities Lead shall be responsible for collating feedback from members and communicating this with the Disabled Students' Campaigns Group. They should actively seek to support the Disabilities Officer to improve services on and off campus for students with invisible disabilities.
- 4.2.6 **Physical Disabilities Lead:** The Physical Disabilities Lead shall be responsible for collating feedback from members and communicating this with the Disabled Students' Campaigns Group. They should actively seek to support the Disabilities Officer to improve services on and off campus for students with physical disabilities.
- 4.2.7 **Wellbeing Lead:** The Wellbeing Lead shall be an advocate for wellbeing initiatives on campus and support the Disabilities Officer and VP Wellbeing and Community with the delivery of campaigns regarding student wellbeing on and off campus.

## 5. Membership

5.1 The Disabled Students' Campaigns Group has two types of membership:

5.1.1 **Full Membership:** Full membership is open to all disabled students, and those who have an interest in disabled student issues, who are full members of ULSU as defined in Bye-Law 1.

5.1.2 **Associate Membership:** Associate membership is open to all disabled students, and those who have an interest in disabled student issues, who are associate members of ULSU as defined in Bye-Law 1.

## 6. Elections

6.1 The Disabilities Officer shall be elected in semester two in accordance with Bye-Law 7 and Standing Order 1001 (8.0) and shall hold their position for the next year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

6.2 The committee members for the Disabled Students' Committee shall be elected through an online election, commencing 7 days after an Officer has been elected or co-opted. They shall hold their position for the relevant academic year, ending 30<sup>th</sup> June.

6.3 A committee can only be elected, providing there is an elected or co-opted Officer in position for the relevant academic year.

6.4 Only Members of the Disabled Students' Campaigns Group are eligible to nominate themselves for a Disabled Students' Committee position.

6.5 Disabled Students' Committee members shall be elected by the members of the Disabled Students' Campaigns Group. For an

election to be valid there must be at least 1.5x the number of votes as candidates standing for the position(s).

- 6.6 Each Disabled Students' Campaigns Group Member, is entitled to one vote per Committee position.
- 6.7 If a Committee Member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.
- 6.8 Candidates will be informed via email whether they have been successfully elected or not, within 24 hours (excluding non-working days) of the closing of the election.

## 7. Training

- 7.1 All of the Disabled Students' Committee are to receive E-Learning training each year.
- 7.2 All mandatory E-Learning must be completed within one month of their term of office commencing.
- 7.3 Mandatory E-Learning will be available to Committee Members from 1<sup>st</sup> July of their elected academic year, unless co-opted or elected through an emergency election.
- 7.4 E-Learning will be available through 'My Account' on their Students' Union Dashboard.
- 7.5 Once their term of office has commenced and upon completion of mandatory training, the Student Dashboard shall become accessible to the Committee Member.

## 8. Meetings

- 8.1 Meetings of the Disabled Students' Campaigns Committee shall take place every six (6) weeks and at least twice per academic term.
- 8.2 The Disabilities Officer shall attend meetings of the Campaigns Network as per Standing Order 5001.

## 9. Quorum

- 9.1 The quorum of such meeting shall be 50% plus one of the voting membership excluding the Disabilities Officer.
- 9.2 If the Disabilities Officer is unable to attend, they can give written permission to the Secretary to chair the meeting.
  - 9.2.1 This written permission will need to be included in the minutes of the relevant meeting, and circulated to other committee members.

## 10. Minutes

- 10.1 The minutes shall be taken by the Secretary, who will then send them to the clerk of the Campaigns Network, who shall be the Assistant Campaigns Manager.
- 10.2 In event of 9.2 occurring, then minutes shall be taken by the Publicity Lead.

## 11. Voting

- 11.1 All Proposals shall require a simple majority (50% +1) to pass, except those for informal warnings, formal warnings and removals from post, which require a two thirds majority to be passed.
  - 11.1.1 All votes shall be public except those for Proposals for informal warnings, formal warnings, and removals from post, which shall be conducted by secret ballot, counted by the Secretary and checked by the Disabilities Officer.
  - 11.1.2 If the Proposal is against the Disabilities Officer then it shall be checked by the Vice President Campaigns and Environment.
  - 11.1.3 If the Proposal is against the Secretary then the count will be by the Disabilities Officer and checked by the Vice President Campaigns and Environment.
  - 11.1.4 Proposals for informal warnings, formal warnings or the removal from post should be conducted in accordance with

Standing Order 1001 (13.0), and in line with Standing Order 1003, and the associated Process for the warnings and removals from post for Campaigns Group Committee Members

## 12. Powers

- 12.1 The Disabled Students' Campaigns Committee shall be able to:
  - 12.1.1 Pass a Proposal for an informal warning against the Disabilities Officer;
  - 12.1.2 Bring Proposals for formal warnings and removals from post, as detailed in Bye-Law 5, against a Disabilities Officer to Campaigns Network Meeting;
  - 12.1.3 Pass a Proposal for an informal warning, formal warning or the removal from post of other Disabled Students' Campaigns Committee members. Proposals for the removal from post are to be ratified by student members and if successful the member is removed from the Disabled Students' Campaigns Committee;
  - 12.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President Campaigns and Environment;

## 13. Budget

- 13.1 The budget for members of the Campaigns Network will be held within the Employability & Campaigns Department budget.
- 13.2 The Disabled Students' Campaigns Group will be able to request funding from this budget for specific campaigns, through a funding application to the Campaigns Hub as outlined in Standing Order 5007.

Passed at Executive Committee: