

## **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 Welfare & Community, and is supported by the Campaigns Support Co-ordinator and Campaigns Support Assistant.

### 2. **Aims**

- 2.1 The Disabled Students' Campaigns Committee, with support from the Campaigns Support Co-ordinator and Campaigns Support Assistant, 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 Welfare & Community 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. **Disabled Students' Officer**

- 3.1 The Chair of the Disabled Students' Campaigns Committee is a part-time student officer and shall be known as the "Disabled Students' Officer", and shall be elected once per academic year, in accordance with Bye-Law 7. The Disabled Students' Officer shall have responsibility for the Disabled Students' Campaigns Committee. The Disabled Students' 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 Disabled Students' 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 **Disabled Students' Officer:** Who shall be the Chair of the Committee.
  - 4.2.2 **Secretary:** The Secretary shall assist the Disabled Students' Officer in the administration and organisation of the Disabled Students' Campaigns Committee, and shall operate as the Deputy for the Disabled Students' 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 **Campaigns Lead :** The Campaigns Lead shall assist the committee in the running of its awareness campaigns and ensuring they are suitable for the entire membership. They shall assist the committee in

supporting the Vice President Welfare & Community in the delivery of campus wide campaigns.

4.2.5 **Publicity Lead:** The Publicity Lead shall be responsible for assisting the Campaigns Lead in advertising and promoting campaigns delivered or supported by the Disabled Students' Campaign Group. They shall promote representation activity undertaken by the group .

4.2.6 **Communications Lead:** The Communications Lead shall be responsible for liaising and collaborating with student networks including academic representatives, members of sports and societies, and student volunteers, to ensure campaigns have the maximum impact.

## 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 Disabled Students' 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. Disabled Students' Campaigns Committee members shall be elected in accordance with Standing Order 1001 (8.0, 11.0). 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.

## 7. **Meetings**

- 7.1 Meetings of the Disabled Students' Campaigns Committee shall take place every six (6) weeks and at least twice per academic term
- 7.2 The Disabled Students' Officer shall attend meetings of the Campaigns Network on a monthly basis.

## **8. Quorum**

- 8.1 The quorum of meetings of the Disabled Students' Campaigns Committee shall be two of the voting membership plus the Disabled Students' Officer.
- 8.2 If the Disabled Students' Officer is unable to attend, they can give written permission to the Secretary to chair the meeting.
  - 8.2.1 This written permission will need to be included in the minutes of the relevant meeting, and circulated to other committee members.

## **9. Minutes**

- 9.1 The minutes shall be taken by the Secretary, who will then send them to the clerk of the Campaigns Network, who shall be the Campaigns Support Co-ordinator and Campaigns Support Assistant
- 9.2 In event of 8.2 occurring, then minutes shall be taken by the CampaignsLead.

## **10. Voting**

- 10.1 All Proposals shall require a three person majority (50% +1) to pass.
  - 10.1.1 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 Disabled Students' Officer.
  - 10.1.2 If the Proposal is against the Disabled Students' Officer then it shall be checked by the Vice President Welfare and Community.

10.1.3 If the Proposal is against the Secretary then the count will be by the Disabled Students' Officer and checked by the Vice President Welfare and Community.

10.2 Proposals for informal warnings, formal warnings or the removal from post should be conducted in accordance with Standing Order 1001 (13.0).

## **11. Powers**

11.1 The Disabled Students' Campaigns Committee shall be able to:

11.1.1 Pass a Proposal for an informal warning against the Disabled Students' Officer;

11.1.2 Bring Proposals for formal warnings and removals from post, as detailed in Bye-Law 5, against a Disabled Students' Officer to Campaigns Network Meeting;

11.1.3 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;

11.1.4 Submit questions in writing to the Trustees of ULSU to be asked by the Vice President Welfare and Community;

## **12. Budget**

12.1 The budget for members of the Campaigns Network will be held as ring-fenced money within the Employability & Volunteering Department budget.

12.2 The Disabled Students' Campaigns Group will be able to request funding from this budget for specific campaigns, through an application to be approved by the Executive Committee.

JCB  
March 17

Passed at Executive Committee:

Ratified by student members: