**5003**

**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. 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 be the Chair of the Committee.

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 **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 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 next academic year, ending 30th June.

6.3 A committee can only be elected, providing there is an elected or co-opted Officer in position for the next 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 won or lost, within 24 working hours of the closing of the election.

**7. Training**

7.1 All of the Disabled Students’ Committee are to receive E-Leaning training each year.

7.2 All mandatory E-Learning must be completed within one month of being elected or co-opted.

7.3 Mandatory E-Learning will be available to Committee Members 3 working days, after they have been elected or co-opted.

7.4 E-Learning will be available through the ‘My Account’ on their Students’ Union Dashboard.

7.5 On completion of mandatory training, the Member 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 on a monthly basis.

**9. Quorum**

9.1 The quorum of meetings of the Disabled Students’ Campaigns Committee shall be two of the voting membership plus 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.

* + 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 Campaigns Support Co-ordinator and Campaigns Support Assistant

10.2 In event of 8.2 occurring, then minutes shall be taken by the Campaigns Lead.

**11. Voting**

11.1 All Proposals shall require a three person majority (50% +1) to pass.

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 Welfare and Community.

 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 Welfare and Community.

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

**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 Welfare and Community;

**13. Budget**

13.1 The budget for members of the Campaigns Network will be held within the Employability & Campaigning Department budget.

13.2 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.

KT

January 2019

Passed at Executive Committee: