



GRADUATE UNION

AT THE UNIVERSITY OF CAMBRIDGE

Agenda of a Meeting of the Graduate Union Council

7.00 pm, Monday 19th February, SU Lounge, 17 Mill Lane, CB2 1RX

- 1. Objections to the Order of Items on the Agenda**
- 2. Approval of the Minutes of the Previous Council Meeting (Paper 0220.B)**
- 3. Matters Arising from the Minutes of the Previous Council Meeting**
- 4. Reports from Sabbatical Officers and Officers of the Executive Committee**
 - a. Report from the President (*Verbal Report*)
 - b. Report from the Welfare & Rights Officer (*Verbal Report*)
- 5. Discussions**
 - a. Proposed By-laws for Cambridge SU (Paper 0220.C)
- 6. Ordinary Motions to Council**
 - a. Motion in Support of a Formal Institutionalised Language Policy (ILP) and Collegiate Contribution for Insessional Academic English Courses for Non-native Speakers (Paper 0220.D)
- 7. Emergency Motions**
- 8. Dates of Upcoming Meetings**
 - a. 6th April 2020, 7pm
 - b. 18th May 2020, 7pm
 - c. 29th June 2020, 7pm
- 9. Any Other Business**
 - a. Elections for the Sabbatical Officers of Cambridge SU (*Verbal Report*)
 - b. Campaigns Fund: Appointment of Committee and Applications

GU Council Minutes

13/1/20

Name	Role	Voting?
Yasmina El Chami	President, Christ's MCR	Yes
Eric Belche	External Rep, Pembroke GP	Yes
Torkel Loman	Chair, GU	No
Daniel Kottmann	External Officer, Darwin	Yes
Efthimios Karayiannides	VP, Magdalene MCR	Yes
Stella Swain	VP, GU	No
Alessandro Ceccarelli	President, GU	No
Jacob Deasy	President, Magdalene MCR	Yes
Will Lloyd Regan	President, Trinity Hall MCR	Yes
Jack Smith	Alumni, Trinity Hall MCR	No
Conor Hefferman	VP, Fitzwilliam MCR	Yes

1. Objections to the order of items on the agenda

There were no objections to the order of items on the agenda.

2. Approval of minutes of the previous council meeting

The minutes of the previous meeting were approved.

3. Matters arising from the minutes of the previous council meeting

There were no matters arising.

4. Reports from the sabbatical officers and officers of the executive committee

a. Report from the President

The President gave a verbal report of his activity:

- Attended University committees on student numbers
- Internal restructuring of the staff team and
- Work with CUSU on the Cambridge SU project including arranging meetings with the directors and beginning to draft By-laws
 - Including the remits of the Presidents and the By-laws required for running the elections.
- Mandatory training for PhD supervisors and fair allocation of teaching campaigns making good progress
- First meeting of the GISOC will take place later this month
- Secured funding from the University for Cambridge Pride and secured an ambassador from the University to work with local charities
- Continued work on Brexit to keep students aware and informed
- Planning a working group on International Student Experience Strategy to which all of the members of Council were invited – Jan 23rd, 2pm, details to be circulated
- Longer term project on reform of the PhD to look at new models for how PG research work could be done, working with the university student numbers committee

b. Report from the Welfare & Rights Officer

The WARO gave an update on her work:

- Working up to CUSU Conference which was open to MCR Presidents and worked with liberation roles
 - Ran workshop on supporting student sex workers and opposing the hostile environment
- Free sexual health screening coming up in the SU Lounge on 24th January
- Attending working groups on the new students' union

5. Discussions

a. Proposed By-laws for Cambridge SU

The GU President introduced the paper which was one of several by-laws for the Student Union which would need to follow on from the Articles of Association.

The GU President asked for clarification on the role of the democracy committee

This would follow in a later By-Law

Christ's MCR President worried that the role review might be a way to change the roles to limit the protection of PG students.

As the roles will be a class A By-Law, postgraduates would need to approve any proposed changes resulting from a role review.

Christ's MCR & Magdalene MCR raised concerns about the possibility of UGs voting for PG roles

Fitzwilliam MCR asked the quorum set for UG and PG students would be different, as it was for the referendum.

The different levels of quoracy were the result of difference between CUSU and the GU, in future these would be the same.

The WARO asked the council for feedback specifically on the role descriptions

Christ's MCR noted that the WARO reads as being a overly demanding role, in particular on housing which varies a lot between UG and PG students

Magdalene MCR asked for clarification on the role of the campaigns at the moment

The WARO explained the roles of the Campaigns in Cambridge SU and CUSU currently

Trinity Hall MCR expressed support for open ended role descriptions, as it gives people the opportunity to run on a manifesto of their own.

Christ's MCR asked if there was a quota for elections for the sabbatical team as for referendums?

There was no such quota, but other measures were being taken to ensure turnout.

The WARO noted that it is important that we get postgrads to run to push the cultural change with the new union

Magdalene MCR asked if there were safeguards against all the sabbatical roles being taken over by undergraduates

The WARO noted that there are at least as many guaranteed postgrads roles as at the present time and that she is confident this will lead to more PGs having influence and support within the union. GU President is the most contested of the roles in the current structure so we could have more postgrads running for sabb.

The GU President noted that the most important benefit is the hugely increased staff support that helps sabbatical officers get a lot more done.

Fitzwilliam MCR asked if the Democracy Committee would have the power to hold campaigns to account for representation of pg/ug students?

It would not but this power will sit with Student Council

6. Motion in Support of a Formal Institutionalised Language Policy and Collegiate Contribution for Insessional Academic English Courses for Non-native Speakers

The motion was deferred as the Council was inquorate.

7. Emergency Motions

There were no emergency motions

8. Dates of Upcoming Meetings

The Council noted the dates of upcoming meetings for this academic year

9. Any Other Business

a. Elections for the Sabbatical Officers of Cambridge SU

The President encouraged members of the Council to run for elections for the new unions.

- It is a rewarding role with much valuable experience to be gained and changes that you can make.
- The members of Council were also encouraged to ask their constituencies to consider running.
- Christs MCR asked about:
 - Visas requirements for International Students
 - Ensuring a long enough notice period for people to run
 - Events for potential candidates to ask questions about running
- The President noted these points and committed to ensuring they were followed through on in promotion of the elections.

The President asked for thoughts about the future of the PhD system, and promised to upload an article to the GU website soon on this issue.

Christs MCR asked for further clarification about where the idea came from for this thinking.

The President explained his view that the current system clearly wasn't working. People in Cambridge were having terrible experiences, there were minimal jobs and declining applications but growing numbers, there are doubts about the development of work-related skills, the role of the thesis in some subjects, the possibility of modular systems, and pay for research work. The current system is at breaking point.

There was a sector context to this, which the University is considering via the student numbers committee. UCU have also been thinking about this in the context of research work undertaken by PG students.

Magdalene MCR noted support for the idea of challenging the structure of the PhD but expressed the view that it would be good to start from data so that this is more focused and so that the Council can make an informed decision on whether to give this support.

AC proposed to submit a motion to the next Council offering more detailed information about the figures and the causes of the change.

Christ's MCR also noted support in principle, but this proposal also came with big risks and that there was a need to include a larger group of students and make sure that we are not being too fast with this. We could decide based on the motion whether we want to proceed with this.

By-Law 8 - The Board of Trustees

1. Governance Practices of the Board of Trustees

- 1.1. The Chair of the Board of Trustees (“the Board”) shall oversee the keeping of a register of Trustees’ interests, which shall be up to date at all times and shall be available for inspection by any Member of the Union on request.
- 1.2. The Board shall establish and maintain a Trustee Handbook which shall be provided to all Trustees on commencing their role, shall be redistributed to the Trustees no less than once every two years, and shall be available for inspection by any Member of the Union on request. The Trustee Handbook shall include:
 - 1.2.1. A Conflict of Interest Policy in keeping with the Articles
 - 1.2.2. A Confidentiality Policy
 - 1.2.3. A copy of any declarations required from Trustees
 - 1.2.4. Any other matter that the Chair of the Board thinks fit.
- 1.3. Business of the Board shall be divided into “Unreserved” and “Reserved” business.
 - 1.3.1. Reserved business shall be business which relates to matters which are confidential including without limitation all issues relating to staffing and disciplinary matters, and Unreserved business shall be all other business.
 - 1.3.2. Reserved business shall not be mentioned in any publication of the Union or be discussed at or considered in any other committee, Student Council or Referendum, with the exception of the Remuneration & HR Committee and the Finance Committee.
- 1.4. Minutes shall be kept of all meetings and decisions of the Board. All minutes must be confirmed at the subsequent meeting of the Board.

2. Chair of the Board

- 2.1. The Chair of the Board shall either be the Undergraduate President or the Postgraduate President. The chair shall be chosen from among the Presidents-elect after their election and before the beginning of their term of office by:
 - 2.1.1. In the first instance, a unanimous decision among the Presidents-elect;
 - 2.1.2. If such a unanimous decision cannot be made, an election to be conducted at the first meeting of the Board after the beginning of the Presidents’ term of office, in a discussion in which the Presidents shall not participate.

3. Responsibilities of the Board of Trustees

- 3.1. The Board shall:
 - 3.1.1. ensure that the Union operates in accordance with its aims and objectives;
 - 3.1.2. ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities;

- 3.1.3. annually review the Union's mission and values statement;
- 3.1.4. consider and approve annual departmental plans and budgets;
- 3.1.5. ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly;
- 3.1.6. oversee the finances of the Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
- 3.1.7. consider and make decisions on capital expenditure;
- 3.1.8. approve the financial regulations of the Union;
- 3.1.9. oversee matters relating to the management of the Union's premises;
- 3.1.10. take all reasonable steps to ensure the solvency and financial strength of the organisation.
- 3.1.11. agree a programme of work with the Union's auditors.
- 3.1.12. review the Union's Articles at least every 5 years.
- 3.1.13. ensure that the organisation complies with relevant laws, regulations and requirements of its regulators.
- 3.1.14. oversee Union staffing arrangements.
- 3.1.15. review and approve the Union's terms and conditions of employment and other staffing policies.
- 3.1.16. oversee the appointment (and if necessary, the dismissal) of the Chief Executive.
- 3.1.17. determine and maintain a framework of delegation and internal control.
- 3.1.18. agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- 3.1.19. appoint members to the sub-committees of the Board and empower such members to act on behalf of the full Board, within parameters set by the board.

4. Reporting Processes

- 4.1. The Board shall report once termly on its activity to the Student Council. Such reports shall:
 - 4.1.1. Be verbal or in written form;
 - 4.1.2. Require at least one trustee to attend;
 - 4.1.3. Update the Student Council on the unreserved business of the Trustees in the time since the last report including matters relating to the strategy of the Union and its financial health.
 - 4.1.4. Allow Student Members to put questions to the Board which shall be answered verbally or via a written response at the subsequent meeting of the Student Council.

- 4.2. Confirmed Unreserved minutes of the Board shall be made available to Student Members within 14 days of their being confirmed.
 - 4.3. In the event of a decision by the Trustees to override a decision or Policy made by the Student Members in accordance with Article 28.3, the Trustees shall submit a report to the Student Council no later than two meetings of the Student Council following the decision of the Trustees. The report shall:
 - 4.3.1. Be verbal or in written form;
 - 4.3.2. Be presented by at least one trustee in attendance at the meeting;
 - 4.3.3. Provide an explanation to the Student Members for the Trustees' decision; and
 - 4.3.4. Provide an opportunity for Student Members to put questions to the Trustees, which must be answered verbally or in a report from the Trustees to the subsequent meeting of the Student Council.
5. Sabbatical Trustees
- 5.1. The Sabbatical Trustees shall be elected from the Sabbatical Officers-elect after their election and before the beginning of their term of office by:
 - 5.1.1. In the first instance, a unanimous decision among the Sabbatical Officers-elect;
 - 5.1.2. If such a unanimous decision cannot be made, an election to be conducted at the first practicable meeting of the Student Council.
 - 5.2. Sabbatical Trustees shall serve as Trustees for the duration of their term as Sabbatical Officers, except if they resign or are removed in accordance with Article 23 or Article 24.
 - 5.3. In the event that a Sabbatical Trustee resigns or is removed as a Trustee, a replacement shall be elected in accordance with Clause [5.1], provided that if the outgoing Sabbatical Trustee's has also ceased to be a Sabbatical Officer the election of the replacement Sabbatical Trustee shall take place after any by-election to fill the vacancy left by the Sabbatical Officer has taken place, where one is held.
6. Student Trustees
- 6.1. Student Trustees shall be Student Members of the Union who are not Sabbatical Officers.
 - 6.2. The term of office of the Student Trustees shall commence no more than 6 weeks after the end of full Easter Term at the discretion of the Trustees, and shall end no more than 6 weeks after the end of full Easter Term at the discretion of the Trustees, provided that there shall never be more Student Trustees than are permitted by the Articles.
 - 6.3. In the event that a Student Trustee resigns or is removed as a Trustee in accordance with Article 23 or Article 24, a replacement Student Trustee shall be appointed in accordance with Article 21. The replacement Student Trustee's term shall last from

the time until their appointment until the time which would have been the end of the term of the outgoing Student Trustee.

7. External Trustees

- 7.1. External Trustees shall be Trustees who are not Student Members of the Union.
- 7.2. The terms of the External Trustees shall be determined the Trustees, who shall have regard to the need to ensure that there is continuity of External Trustees and shall therefore vary the terms of External Trustees where appropriate.
- 7.3. External Trustees must not hold any elected or paid position within the Union.
- 7.4. Former elected officers, student trustees, or members of staff of the Union shall not be eligible to be External Trustees until 3 years have elapsed since they left their post.
- 7.5. External Trustees must not hold any elected or paid position within the University, or the Colleges, except by the discretion of the Board.

8. Committees of the Board

- 8.1. There shall be the following Committees of the Board
 - 8.1.1. Appointments Committee
 - 8.1.2. Finance Committee
 - 8.1.3. Remuneration and HR Committee
- 8.2. The Board of Trustees shall publish to all Members the Terms of Reference for each of the above committees, which shall include:
 - 8.2.1. Membership of the committee
 - 8.2.2. Responsibilities of the committee
 - 8.2.3. Delegated powers of the committee from the Board of Trustees
- 8.3. In addition to the committees detailed above, there shall be the Executive Committee and the Democracy Committee, which shall function in the way specified in By-Laws [Democracy Committee & Executive Committee]

9. Finance Policy

- 9.1. In accordance with Article 30.3, the signature or agreement of at least one trustee shall be required for payment above £500.
- 9.2. The Trustees shall prepare and submit the following financial reports to the University in the manner specified in the Ordinances and by the University Council:
 - 9.2.1. In the Michaelmas term of each academic year, estimates of the Union's income and expenditure for the Union's next financial year;
 - 9.2.2. In the Lent term of each academic year, the audited accounts of the Union for the Union's previous financial year.

- 9.3. The Trustees shall prepare and submit the following financial reports to the Student Members at a meeting of Student Council or a Student Members' Meeting:
 - 9.3.1. In the Easter term of each academic year, the Union's audited accounts for the previous financial year.
 - 9.3.2. In the Lent term of each academic year, a Mid-Year Review of the spending of the Union against its budget for the current financial year.

By-Law 9 – Elections

1. Coordination of Elections

- 1.1. The Democracy Committee shall oversee elections of the Student Members of the Union in accordance with the Articles and By-Laws.
- 1.2. There shall be a Returning Officer who shall be elected in accordance with [By-Law 14 Democracy Committee], and who shall be the Chair of the Democracy Committee for decisions relating to Elections.
 - 1.2.1. The appointment of the Returning Officer shall be subject to the confirmation of the University Council.
- 1.3. The Returning Officer shall be responsible for providing to the University Council in the Michaelmas Term an electoral scheme for the conduct of Elections of the Union for the remainder of the academic year, and for providing to the University Council a report on the conduct of each Election.
- 1.4. Decisions of the Democracy Committee shall be taken in accordance with [By-Law 14 Democracy Committee]
- 1.5. The Democracy Committee shall determine the eligibility of Student Members to vote in elections for sabbatical roles, and shall determine any requests to be made by the Union of Student Members regarding their participation in ballots, and shall announce any such decisions in advance of the opening of nominations.
 - 1.5.1. In electing the Disabled Students' Officer, Women's Officer and the BME Officer, the Union shall express its preference that votes are only cast by those students who are disabled, who have "woman" as part of their gender identity or who are BME respectively.

2. Principles of the Elections

- 2.1. The Democracy Committee shall ensure that Elections of the Union are conducted in keeping with the following principles, and shall have regard to those principles when taking decisions:
 - 2.1.1. Elections should be conducted in a manner which is fair and democratic;
 - 2.1.2. Engagement with elections, including nominations, election communications, campaigning and voting, should be accessible to all Student Members;
 - 2.1.3. The administration of elections should be transparent and accountable to Student Members.

3. Conduct of Union Staff

- 3.1. Union staff shall be impartial in Elections of the Union.
- 3.2. Union staff shall work to support and advise the Democracy Committee and to advance the inclusivity of Elections and engagement of the Student Members with Elections.

4. Conduct of Members of the Executive Committee

- 4.1. Sabbatical Officers of the Union should refrain from campaigning in Elections, except in those Elections in which they are a candidate.
- 4.2. Members of the Executive Committee shall promote participation in Elections to the Student Members.

5. Timing of Elections

- 5.1. For all elections, nominations must be open for a minimum of seven Full Term days.
- 5.2. Campaigning must be permitted for a minimum of:
 - 5.2.1. For elections to Sabbatical Officer roles, seven Full Term days;
 - 5.2.2. For all other Elections, five Full Term days.
- 5.3. For all elections, voting must be open for a minimum of three Full Term days.
- 5.4. The timing of Elections shall be determined by the Democracy Committee and subject to approval by the Student Council.

6. Election Rules

- 6.1. The Democracy Committee shall determine additional rules for the conduct of Elections. Such Election Rules shall be subject to the approval of the Student Council.
- 6.2. The Election Rules for an election shall be published before the opening of nominations and shall be available to all students alongside [By-Law 9 Elections].
- 6.3. All campaigning must take place in accordance with the relevant proctoral notices and rules of the University.
- 6.4. The Election Rules shall provide for at least the following:
 - 6.4.1. The reimbursement of reasonable campaign expenses up to a defined spending limit, within guidelines specified in the Election Rules;
 - 6.4.2. Restrictions on campaigning activity;
 - 6.4.3. Restrictions on candidacy for election, in accordance with the By-Laws.

7. Voting System

- 7.1. Elections shall be conducted by secret ballot, normally using the Single Transferable Vote as defined in Electoral Reform Society (1997) *How to conduct an election by the Single Transferable Vote*, 3rd Ed.
- 7.2. Re-Open Nominations shall be a candidate in every election.
- 7.3. Voting shall normally take place online on a voting system provided by the Union and which the Democracy Committee are satisfied allows the elections to be conducted in accordance with the principles details in [Clause 2 Principles].
- 7.4. Use of an electoral system other than that specified in the By-Laws shall be permitted only with approval from the Democracy Committee.

8. Election Complaints

- 8.1. Any complaint conduct during election must be submitted in writing to the Democracy Committee.
- 8.2. All complaints relating to the elections process, organisation or polling must be submitted in writing prior to the end of polling to the Democracy Committee.
- 8.3. All complaints relating to the conduct of the count must be submitted in writing to the Democracy Committee within 48 hours of the completion of the count.
- 8.4. The Democracy Committee shall have powers to issue warnings, disqualify or suspend candidates and halt all or part of the election, and take any other reasonable action they think fit.
- 8.5. The Democracy Committee shall be empowered to refer complaints to the Union's [Grievance and Complaints Process] or [Member Disciplinary Procedure] as they see fit. If the complaint would involve a serious admission of civil or criminal liability, the Democracy Committee should automatically refer the complaint to the Board of Trustees.
- 8.6. Any Student Member may appeal to overturn the decision of the Democracy Committee on an election complaint in writing within 48 hours of the announcement of the decision.
 - 8.6.1. The Democracy Committee shall consider the appeal within 7 days of full term of its receipt, or shall respond the Student Member who submitted the appeal detailing reasons why consideration of the appeal must be delayed;
 - 8.6.2. After considering the appeal the Democracy Committee should publish the outcome to Student Members, and directly inform the Student Member who submitted the appeal, any candidates affected by the Democracy Committee's decision, and the Junior Proctor within two days of full term;
 - 8.6.3. If the Student Member who submitted the appeal, or any election candidate affected by the outcome of the appeal, is dissatisfied by the outcome of their appeal to the Democracy Committee, they shall have the right to further appeal to the Junior Proctor.

By-Law 10 – Referendums

1. A Referendum may be called in accordance with [Article 15 - Referendums].

- 1.1. Referendums should be held in Full Term and with 21 Full Term days of being called.
 - 1.1.1. Should the dates for a Referendum be either close to, or overlap with, any part of pre-planned elections or by-elections, then the Returning Officer may alter the dates of either the elections and/or the Referendum to cause both processes to run simultaneously. This alteration is solely at the Returning Officer's discretion.
- 1.2. Signatories of a referendum petition must be current Student Members at the time of signing *and* at the time that a referendum would be held.
- 1.3. A resolution may only be passed by Referendum in accordance with the Articles of Association.
- 1.4. Unless otherwise stipulated in the Articles of Association or elsewhere in these By-Laws, a resolution may only be passed by referendum if at least 10% of Members cast a vote.
- 1.5. Unless otherwise stipulated in the Articles of Association or elsewhere in these By-Laws a resolution by referendum will pass by simple majority vote.
- 1.6. Unless the resolution of the Referendum specifically provides to the contrary, the resolution shall take immediate effect and shall nullify any previous conflicting Policy.
- 1.7. Referendum questions must be formulated in a neutral, non-leading format and answerable by a simple affirmative/negative response. The Democracy Committee shall be permitted to seek Student Council approval to amend a referendum question where it is believed an approved question may be leading, partisan in approach or content, or for any other reason related to the neutrality or legality of a referendum question.
- 1.8. The Union shall provide and maintain a voting platform for referendums.

2. Coordination of Referendums

- 2.1. The Democracy Committee as described in [By-Law 14 - *Democracy Committee*] shall oversee the running of any referendum, unless a referendum is called while there is no Democracy Committee whereupon the responsibility shall fall to an Extraordinary Democracy Committee, as described in [By-Law 14 - *Democracy Committee*].
- 2.2. The duties of the Democracy Committee shall include the coordination of referendums in line with [9.1 - *Coordination of Elections*], the principles of the elections in line with [9.2 - *Principles of the Elections*], the formulation of referendum rules in line with [9.6 - *Election rules*], and election complaints in line with [9.8 - *Election complaints*].

- 2.3. Provisions relating to the conduct, responsibilities and duties of the Democracy Committee in [By-Law 9 – *Elections*] shall normally apply automatically to the Democracy Committee during the coordination of any Referendum.
- 2.4. The coordination duties for a referendum shall mirror those for elections, namely [9.1.1 to 9.1.4].
- 2.5. The roles of the Union staff in a referendum shall mirror that of Union staff in Elections [9.3 – *Conduct of Union Staff*].
- 2.6. Members of the Executive Committee engaging in campaigning activity in referendums may only do so in accordance with their existing democratic mandates.
- 2.7. For the avoidance of doubt, where no relevant existing mandate exists, members of the Executive Committee may campaign as they see fit.
- 2.8. Democracy Committee shall submit for ratification of Student Council the rules of a referendum no later than the Student Council meeting prior to the start of a campaigning period.
- 2.9. Rulings made by the Democracy Committee pertaining to the conduct of any referendum shall be published to all Student Members
- 2.10. In line with [9.5 – *Timings of Elections*], the Democracy Committee shall promote to student members an application process to lead campaign teams for referendum campaigns.
- 2.11. If more than multiple student members and/or groups of student members apply to lead a referendum campaign, the Democracy Committee shall determine, in consultation with all applicants, who is designated as the lead for the campaign.
- 2.12. The designated lead for each referendum campaign shall be responsible for the conduct of the campaign team.
- 2.13. For the avoidance of doubt, should no Campaign Lead be appointed for either the initiating or opposing side of a referendum question, neither the Executive Committee, nor the Democracy Committee, shall be under any obligation to promote said campaign.
- 2.14. In all other matters concerning arrangements, process, discipline and regulation; referendums will follow the procedures for elections [By-Law 9 – *Elections*]. The Democracy Committee may interpret the mirroring of regulations from the elections to Referendum as they see fit to ensure that a fair and effective Referendum takes place.

3. Retention of Materials

- 3.1. Voting materials (ballot papers and records of votes cast and counted) shall be kept by the Union for a period of at least one month after the certification of a result or until all disputes relevant to certain voting materials have been concluded, whichever is the longer.

4. Campaigning in Referendums

- 4.1. Each campaign team will be provided with an equal budget supplied by the Union at an amount set by the Democracy Committee, subject to Union Finance Policy and budget constraints. No other monies may be spent. Regulations on expenditure and the claiming of expenses will apply as for elections.
- 4.2. Campaign Leads/Teams must comply with rules regarding conduct set-out in the By-Laws and the Referendum rules. Campaign Leads/Teams will also be expected to act in accordance with University regulations regarding behaviour and [By-Law 18 - *Member Code of Conduct*].

By-Law 11 - Grievance and Complaint Procedure**1. Principles of the Complaints Procedure**

- 1.1. Complaints shall be considered and dealt with promptly and fairly.
- 1.2. The Union shall always attempt to provide an effective remedy wherever a complaint is upheld.
- 1.3. Complaints procedures shall be accessible to all Student Members, and to any person who would have been a member had they not exercised their right to opt-out in accordance with [By-Law on Membership].
- 1.4. Complaints shall as far as possible be considered by people not involved in the grievance. Any officer or Trustee of the Union who is the subject of a complaint shall not participate in decision-making about that complaint, or in communication from the Union to the person who submitted the complaint ("the complainant") regarding the complaint.

2. Informal Complaints

- 2.1. Any officer or staff member of the Union may take steps to informally resolve grievances raised with that officer or staff member to the satisfaction of the person raising the grievance provided that:
 - 2.1.1. No Student Member, or person who would have been a member had they not exercised their right to opt-out in accordance with [By-Law on Membership] is discouraged or prevented from raising a formal complaint if they are dissatisfied with the informal resolution;
 - 2.1.2. The grievance raised, if upheld, would not involve an admission of serious civil or criminal liability;
 - 2.1.3. In the event of a grievance which relates or might relate to staffing matters, steps to resolve the complaint informally shall be taken in keeping with the Union's internal staffing policies.

3. Submission of Formal Complaints

- 3.1. A formal complaint shall be a written communication addressed to either President of the Union or to any other Sabbatical Officer noting:
 - 3.1.1. The desire to make a complaint;
 - 3.1.2. The specifics of the issue about which they wish to complain;
 - 3.1.3. The specifics of any harm caused by the issues;
 - 3.1.4. A means of contacting the complainant for further correspondence regarding the complaint.
- 3.2. The Officer of the Union to whom a complaint is communicated shall, as soon as is practicable and within one working day of receiving the complaint, acknowledge receipt of the complaint to the complainant and make the complainant aware of this

By-Law and any other information published by the Union regarding the submission and consideration of complaints.

4. Consideration of Complaints

- 4.1. The Officer of the Union to whom the complaint is communicated shall nominate one of the Sabbatical Officers to lead consideration of the complaint (“the lead officer”), who shall normally be one of the Presidents.
- 4.2. Complaints should be considered by the Union promptly. If the outcome of a complaint is not communicated to the complainant within 14 days, the Officer leading consideration of the complaint shall inform the complainant of the reason for the delay and a new anticipated timescale for consideration of the complaint.
- 4.3. The lead officer shall decide whether the complaint should be considered by the Executive Committee, or the Board of Trustees.
 - 4.3.1. Any complaint which if upheld would involve an admission of serious civil or criminal liability, or any complaint against a member of the Union’s staff who is not a sabbatical officer, shall be considered by the Board of Trustees;
 - 4.3.2. Any other complaint shall be considered by the Executive Committee.
- 4.4. The lead officer shall be empowered to rule that multiple complaints should be considered together or that a single complaint should be considered in separate parts or processes.
- 4.5. The lead officer shall conduct an investigation into the complaint and shall present the findings of the investigation including any relevant evidence to the Executive Committee or the Board of Trustees as appropriate in accordance with Clause 4.3 above.
- 4.6. Where the Executive Committee considers a complaint, it shall consider the findings of the investigation and any relevant evidence presented, and may resolve to:
 - 4.6.1. conduct further investigation respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;
 - 4.6.2. judge the Union complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;
 - 4.6.3. reject the Complaint;
 - 4.6.4. uphold the Complaint in part and set out corrective action;
 - 4.6.5. uphold the Complaint in full and set out corrective action; or
 - 4.6.6. refer the complaint to the Board of Trustees.
- 4.7. Where the Board of Trustees considers a complaint, it may resolve to:
 - 4.7.1. delegate consideration of the complaint to an employee of the Union;

- 4.7.2. conduct further investigation respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;
- 4.7.3. judge the Union complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;
- 4.7.4. reject the Complaint;
- 4.7.5. uphold the Complaint in part and set out corrective action; or
- 4.7.6. uphold the Complaint in full and set out corrective action;
- 4.8. Where a complaint is made against an employee of the Union, consideration of that complaint shall always be in accordance with the Union's staffing policies.
- 4.9. Where a complaint is upheld or partially upheld which involves wrongdoing by a Student Member, corrective action shall always be set out in accordance with [By-Law Member Disciplinary Process].
- 4.10. After the Executive Committee or the Board of Trustees has made a resolution on a complaint, the lead officer shall, as soon as is practicable and within two working days of the resolution, inform the complainant of the resolution and their right of appeal as specified below.

5. Appeal to the Junior Proctor

- 5.1. If after the consideration of a complaint by the Union the complainant is dissatisfied with the outcome of the procedure the complainant shall have the right to appeal to the Junior Proctor in accordance with the Ordinances within 14 days of receiving communication of the resolution of the complaint.
- 5.2. The complainant shall also have the right to appeal to the Junior Proctor at any time more than one month after the submission of a complaint to the Union and before receiving communication of the resolution of the complaint.
- 5.3. The Junior Proctor shall, in accordance with the Ordinance, have the right to decide on a remedy for any such appeal. The Union shall implement this remedy without delay and report this implementation to the University.

6. Report to the University

- 6.1. The Union shall maintain a record of formal complaints received and resolutions made on those complaints, which shall be made available to the University at regular intervals and on request.

By-Law 12 – External Affiliations**1. List of External Affiliations**

- 1.1. The Union shall maintain a list of external organisations to which it is affiliated.
- 1.2. The list of external affiliations shall include details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report).
- 1.3. The list of external affiliations should be published to all Student Members and updated at least once per academic year or more frequently.
- 1.4. The list of external affiliations should be reported to the University on request and at least once per academic year.

2. Notice of External Affiliations

- 2.1. If the Union decides to affiliate to an external organisation, it shall publish to the Student Members notice of the decision including the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.
- 2.2. The Union shall make available to the University any such notice.

3. Review of External Affiliations

- 3.1. The list of external affiliations shall be subject to the approval of the annual Student Members' Meeting in accordance with Article 16.2.4. and [By-Law 7 Student Members' Meetings].
- 3.2. If the list of external affiliations is not approved by the annual student members meeting, the next meeting of the Student Council shall consider separately each affiliation of the Union in accordance with [By-Law 1 Student Council].
- 3.3. A referendum may be called on any external affiliation of the Union in accordance with Article 15.1. Such a referendum shall be conducted in accordance with [By-Law 10 Conduct of Referendums].

By-Law 13 – Student Societies**1. Allocation of Resources**

- 1.1. No allocation of funding shall be made to Societies except in accordance with a written procedure published by the Union and available to all Student Members and the University.
- 1.2. Where support or services are provided to Societies, reasonable attempts shall be made to ensure that access to such support is equally available to any Society.
 - 1.2.1. For the avoidance of doubt, this shall include the provision of services such as (but not limited to) use of a voting platform or access to a Freshers' Fair.

2. Definition of Societies

- 2.1. The Union shall publish a working definition of a Society which shall be available to all Student Members and which need not be limited to the Registered Clubs and Societies of the University.
- 2.2. The Union shall not allocate resources to any student group or club which does not fall within its working definition of a Society.

By-Law 14 - Membership

1. Opting out

- 1.1. Students shall have the right to opt out of being Student Members of the Union by informing by informing the University in a manner to be specified by the Registry.
- 1.2. Students shall be deemed to no longer be Student Members from the time when the Union is informed of their having opted out of Student Membership in accordance with [Clause 1.1].
- 1.3. On ceasing to be a Student Member by opting out, the Student shall immediately be deemed to have vacated any office of the Union previously held.
- 1.4. No Student who has opted out of Student Membership of the Union shall be disadvantaged in respect of access to services provided by the Union.

2. Associate Members

- 2.1. The Associate Members of the Union shall be those people falling within classes determined by the Board of Trustees and shall have such rights and obligations as determined by the Board of Trustees.
- 2.2. There shall be no requirement to maintain a register of Associate Members.
- 2.3. The Union shall publish the classes of Associate Membership, and shall inform any person whether they are an Associate Member on request.
- 2.4. The Board of Trustees shall have the power to remove any Associate Member and shall inform any person so removed in writing within two weeks of Full Term of the decision to remove them.

3. Appeals to Membership Status

- 3.1. Any Student Member of the Union may appeal the class of their membership by informing the Democracy Committee in writing of:
 - 3.1.1. Their current class of membership;
 - 3.1.2. The class of membership they believe that the Union should consider them to hold;
 - 3.1.3. Any information supporting their appeal they wish to provide to the Democracy Committee.
- 3.2. The Democracy Committee shall consider such an appeal, and inform the Student Member of their decision regarding the appeal and update the Register of Members as appropriate within 4 weeks of Full Term of receipt of the appeal or before the next election of the Union in which the member submitting the appeal is entitled, or would be entitled if the appeal were upheld, to be a candidate or to vote.

Motion In Support of a Formal Institutionalised Language Policy (ILP) and Collegiate Contribution for Insessional Academic English Courses for Non-native Speakers

Proposer: Alessandro Ceccarelli, President

Second: Stella Swain, Welfare and Rights Officer

The Graduate Union notes:

1. University of Cambridge is a member of the League of European Research Universities (LERU). Not only are we one of the few Universities in the League without a formal language policy, but we just do not feature at all within the new report (LERU, Bernd Kortmann, Briefing Paper No. 4 - November 2019). 13 out of 18 responding LERU universities implement some sort of official institutionalised language policy (ILP), most of them dating from the 2010s;
2. Institutionalised Language Policy (ILP) documents specify the linguistic competence that students, lecturers and other staff need to attain in order to study or work at a given university – including a list of the specific language tests that are necessary and recognised by that institution. These documents also outline possible ways in which existing language deficits in prospective candidates might be addressed. Such strategies for language development address not only the acquisition and improvement of the national (or: host) language(s) but also skills in additional languages (for a review of language policies, see Gutierrez Eugenio, Ester and Nick Saville (2017). Policy review: The role of assessment in European language policy: a historical overview. Languages, Society & Policy. <https://doi.org/10.17863/CAM.9801>);
3. A survey by the European University Association (EUA) demonstrates that practically all European universities follow a strategy of internationalisation which primarily aims at promoting mobility across target groups (see Colucci E. et al. 2014. Connecting mobility policies and practice: Observations and recommendations on national and institutional developments in Europe);
4. Successful internationalisation and mobility depend upon coherent official language policies. Such policies should also define to what extent measures to internationalise universities need to be applied within the universities' administration, too;
5. In UK Universities, there have been repeated calls for a consolidated effort to promote foreign language learning. The London School of Economics, for example, highlights the importance of education, in general, and the promotion of foreign language learning for local and international students, in particular, specifically as a means for professional development. This recent movement in favour of foreign language learning is supported by the British Council (see British Council. 2017. Languages for the future https://www.britishcouncil.org/sites/default/files/languages_for_the_future_2017.pdf);
6. International students (all Schools/Faculties/Departments) who have met the University's 'Language Condition' of entry to graduate programmes may (and often do) still need additional support in developing their English medium academic

writing and presentation skills. Proof of English language proficiency is not sufficient to ensure that students can follow English-medium academic conventions, structure arguments appropriately (this is often a cross-cultural phenomenon) and may still also have some aspects of their English usage which requires attention (see Cambridge Graduate Admissions, Competence in English);

7. Those students who are set the In-Sessional as a condition of entry by the GAO (Graduate Admissions Office), having marginally failed to meet the language condition for entry, are required to confirm their ability to pay for it (i.e. £385 per student in 2017/18) when meeting the financial conditions of entry. However, for all other students who might be referred to the Language Centre or elect to seek this additional (sometimes crucial) support, this may not be the case (£280/student in 2017/18). In 2019 the figures went up to:
 - a. Full Conditional: £790
 - b. Half Conditional: £420
 - c. Elective (i.e. not conditional): £300

For more info, see the Cambridge Academic Development and Training for International Students (ADTIS);

8. International students who are non-native English speakers are expected to cover the expenses for (a) a very expensive pre-sessional English Course; and (b) an expensive in-sessional academic English course. Other Universities in the UK (e.g. University of Manchester; SOAS; etc.) do cover the cost of in-sessional support courses;
9. In a national survey by BALEAP (British Association of Lecturers in English for Academic Purposes), over 90% of HEIs who responded provide In-Sessional support free at the point of delivery to international, including non-UK EU, students who require it (also see Brewer S. et al., 2019. Papers on In-sessional English for Academic Purposes, LSE).

The Graduate Union believes:

1. That the promotion of foreign language learning for local and international students is crucial as a means for professional and personal development;
2. From a higher education perspective, the development of Institutionalised language policy (ILP) documents almost always goes hand in hand with the process of making universities more international;
3. That in-sessional English courses and 'student support' provision should be included in student fees (without further increasing fees for international students).

The Graduate Union resolves:

1. To urge the University of Cambridge General Board and its Education Committee to formalise an Institutionalised Language Policy (ILP);
2. To urge Heads of Schools and Heads of Houses, as well as the Cambridge Admission Office, to set up a mechanism to cover the expenses of in-sessional courses for students who may need this. In practical terms, this would potentially require a topslice of international fee income allocated to the Language Centre before distribution to Schools, thus reducing the allocations to Schools (without further increasing fees for international students). The Language Centre would estimate, based on calculations in other universities, that £45-£50 sliced off all international student fees would be sufficient, but this could be reviewed according to take-up/demand and actual costs incurred by the Language Centre to staff the delivery.

Following their enquiry, the Cambridge Language Centre estimates, based on models elsewhere, that £45-£50 sliced off all international student fees would be sufficient but that this could be reviewed according to take-up/demand and actual costs incurred for delivery.