CUSU Disabled Students’ Campaign Standing Orders

These standing orders shall be the secondary governing document of the CUSU Disabled Students’ Campaign, hereafter referred to as ‘the Campaign’, supplementary to the Constitution.

Article A - Open Meetings

1.) Organisation of Open Meetings/’Forums’

   i. Where possible, the date, time and location of Open Meetings shall be announced by the facilitator at least a week in advance and remain fixed, and it shall be made clear to people who might attend that they can rely on this.

   ii. The agenda of the Open Meeting shall be shared via social media, and ideally via the Campaign mailing list, as far in advance as is feasible, and no less than 24 hours in advance of the meeting.

   iii. One Elected Officer, usually the Secretary, in attendance at an Open Meeting will be responsible for taking live minutes. Elected Officers shall share the responsibility of ensuring that this document is accessible to those who wish to attend the meeting remotely. This shall usually be done by taking live minutes in a commentable Google doc, usually the same document holding the agenda, so that remote attendees are able to contribute to discussion.

   iv. One Elected Officer, usually the Communications Officer, shall be responsible after the Open Meeting for disseminating the document containing complete minutes via the Campaign mailing list and social media.

2.) Discussions and Decision-Making at Open Meetings/’Forums’

   i. Any Campaign member may contribute to the agenda in advance of or during an Open Meeting, via the ‘comment’ function and/or via directly contacting an Elected Officer and/or via attendance of the Open Meeting. All Campaign
members are encouraged to bring items for discussion or for update purposes to Open Meetings.

ii. Elected Officers shall share amongst themselves the responsibility for facilitating Open Meetings. Facilitators shall ensure that people are speaking in turn and not interrupting each other, and find ways of structuring discussion so as to keep it productive and move it towards consensus. They shall have no special powers and shall facilitate discussion and decision-making.

   a) The usual facilitator will be the Disabled Students’ Officer, however this is not mandatory. For the purposes of the CUSU Constitution, the facilitator shall be considered the Chair of the meeting.

   b) Members shall also self-facilitate. This involves maintaining a consciousness of privilege and the space you take up in the room, particularly during sensitive discussions.

   c) If members feel uncomfortable with who is facilitating at any given moment, they may indicate an access break. If the issue cannot be resolved the facilitator position should be reallocated.

iii. Any decision to be made regarding changes made to the Standing Orders or the Constitution of the Campaign must be made by a two thirds majority quorate vote.

   a) Quoracy shall be judged by:

      i. attendance as registered in the live minutes of those both physically and remotely present, remote attendees having been asked to register their attendance within the live minutes via the ‘comment’ function, and

      ii. for the purposes of the vote only, temporary remote attendance as registered by the Chair in the live minutes as the sum of the number of votes they have received via direct message and email since the opening of the vote as registered in the live minutes.

   b) The numerical requirements to meet quoracy are defined in the Constitution.

iv. All decisions not relating to a change in the Standing Orders or Constitution of the Campaign shall normally be made by consensus. Consensus decision-making means that all participants work actively together towards a resolution that everyone supports or is at least reasonably happy to proceed with.
a) Consensus decisions should involve everyone who will be fundamentally affected by the outcome; all Campaign members are welcome to partake in discussion, but participants should also self-facilitate according to the degree to which they personally (or, if an Elected Officer, a group they have been elected to represent) will be affected by the outcome of the decision.

b) If no consensus can be reached, decisions will be made by simple majority vote of all attendees (physically and remotely attending, with remote attendees given an appropriate time window to cast their vote). Any attendee may call for such a vote if they feel that a consensus decision is unlikely or that a decision reached by consensus did not reflect a true consensus.

c) Any decision taken whose primary focus or impact is the members of a particular marginalised group within the Campaign should be taken only by members of the Campaign who self-identify with the affected group. Other members may ask questions and contribute to the discussion on e.g. a logistical level, but should not generally offer their own opinions towards a consensus decision, and should not take part in a vote if one is called.

d) Members of any aforementioned marginalised group shall never be pressured or requested to out themselves; the Disabled Students' Officer and/or Chair shall always provide an anonymous and accessible means of voting. This may include a means which is also anonymous to the Disabled Students' Officer and/or Chair themselves if requested, although this should be used sparingly, due to the difficulty of any democratic oversight or verification that arises with such a means.

e) Campaign members who are unable to attend an Open Meeting either physically or via remote attendance may submit comments in advance of, or during, the Meeting to the Chair and/or Disabled Students' Officer, who shall communicate these comments from a neutral perspective.

vi. Elected Officers shall normally act according to the decisions made in Open Meetings, unless there is a clear reason otherwise e.g. that to do so would fail to represent the students indicated by that Officer's role, that a more effective way to achieve the same goal becomes evident, or that there are compelling personal reasons which make it impossible.

a) Where such a reason presents itself, Elected Officers shall expect to report back at the next Open Meeting to ensure that Campaign members have the opportunity to hold the Elected Officers accountable; this may be done in person (via physical or remote
3.) Accessibility and Safer Space Policy

i. As a matter of course, Open Meetings shall be as accessible as possible, without waiting for someone to come forward with a particular access need; this shall include meeting the access needs of intermitting members. If someone does come forward with an unforeseen access need, it shall be met as a matter of course from then on. If the Campaign does not have the resources to meet a particular access need, the Campaign shall seek funding to meet that access requirement as a priority, and keep the excluded person or people included in every way possible in the meantime.

a) The Disabled Students’ Officer and the Accessibility Officer shall be the primary points of contact for any issues relating to the accessibility of Open Meetings, although any Elected Officer may of course be approached with such concerns.

b) The Disabled Students’ Officer and the Accessibility Officer, with the support of the other Elected Officers, shall endeavour to review the accessibility of Open Meetings on a regular basis, to ensure that existing procedures are functioning appropriately and that as many foreseeable access needs are being met as possible.

ii. Open Meetings shall, as far as is possible, be a safe space. Everyone in attendance shall seek to provide verbal (and, where necessary, written) Content Notes for any potentially upsetting or triggering content that may arise in discussion of a particular topic. Everyone in attendance shall also actively seek to avoid perpetuating any form of oppression through prejudiced or discriminatory language or behaviour. If any individual is engaged in such oppressive language or behaviour, it shall be the responsibility of the group to mediate and, if necessary, agree by consensus that that individual should apologize and cease to engage in such behaviour or, if no such change in behaviour is forthcoming, that that individual has excluded themselves from the safe space by use of persistent oppressive language or behaviour.
Article B - Elected Officers and Representatives, and Officer Roles

1.) Elected Officers and Representatives
   i. All non-sabbatical Elected Officer and Representative roles of the Campaign can be filled by up to two members of the Campaign.
   ii. The Elected Officers and Representatives of the Campaign shall comprise the following:
      1. The Disabled Students’ Officer
      2. The Women’s Rep
      3. The LGBT+ Rep
      4. The Trans Rep
      5. The BME Rep
      6. The Class Act Rep
      7. The Graduate Students' Rep
      8. The Mature Students’ Rep
      9. The International Students’ Rep
     10. The Intermittent Students’ Rep
     11. The Carers’ Rep
     12. The Computing Officer
     13. Two Open Portfolio Officer positions
   iii. For all Representative roles, eligible candidates must self-define as members of the groups they are representing. Eligibility for these roles, as set out in point i of each section B. iv. 2-11 and point iv. 1. ix, is fully dependent on self-definition and must not be externally policed or questioned.
   iv. The responsibilities of the Elected Officers and Representatives shall be as follows:

1. The Disabled Students’ Officer:
   i) The Disabled Students’ Officer is the sabbatical Disabled Students’ Officer for CUSU and responsible for running the ordinary business of the Disabled Students’ Campaign.
   ii) The Disabled Students’ Officer is bound by decisions made at Open Meetings, and by the articles of the Constitution.
iii) The Disabled Students’ Officer’s Role is to provide individual support for
the members of the Disabled Students’ Campaign, to coordinate the work of
the Committee.
iv) The Disabled Students’ Officer should work to protect the autonomous
status of the campaign.
v) The Disabled Students’ Officer is responsible for providing training for the
Committee and for college Disabled Students’ Officers, or their equivalent
positions.
vi) The Disabled Students’ Officer represents the Disabled Students’
Campaign on University committees, to other CUSU sabbatical officers, and
at CUSU Council.
vii) The Disabled Students’ Officer is elected in the general CUSU sabbatical
election.
viii) No person may serve as the Disabled Students’ Officer more than twice.
ix) The Disabled Students’ Officer must self-define as disabled to be eligible
for the role.

2. The Women’s Officer shall:
i) Be a member of the Campaign who feels womanhood to form part of their
gender identity.
ii) Represent the interests of disabled women to CUSU Women’s Campaign.
iii) Act in the interests of disabled women within the Campaign, and be a point
of contact for any issue specifically related to its women members.
iv) Coordinate action and awareness-raising on the relationship between
women’s liberation and disabled liberation.

3. The LGBT+ Officer shall:
i) Be a member of the Campaign who self-defines as LGBT+.
ii) Represent the interests of disabled LGBT+ people to the CUSU LGBT+ Campaign.
iii) Act in the interests of LGBT+ people within the Campaign, and be a point
of contact for any issue specifically related to the welfare of its LGBT+ members.
iv) Coordinate action and awareness-raising on the relationship between
LGBT+ liberation and disabled liberation.

4. The Trans Officer shall:
i) Be a member of the Campaign who self-defines as trans and/or non-binary.
ii) Represent the interests of disabled trans people to the CUSU LGBT+ Campaign.
iii) Act in the interests of trans people within the Campaign, and be a point of contact for any issue specifically related to the welfare of its trans members. iv) Coordinate action and awareness-raising on the relationship between trans liberation and disabled liberation.

5. The BME Officer shall:
   i) Be a member of the Campaign who self-defines as BME (Black & Minority Ethnic).
   ii) Represent the interests of disabled BME people to the CUSU BME Campaign.
   iii) Act in the interests of BME people within the Campaign, and be a point of contact for any issue specifically related to the welfare of its BME members.
   iv) Coordinate action and awareness-raising on the relationship between BME liberation and disabled liberation.

6. The Class Act Officer shall:
   i) Be a self-defining member of the Campaign to whom at least one of the Class Act strands applies (working class, state-comp educated, low-income, estranged, care leaver, and first generation students).
   ii) Represent the interests of disabled members to the CUSU Class Act Campaign.
   iii) Act in the interests of working class, state-comp educated, low-income, estranged, care leaver, and first generation students within the Campaign, and be a point of contact for any issue specifically related to the welfare of its members who identify with any of the Class Act strands.
   iv) Coordinate action and awareness-raising on the relationship between class struggle and disabled liberation.

7. The Graduate Students' Officer shall:
   i) Be a member of the Campaign who is a graduate student.
   ii) Liaise with the Graduate Union Part Time Disabled Students' Officer in representing the interests of disabled graduate students to the Graduate Union.
   iii) Represent the interests of graduate students within the Campaign, and be a point of contact for any issue specifically related to the welfare of its graduate members.
   iv) With the support of the Disabled Students' Officer, aim to have contacts within college MCRs and facilitate the creation and support of Disabled Students' Officer positions on each MCR.
8. The Mature Students’ Officer shall:
   i) Be a member of the Campaign who is a mature student.
   ii) Liaise with the Graduate Union Part Time Disabled Students’ Officer in
       representing the interests of disabled mature students to the Graduate Union.
   iii) Act in the interests of mature students within the Campaign, and be a point
       of contact for any issue specifically related to the welfare of its mature student
       members.

9. The International Students’ Rep shall:
   i) Be a member of the campaign who is an international student.
   ii) Represent the interests of disabled international students to iCUSU.
   iii) Act in the interests of international students within the Campaign, and be a
       point of contact for any issue specifically related to the welfare of its
       international student members.

10. The Intermitting Students’ Rep shall:
    i) Be a member of the Campaign who is intermitting from their studies or who
        has intermitted from their studies in the past.
    ii) Act in the interests of intermitting students within the Campaign, and be a
        point of contact for any issue specifically related to the welfare of its
        members who are intermitting, who have intermitted, or who are considering
        intermission.

11. The Carers’ Rep shall:
    i) Be a member of the Campaign who has, or who has had, caring responsibilities, i.e. being a carer for another person, including dependent children.
    ii) Act in the interests of student carers within the Campaign, and be a point of contact for any issue specifically related to the welfare of its members who have caring responsibilities.

12. The Computing Officer shall:
    i) Maintain the Campaign website, keeping the information up-to-date and as accessible as possible.
    ii) Help facilitate the technological needs of the Campaign.
    iii) Administer the Campaign’s mailing lists.
iv) Coordinate cusu.cam.ac.uk email addresses for officers of the Campaign and other members as needed.

13. The Open Portfolio Officers shall:
   i) Facilitate specific priority campaigns of the Disabled Students' Campaign.
   ii) Be elected on the basis of an election manifesto that outlines their particular campaign plan.
   iii) Provide regular updates on the progress of their campaign to Campaign members.

v. The CUSU Part-Time Welfare Executive Part-Time Students' Officer may, if they wish, be co-opted as an honorary Elected Officer of the Campaign. The Disabled Students’ Officer shall be responsible for contacting the Part-Time Students’ Officer after election to ask if they wish to be considered for co-option, and the decision to co-opt shall be made through a consensus decision made by the committee of Elected Officers and Representatives, or via a simple majority vote at a quorate Open Meeting. If co-opted, the Part-Time Students’ Officer shall serve as a voting member of committee until the end of their term.

2.) Officer Roles
   i. Officer Roles shall be assigned collaboratively among each newly elected committee by consensus, and reported officially to the Campaign membership at the next Open Meeting and via the Campaign’s communication channels. Officer Roles may also be reassigned in the same way throughout the year if necessary, for example if any Officer becomes unable to fulfil their Officer Role.
   ii. Each Officer Role may be held by up to three committee members, and each committee member may hold up to two Officer Roles.
   iii. No committee member shall be obligated to undertake an Officer Role; committee members are explicitly welcome to hold only their elected position if they prefer to do so. Any unfilled Officer Roles will be automatically assigned to the Disabled Students’ Officer.
   iv. The Officer Roles shall comprise the following:
      1. Academic Adjustments Officer
      2. Applicant Access Officer
      3. Intermission Officer
      4. Accessibility Officer
      5. Community & Outreach Officer
6. Welfare & Socials Officer
7. Events Officer
8. Secretary
9. Communications Officer
10. Zine Officer
11. Council Officer

v. The responsibilities of the committee members assigned to each Officer Role shall be as follows:

1. The Academic Adjustments Officer shall:
   i) Liaise with the CUSU Education Officer and the CUSU Education Part-Time Executive to ensure that disabled students’ academic needs are being considered and represented, and in turn to inform the work of the Campaign.
   ii) Coordinate action to promote full accessibility across all aspects of academic life. This will include action relating to University processes for academic reasonable adjustments, examination adjustments, and alternative modes of assessment.
   iii) Raise awareness amongst college Academic Affairs Officers and Faculty Reps of the specific academic affairs issues faced by disabled students.

2. The Applicant Access Officer shall:
   i) Act as a contact point for prospective disabled students, for example by attending open days and other University and College access initiatives.
   ii) Liaise with the CUSU Access & Funding Officer and Part Time Executive to ensure that the specific barriers to higher education faced by disabled students are being addressed, and in turn to inform the work of the Campaign.
   iii) Raise awareness amongst college Access Officers of the specific barriers to higher education faced by disabled students.
   iv) Coordinate action to increase the accessibility of the University to disabled applicants.

3. The Intermission Officer shall:
   i) Assist the Disabled Students’ Officer in representing the interests of students who are intermitting, have intermitted or are considering intermission to the University.
   ii) Coordinate action to advocate for improvements to the intermission system.
iii) Raise awareness about intermission among University members, and be a point of contact for students for information and signposting on issues relating to intermission.

4. The Accessibility Officer shall:
   i) Be a contact point for discussion of disabled students’ access needs and accessibility issues both within the Campaign and within the University and associated bodies more generally.
   ii) Coordinate action to challenge inaccessibility across all aspects of University life, including the promotion of access statements and other aspects of accessibility within the Collegiate University and the wider Cambridge community, including in reference to social and extra-curricular groups and activities.
   iii) Share responsibility for ensuring that the Campaign continually reviews and improves its accessibility to its members.

5. The Community & Outreach Officer shall:
   i) Coordinate action aimed at community-building outreach, i.e. encouraging self-identification with and involvement in the Campaign.
   ii) Coordinate action aimed at awareness-raising of disability justice among the wider community.
   iii) Facilitate and be a point of contact for the Campaign’s external relationships, e.g. with disability justice groups in Cambridge such as DPAC Cambridgeshire & Essex, national networks such as NUS Disabled Students’ Campaign, etc.

6. The Welfare & Socials Officer shall:
   i) Organise a variety of social and welfare events for Campaign members, aiming to provide a range of different events that will consider and provide for different members’ access needs and preferences.
   ii) Liaise with the CUSU/GU Welfare and Rights Officer and Part Time Executive to work on joint projects where appropriate, and to ensure that the specific welfare issues faced by disabled students are being addressed, and in turn to inform the work of the Campaign.
   iii) Be a point of contact for welfare support for Campaign members, and signpost Campaign members to relevant welfare services.
iv) Raise awareness amongst college Welfare Officers of the specific welfare issues faced by disabled students, and encourage them to promote informed and inclusive messages regarding students’ rights to identify with and access the resources of the Campaign.

7. The Events Officer shall:
   i) Conceive and coordinate Campaign events, such as panels, discussion groups, speaker events, workshops, etc.
   ii) Share responsibility for ensuring that Campaign events are as accessible as possible to all Campaign members.

8. The Secretary shall:
   i) Be responsible for the Forum live minutes, as well as for taking minutes of other meetings and events where appropriate.
   ii) Be responsible, along with the Disabled Students' Officer, for the organisation, administration, and archiving of minutes and other relevant documents.

9. The Communications Officer shall:
   i) Maintain the Campaign’s social media outlets in coordination with the Disabled Students’ Officer.
   ii) Maintain the Campaign's mailing list and bulletin in coordination with the Disabled Students’ Officer.
   iii) Generally facilitate the communication and promotion of the Campaign’s activities within the University and Cambridge.
   iv) Share responsibility for ensuring that the Campaign's communications are accessible to all.

10. The Zine Officer shall:
    i) Be responsible for conceiving, soliciting submissions for, and creating the Campaign zine (usually produced yearly).

11. The Council Officer shall:
    i) Attend CUSU Council to serve as the second of the Campaign’s two CUSU Council votes (the first being represented by the Disabled Students’ Officer).
ii) Ensure that they are democratically representing the members of the Campaign at CUSU Council, by researching and soliciting opinions on proposed motions and other relevant Council matters.

4.) The term of office of all non-sabbatical Elected Officers shall be from the commencement of Week 8 of Easter Term. The period between election and taking up office, as well as the duration of Week 8, shall be a handover period, including ensuring close familiarity amongst all officers elect with the Campaign's Constitution and Standing Orders.

5.) In the event of an unfilled office, the Elected Officers shall take collective responsibility for finding interested members, and facilitating their election to the position(s) through the consensus decision of a quorate Open Meeting. In the meantime, the work pertaining to unfilled roles shall be divided between the Elected Officers.
   i. Alternately, a vote at a quorate Open Meeting can decide to run a campaign-wide by-election to fill a role.

6.) If any Elected Officer wishes to stand down from their role at any point, they may do so by contacting the Disabled Students' Officer. Their position shall be filled as described in B.5 above.

7.) Intermission, Year Abroad, or other physical distance should not discourage potential candidates for nomination to take up an Elected Officer position; Elected Officer positions can be fully conducted remotely, and all efforts shall be made to equalise participation between the committee as much as possible, regardless of physical presence in Cambridge. This shall be explicitly communicated in all election publicity.

**Article C - Elections**

1.) Elections shall take place in the final weeks of Lent term, concurrently with CUSU sabbatical officer elections.

2.) Nominations
i. Nominations shall open no less than a week before the commencement of the elections, and shall be announced no fewer than 24 hours prior to the vote’s opening.

ii. Any member may run for a maximum of two roles in any one election.

iii. Candidates may submit a manifesto of one side of A4 but this is not compulsory. Candidates must fill out the relevant google form associated with election and this shall ideally be published no fewer than 24 hours prior to the vote’s opening.

3.) Hustings and Voting

i. Hustings shall not be compulsory. If it is decided by consensus at an open meeting that hustings shall be held, it must be made as accessible as possible to all members of the Campaign. If a member of the Campaign who is running for a position or positions cannot attend hustings due to their impairment(s) or disablement, a speech shall be read out on their behalf. Wherever possible, hustings shall be made accessible without requiring the physical presence of attendees, e.g. via live minutes (see Article A), or via an online-only hustings where questions are submitted online and candidates must answer them online within a given time period.

ii. Voting shall be carried out via the CUSU online voting system only.

iii. Voting shall be open for at least 48 hours and no more than seven days, as decided by the Elections Committee.

iv. Voters shall be notified via the CUSU online voting system that they should only vote for the following positions if they self-identify as a member of the relevant group: Women’s Rep, LGBT+ Rep, Trans Rep, BME Rep, Class Act Rep, International Students’ Rep.