

# SO 5007

## STANDING ORDER GOVERNING THE DISABLED STUDENTS' COMMITTEE

### 1. Definition

The Committee is a Standing Committee of HUU as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO 5007. The Disabled Students' Officer and the Committee are accountable to the Welfare & Community Officer and the Welfare & Community Zone.

### 2. Aims

The Disabled Students' Committee will:

- a) campaign for disability rights within HUU, locally and nationally;
- b) ensure HUU's Equal Opportunity policy is fair to disabled members;
- c) campaign for the provision, maintenance and improvement of disabled access to buildings and availability of information in different formats, helpful to those with visual disabilities;
- d) promote links with other similar groups and organisations, within the local community, regionally and nationally;
- e) raise funds to support these aims.

### 3. Disabled Students' Officer

The Disabled Students' Officer shall be elected once per academic year, in accordance with SO 8001. The Disabled Students' Officer shall chair the committee and have responsibility for both the Executive and the Committee and is a voting member of the Welfare & Community Zone.

### 4. Membership

The Disabled Students' Committee has two types of membership:

#### a) Full Membership:

Full membership is open to all full members of HUU as defined in the Byelaws.

#### b) Associate Membership:

Associate membership is open to all associate members of HUU as defined in the Byelaws.

## 5. Elections

The Disabled Students' Officer shall be elected in semester two in accordance with SO 8001 and members of the Executive Committee in accordance with SO 8008. They shall hold their positions for the next academic year. Vacancies are to be elected in accordance with SO 8008. 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.

In addition to the Disabled Students' Officer there shall be an Executive Committee. The Executive Committee shall be active in the promotion of Disability Rights; in HUU, regionally, nationally and globally in accordance with HUU's charitable objects. The Executive shall be responsible for the organisation, direction and performance of the Committee in fulfilling its strategy. The Executive shall be responsible for monitoring and updating its long term strategy.

The voting membership of the Executive Committee shall be:

a) Chair Disabled Students' Committee

The Chair Disabled Students' Committee is Chair of the Executive;

b) Secretary/Treasurer

The Secretary shall assist the Chair Disabled Students' Committee in the administration and organisation of the Committee. The Secretary shall be responsible for maintaining the membership list of the Committee; ensuring the Committee meets all relevant dates detailed in the Regulations; preparing and circulating publicity prior to meetings and taking minutes; and keeping the Committee's Primary and Secondary accounts solvent. Responsibilities shall include budgeting; monitoring expenditure and signing claim forms.

c) Education Representative

The Education representative shall work with the committee regarding issues around disabled students' education. For example, access issues to lectures and university buildings, making sure that learning material is available in all formats and generally ensuring that disabled students have the equipment and support that they need to succeed in their education. The Education representative shall also work closely with disability services and sign post students to them if necessary.

d) Sports Representative

The Sports representative shall work closely with the Sports Development team and the Athletic Union to ensure that all disabled students have opportunities to play sports at university. They shall also help to resolve issues that disabled students may have with accessing sports facilities at the university. Further, the Sports representative shall be responsible for raising awareness of disability sports at the university.

e) Welfare and Mental Health Representative

The Welfare and Mental Health representative shall work closely with the committee to ensure the safety, welfare, and (mental) health and well-being of disabled students, both generally and individually. They shall be the point of contact for students experiencing welfare and/or mental health issues to sign post students to the University Disability Services and/ or Wellbeing Team as well as external organisations such as Samaritans and Citizens Advice Bureau. The Welfare and Mental Health representative shall also have the

responsibility to run campaigns related to these areas whilst liaising with the Mental Health Society, the Welfare & Community Officer and other partners as appropriate.

f) Campaigns Officer

The Campaigns Officer shall assist the Committee in the running of its campaigns and awareness campaigns.

7. Meetings

Meetings of the Committee shall take place at least monthly, and meetings of the Executive on a bi-weekly basis.

Quorum: The quorum of such meetings shall be 50% of the voting membership.

Minutes: The minutes shall be taken by the Secretary.

Attendance of voting members: Any voting member of the Executive Committee who fails to attend two consecutive meetings of the Committee, other than for reasons of health, or University or Union business, is deemed to have resigned. Apologies for non-attendance due to these reasons should be submitted to the Chairperson of the Committee.

8. Powers

The Executive shall be able to:

(a) Pass a motion of caution against the Disabled Students Officer as detailed in SO 8008;

(b) Bring motions of censure and no confidence as detailed in SO 8008 against the Disabled Students Officer to Council;

(c) Pass a motion of caution, censure or no confidence against other Executive or Committee members as detailed in SO 8008. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Executive;

(d) Submit questions in writing to the trustees of HUU to be asked by the Welfare & Community Officer.

9. Budget

The Welfare & Community Officer is the budget head for the Committee in accordance with SO 5001 and shall ultimately control expenditure. The Welfare & Community Officer may request the Treasurer attend Welfare & Community Zone and/or Council to report on the financial performance of the Committee.

KLH March

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