

BME CAMPAIGN STANDING ORDERS

1. SCOPE OF THE STANDING ORDERS;

- a. The purpose of these Standing Orders is to expand upon the BME Campaign's (referred hereafter to as 'The Campaign') Constitution with more detailed explanation as to the running of the Campaign, including its democratic processes, roles and responsibilities.

2. MEMBERS ACCESS TO THE CAMPAIGN;

a. Policing of eligibility

- i. The principle of self-identification is foundational to the campaign, therefore members will not be challenged on their reasons for engagement with the campaign. If someone is attending a campaign meeting it will be presumed that they are doing so because they identify with the campaign.

b. Accessibility

- i. All members of the campaign should have equal access to Campaign activities. The Campaign committee has a duty to ensure this through utilising accessibility measures such as live minuting (where possible), recording events (where possible), providing access statements for every and taking into account members accessibility requirements where raised;
- ii. If a member of the Campaign deems that accessibility requirements have not been met they should raise this with either the Campaign Chair or the SU Campaigns coordinator.

3. INTERSECTIONALITY;

- a. To work with the Union and other Union recognised Campaigns to seek to reduce prejudice and discrimination based on forms of oppression, which intersect with , including but not limited to ethnicity, religion, sexuality, gender, disability and class.

4. EXECUTIVE COMMITTEE;

a. The campaign shall have the following functional roles with these duties,

- i. The President,
 1. Shall be fulfilled by the SU BME Sabbatical Officer;
 2. Will be the public face of the campaign;
 3. Will represent the campaign at SU Council and SU Executive meetings and any other relevant meetings;
 4. Shall liaise with external relevant organisations (eg. Staff networks, National Campaigns);
- ii. The Chair,
 1. Shall be the Chairperson at all campaign committee Meetings, Forums and Hustings at which they are present, unless otherwise agreed;
 2. Will be responsible for the organisation of both Campaign Committee meetings and Forum, including compiling the agenda for both Committee Meetings and Forum;
- iii. The Vice-Chair,
 1. Supporting the chair by helping with tasks of delegation and conveying information;
 2. Ensure the Executive Committee runs smoothly;
- iv. The Treasurer,
 1. Shall be primarily responsible for the budgeting of the campaign and the handling of finance requests;
- v. The Secretary,
 1. Shall be responsible for the minuting of all official campaign meetings, unless otherwise agreed;
 2. Shall be responsible for regular communication with Campaign members- including responsibility for the Campaign Mailing list;
- vi. Two Education Officer(s),
 1. This role focuses on educational issues affecting Members of the Campaign. This role shall mainly require coordinating efforts for decolonising the curriculum and

addressing the attainment gap in Tripos results for BME students;

2. This role can be ran for jointly, to do this one of you should nominate yourself and set your preferred name as both of your names.

vii. The Access Officer shall,

1. Work closely with SU Access, from attending Access Forums to helping with the shadowing scheme and ensuring that it best serves the needs of potential BME applicants
2. Attend the Working Groups related to access work at the University they are invited to

viii. The Campaigns Officer(s);

1. This role requires the creation and execution of campaigns, as well as a sensitivity to contemporary university-wide, national or international issues affecting the broader BME community.
2. This role can be ran for jointly, to do this one of you should nominate yourself and set your preferred name as both of your names.

ix. The Events Officer(s) shall;

1. Manage the events held by the Campaign. This can range from social events to speakers' events and workshops etc.
2. Liaise with colleges, the Treasurer and any other relevant member of the executive committee.
3. This role can be ran for jointly, to do this one of you should nominate yourself and set your preferred name as both of your names.

x. Postgraduate Officer:

1. The Postgraduate Officer will ensure that the voices of BME postgraduates are represented in the aims and activities of the BME Campaign.

2. When neither the president or the chair of the campaign are postgraduate students, the postgraduate officer should automatically be assumed to represent the campaign as its postgraduate representative on the SU Council and SU Executive Committee.

b. The Campaign shall have the following representative roles to be fulfilled by someone who identifies with both the campaign and the role,

- i. Mental Health and Disabilities Officer,
 1. Shall represent the interests of Members of the Campaign who have physical and/or mental disabilities.
- ii. International Officer,
 1. Shall represent the interests of Members of the Campaign who are international students.
- iii. Women's Officer,
 1. Shall represent the interests of Members of the Campaign who are women, have gender identities that include 'woman', and those who feel they experience misogynist oppression.
- iv. The Campaigns' LGBT+ Officer role shall be fulfilled by the FUSE President.

c. All executive members of the campaign share the following duties;

- i. Attending committee meetings,
- ii. Upholding the constitution and standing orders of the campaign,
- iii. Regularly checking relevant correspondence from the SU, other Campaigns, and internal campaign communications from the rest of the committee;

- iv. Attending the relevant training sessions hosted by the SU;
- v. Forwarding any complaints raised by Campaign members about other students to the SU CEO.

d. Accountability;

- i. The primary mechanism for holding officers of the campaign accountable is through campaign forums;
- ii. Campaign officers should update on their work and progress at campaign forums and be open to taking questions;
- iii. Automatic Resignation, Censure and Votes of no Confidence are outlined in the Campaign Constitution (C.4-5).

5. Decision making processes

a. By the executive committee of the campaign;

- i. The executive committee of the campaign may need to take decisions or stances when it is not possible to take them to forum;
- ii. Generally the executive committee will operate a consensus system of decision making, when a consensus cannot be reached the committee shall vote on a decision with a simple majority needed to approve a decision.
- iii. Such decisions may be voted on at a committee meeting or via circulation if a committee meeting is not possible;
- iv. The decisions or stances come to by committee must not contradict pre-existing campaign policy;
- v. If the committee wishes to take a stance or action against SU policy that has been passed at SU Council it can only do so if Forum has passed policy to that effect as outlined in the definition of Campaign political autonomy in the SU By-Law 5, 2.4.5;
- vi. If the committee makes a decision or takes a stance without a forum they must update on this at the following forum.

b. By forum

- i. The mechanisms of passing policy at Forum are outlined in point 6.d.v.

c. Voting at SU Council and SU Executive;

- i. The Campaign shall be represented at SU Council and SU Executive by one Undergraduate and one Postgraduate from the

Campaign committee, one of whom should be the Campaign Chair/President;

- ii. The executive committee of the campaign should be consulted prior to council on the substance of the council papers. Following this, the campaign representatives on council should relay the feedback of the committee at the relevant council meeting;
- iii. It is the responsibility of the Campaign's representatives on the SU Executive to consult with the campaign committee on items to be raised at SU Executive and provide updates to the committee on actions taken by SU Executive and matters discussed.

6. FORUM

a. Purpose of Forum

- i. Forum is open to all members of the campaign;
- ii. Consider proposed Policy of the Campaign and set the policy of the Campaign or refer Policy to referendum;
- iii. Continuously review and develop policy of the campaign;
- iv. Hold committee members accountable;
- v. Mandate actions from sabbatical officers (where relevant) and committee members.

b. Timings of forum

- i. Campaign forums will be held at discretion of the BME Campaign chair or by written request of 3 student members. This requirement will be read in conjunction with the constitutional requirements to hold at least one forum per term. Additional forums can be held through resolve 1.
- ii. Extraordinary Campaign forums are able to be held outside of term time if the campaign committee determines it to be necessary;
- iii. All forums should be held with 7 days notice in advance accompanied by a call for motions.

c. Conduct at forum

- i. Campaign Forums are a safe space. Remarks, behaviour or language that is aggressive, disrespectful, threatening,

intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated.

- ii. If anyone in attendance feels that someone is engaging or has engaged in any activity laid out in 6.c.i they may bring it to the attention of the Chair. The Chair may demand the ceasing of such behaviour or the withdrawal of any remark they deem to contravene 6.c.i The Chair may close the meeting if this demand is refused; or the activity continues.

d. Forum Agendas

- i. Should be published and circulated four days before the meeting.
- ii. Items on the agenda paper for Forum appear in the following order:
 1. Approval of minutes from the previous meeting
 2. Matters arising
 3. Committee Updates (Including, where relevant, update from the Sabbatical Officer);
 4. Motions;
 5. Discussion Items;
 6. By-Elections;
 7. Any other business ;

e. Motions

- i. Motion submission;
 1. Ordinary Motions which must be submitted to the chair five working days in advance of the forum;
 2. Emergency motions which must be submitted to the Chair before the start of the forum. The Chair can refuse to accept an Emergency Motion if the substance of the motion has not arisen after the deadline for the submission of Ordinary Motions;
 3. All motions must be submitted to the Chair either through email or in writing;
 4. Any Motion that is deemed by the Chair to contain a racist, sexist, homophobic, transphobic, disablist or other bigoted comment may be refused acceptance. In the case that this happens, the Chair is required to inform the Campaigns Coordinator of the SU of the occurrence;

- ii. Format of a motion: Motions should be written in three parts:
 - 1. Facts about the Motion's substance (under "The Campaign Notes");
 - 2. The stance that should be taken (under "The Campaign Believes"); and,
 - 3. The concrete actions and mandates which will come from assent to the Motion (under "The Campaign Resolves").
 - 4. Motions should not be more than 500 words in length, if more detail is required the proposer may include an appendix with their submission.
 - 5. Submitted motions that call for concrete, verifiable Committee action to be taken should specify the team, officer, or body to be charged with carrying out the action. If a motion is passed which does not designate an agent, the Campaign President(s) or Chair shall be responsible for assigning the motion's tasks or campaign area.
- iii. Amendments
 - 1. Amendments to Motions shall be submitted to the Chair in advance of the meeting;
 - 2. Amendments can be accepted as "friendly" (i.e. acceptable) by a Motion's proposers at any time (and therefore taken immediately into the text of the main Motion). At the Chair's discretion, proposed friendly amendments may instead be debated in the usual way, should they be deemed to substantially change the substance of the motion;
 - 3. Amendments may not themselves be amended during debate, except by the request of the proposing speaker.
- iv. Voting
 - 1. Voting on a policy will take place at a forum or within 24 hours of the forum being held;
 - 2. Members may request to the chair a vote by secret ballot if they feel it is necessary;
 - 3. In the case of members of the campaign not being present at forum voting on policy they should email their vote to the Chair of the Campaign.

- v. Passing a motion
 - 1. A motion, unless it is a change to the standing orders or constitution, will pass if it is approved by a simple majority of a quorate forum.

f. Discussion Items

- i. The deadline for discussion items shall be the same as the deadline for an ordinary motion, five days in advance of forum;
- ii. Discussion items are to gather thoughts, they should not mandate the Campaign to take an action.

g. Participation

- i. Publication of Forum minutes;
 - 1. If a forum is live minuted these minutes should be taken down after 24 hours has passed since the meeting;
 - 2. Minutes should be made public after being confirmed at the following forum.
- ii. Forum minutes should not name all those in attendance, and those participating in conversation may write to the chair to ask for their name to be removed from the minutes.
- iii. If an individual will be absent at the forum but wishes to contribute they may submit their contributions in advance of the meeting to the chair.

h. Policy

- i. All policy passed at a forum shall be classified as active for two academic years after passing, it is the responsibility of the campaign Chair to ensure accurate records are maintained of passed policy;
- ii. It is the duty of the Campaign Chair to inform the committee when policy is due to lapse;
- iii. If a policy is passed at a Forum which directly contradicts existing SU policy it is the duty of the campaign Chair/President to inform the Campaigns Coordinator and the SU Executive committee.

7. ELECTIONS

a. Cross campus

- i. All committee roles shall be put up for election once a year through a cross campus ballot as outlined in the Campaign's Constitution (Article E),
- ii. These elections are subject to the rules, regulations and processes outlined in the Standing Orders of the Students' Union,
- iii. In order to vote and run in the elections individuals will have to self-define into the campaign,
- iv. The proper advertisement of the elections is the duty of the Campaign, with, where required, assistance of the SU.

b. By-elections

- i. If a role is not filled within the normal elections period, either due to no nominations or a re-open nominations vote, the campaign may host a by-election,
- ii. A by-election should be run in the same way as a normal cross-campus Campaign election (as outlined in 6.a.) through the SU website. This should be done on a schedule approved by the SU Democracy Committee, or delegated staff. It is the responsibility of the Chair to inform the SU which roles need to be elected,
- iii. If a by-election is held in the traditional manner through the SU website but fails to fill the role, or if due to time constraints or other circumstances it is not possible to run the election in this way, the Campaign may fill the role through co-option at a quorate forum,
- iv. If the Campaign fills the role in this way it must be advertised to all members prior to the forum,
- v. If a candidate is elected through co-option it is the responsibility of the Chair of the Campaign, or another nominated party, to inform the Campaigns Coordinator of the SU at the earliest possible date.

8. SUB-COMMITTEES OF THE CAMPAIGN

- a. The Campaign is able to create formal sub-committees through an amendment of standing orders at a quorate forum.
- b. All formal subcommittees of the campaign must have;
 - i. Defined objectives,
 - ii. A minimum of three officers, elected in line with Standing Order 7:
 1. The President shall;
 - a. Be the public face and lead for the subcommittee;
 - b. Be the chairperson for any subcommittee meetings;
 - c. Be the primary liaison between the Campaign subcommittee and any other relevant Campaigns;
 - d. Sit on the BME Campaign committee as an ex-officio role.
 2. The Vice Chair shall;
 - a. Supporting the president by helping with tasks of delegation and conveying information;
 - b. Ensures the Executive Committee runs smoothly.
 3. The Secretary shall;
 - a. Shall be responsible for the minuting of all official campaign subcommittee meetings, unless otherwise agreed;
 - b. Shall be responsible for regular communication with Campaign members.
 4. The Treasurer shall;
 - a. Shall be primarily responsible for the budgeting of the subcommittee and the handling of finance requests;

- b. Work with the Campaign treasurer on budgetary matters;
 - c. Be the lead on submitting any Collaboration Fund requests on behalf of the subcommittee;
 - d. Be responsible for ensuring that the subcommittee is acting in line with finance guidelines;
 5. Subcommittee officers must act in accordance with Standing Order 4.d.
- c. The Campaign shall have a subcommittee to represent BME LGBT+ students, named FUSE.
 - i. 'BME' shall have the meaning defined in the BME Campaign constitution, and 'LGBT+' shall have the meaning defined in the LGBT+ Campaign constitution.
 - ii. The objectives of the subcommittee are as follows;
 1. To provide a network and community for LGBT+ BME Students at Cambridge University
 2. To advocate for the needs of LGBT+ BME Students at Cambridge and within wider society
 3. To create safe spaces and events for LGBT+ BME Students
 4. To work collaboratively with both the BME Campaign and the LGBT+ Campaign to further the advancement of LGBT+ BME Students' interests.
 - iii. FUSE must host at least one general meeting per year, open to all BME LGBT+ students, which shall:
 1. Discuss activities;

2. Suggest changes to their current provisions within these Standing Orders, which shall be proposed to BME Campaign forum by the FUSE President for approval.
- iv. FUSE will host annual elections in line with Standing Order 7 in Easter Term.
 - v. All members of the FUSE subcommittee shall identify as both BME and LGBT+.
 - vi. The FUSE subcommittee will consist of (in addition to President, Treasurer and Secretary);
 1. A Vice-President;
 2. Two Events Officers;
 3. A Campaigns Officer;
 4. A Welfare Officer.
 - vii. FUSE receives funding from the BME Campaign budget, which is allocated annually by agreement between the Chair of the BME Campaign and the President of FUSE”.
 - viii. The funds to be allocated to FUSE is advised to be around 20% of the total BME Campaign budget, and should not be less than 10% of the total BME campaign budget”.