



## KCLSU Student Decision Making – Playbook

KCLSU Development	KCLSU Supported Campaigns
KCLSU Associations	National Union of Students Policy & Campaigns

## KCLSU Trustees

KCLSU is registered with the Charity Commission, and our Trustee Board has overall responsibility for the legal, strategic and financial health of the Union. The Trustee Board is the decision maker of the Students' Union and is the ultimate decision making body of the Students' Union.

Our Trustee Board is made up of:

- 5 Student Officers, who lead KCLSU and were elected to their positions by King's College London students. Student Officers lead KCLSU as an organisation, drive what we campaign for, and lobby at a College and national level to make changes in the interests of the student body.
- 4 elected Student Trustees, elected by King's College London students.
- 4 Lay Trustees, who are external people, recruited for their expertise in specific areas.

### Annual General Meeting

Every year at the KCLSU Annual General Meeting, all King's students (who are the members of KCLSU) have the opportunity to put questions to the KCLSU Trustee Board. There are presentations and discussions held about the organisation's performance and published Annual Report and Accounts.

## KCLSU Development – leading and developing your Union.

As a membership-led organisation, you and fellow students have the power to lead KCLSU, actively shaping your Union for the benefit of you as members.

There are 5 committees, each led by elected students but open to all to share and discuss issues and ideas together. Throughout the year, each stream meets to work on initiatives, solutions and recommendations to develop KCLSU and your Union's provision for its members.

### Union Development committees:

Activities	Ethics	Interfaith	Sports	Welfare
<i>Some examples of where students have worked together to develop KCLSU include...</i>  Increasing opportunities for society showcasing	Introducing London Living Wage for all KCLSU staff	Delivering Interfaith Week	Creating the sports membership model	Affiliation with Nightline
	Moving KCLSU's money to a more ethical bank	Calling for Kosher food in KCLSU venues	Creating the Initiations and social events policy	Introducing consent workshops for student leaders
	Introducing KCLSU's Ethical Policy			Introducing LGBT training for all KCLSU staff
				Providing free sanitary products in KCLSU spaces

### Who leads each committee?

Each committee has elected students who take the lead in developing their area of KCLSU for a year. From these student leads, a chair is also chosen for each respective committee

Activities	<ul style="list-style-type: none"> <li>• Academic groups Rep</li> <li>• Business &amp; Entrepreneurship groups Rep</li> <li>• Campaign &amp; Political groups Rep</li> <li>• Common interest groups Rep</li> <li>• Faith and Spirituality Culture groups Rep</li> <li>• Fundraising &amp; volunteering groups Rep</li> <li>• Media groups Rep</li> <li>• Medical groups Rep</li> <li>• Music, performance &amp; Creative groups Rep</li> </ul>	<p>To run for a position, students must be existing committee members of a ratified KCLSU activity group.</p> <p>These position are then contested in the KCLSU summer elections, with all members of ratified KCLSU activity groups having a vote.</p> <p>The elected students take up their position from 1<sup>st</sup> August – 31<sup>st</sup> July.</p>
Ethics	<ul style="list-style-type: none"> <li>• Ethics Officer x8</li> </ul>	<p>Any student can run to for a position on the Ethics committee.</p> <p>These position are contested in the KCLSU autumn elections, with all students having a vote.</p> <p>The elected students take up their position from 1<sup>st</sup> November – 31<sup>st</sup> October</p>
Interfaith	<ul style="list-style-type: none"> <li>• 1 x Nominee from each ratified KCLSU faith group</li> </ul>	<p>To be the chosen nominee of a faith group, students must be an existing committee member of their group.</p> <p>These nominated students take up their position from 1<sup>st</sup> August – 31<sup>st</sup> July.</p>
Sports	<ul style="list-style-type: none"> <li>• BUCS rep x 2 (members of BUCS recognised sports)</li> <li>• Non-BUCS rep x 2 (members of non-recognised BUCS sports)</li> <li>• Martial Arts rep – member of a martial arts group</li> <li>• Medical rep – member of sports group enrolled in a health school</li> </ul>	<p>To run for a position, students must be existing committee members of a ratified KCLSU sports club.</p> <p>These position are then contested in the KCLSU summer elections, with all members of ratified KCLSU sports clubs having a vote.</p> <p>The elected students take up their position from 1<sup>st</sup> August – 31<sup>st</sup> July.</p>
Welfare	<ul style="list-style-type: none"> <li>• Disabled Students Officer</li> <li>• International Students Officer</li> <li>• LGBT+ Officer (open place)</li> <li>• LGBT+ Officer (trans place)</li> <li>• Mature Students Officer</li> <li>• People of Colour Officer</li> <li>• Widening Participation Officer</li> <li>• Women’s Officer</li> </ul>	<p>The Welfare committee is led by the lead Officer of each KCLSU Association.</p> <p><i>See KCLSU Associations</i></p>

### Your Ideas

Any student can suggest an idea that they think will develop KCLSU for the benefit of King’s students. You don’t need to know exactly which committee your idea should go to – the President of KCLSU receives all submitted ideas and will ensure each one goes to the right stream. If it’s an idea that’s relevant to more than one committee, then these streams will all receive the idea to discuss and work on together.

If there’s an idea that’s straightforward to implement and doesn’t involve competing interests, the President can choose to action the idea without the need to go through a committee.

### Committee meetings

The 5 committees are scheduled to meet throughout the academic year. Once suggested Ideas have been allocated a committee, they are sent to the next meeting for discussion and action. The meeting dates, times and location are published on [kclsu.org](http://kclsu.org), as are the ideas due to be discussed. These meetings are open for all students to come along and take part, while the

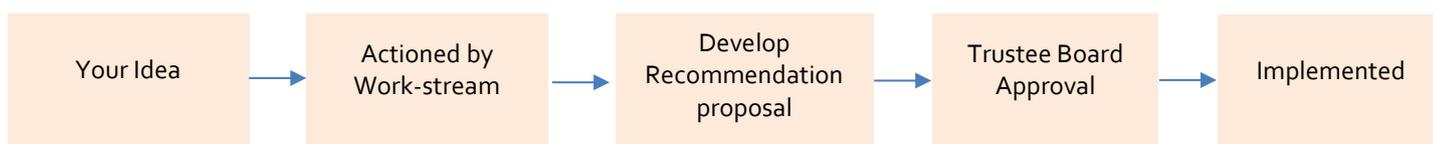
elected leads and proposers of ideas are expected to attend. Specific students and groups may also be encouraged to attend should there be items of particular relevance to them and benefit from their input.

Each idea is introduced by the student who submitted the suggestion, or by another in their place, with the chair making time for questions, discussion and feedback amongst everyone who has joined the meeting.

### Making decisions

The elected leads are then asked to make a decision to either action the idea, action the idea in part or decide not to go forward with the suggestion. If it's agreed to take the idea forward, one or more students will be assigned the agreed idea, and with support from KCLSU staff, will work together to develop the idea into a recommendation for the KCLSU Trustee Board. The committee may ask that recommendations are sent back for approval before they are given to the Trustee Board. The Trustee Board have the final decision on whether to implement the idea.

For a decision to be made by a committee, at least 50% of the elected lead students must have taken part in making the decision, and a decision passes by a simple majority.



### Student General Meeting

Some suggested ideas may benefit from more involvement from the wider student body, beyond just the elected committees. This may particularly be true when making a decision that may either effect a large group of students, be a contentious issue or would require significant resource to implement.

For such instances, Trustees and any of the 5 committees can decide to call for a Student General meeting to make the decision on a suggested idea. This means that all students are invited to vote on the idea. Students can also call for this to happen through a petition signed by 100 students\*. Once called, the schedule and process for how all students can take part in the decision will be published and the President of KCLSU or their nominee will be the Chair. At least 100 students must take part in the vote for a decision to be valid, and a decision is made by a simple majority.

\*Petitions shall remain active for no more than 100 days

## Campaigns – students campaigning to change KCL and wider society

Campaigning at KCLSU is our members coming together around a view or issue that effects them and others as students, with the aim to make change in KCL and wider society. By campaigning through your Union, you have the opportunity to receive the guidance, skills, resource and platform that will support you in delivering your campaign and reaching your aims.

### A KCLSU supported campaign

For a campaign to be supported by KCLSU, you need to propose your campaign aim to the student body for their support. This is done through an online petition\* on kclsu.org. Once a campaign aim has reached a threshold of endorsements through the petition, then this becomes a supported campaign.

Campaigns can be supported by up to 7 different student communities, each by reaching the threshold of student endorsements. In addition, campaign aims that have been set out in manifestos (election pledges) of elected lead Officers are automatically a supported campaign.

Supported by	Campaign endorsement (one of the following)
KCLSU	150 students President manifesto pledge

	Vice President Activities & Development manifesto pledge Vice President Education (Arts & Sciences) manifesto pledge Vice President Education (Health) manifesto pledge Vice President Welfare & Community manifesto pledge
KCLSU LGBT+ Association	75 students who self-define as LGBT+ LGBT+ Officer (open place) manifesto pledge LGBT+ Officer (trans place) manifesto pledge
KCLSU People of Colour Association	75 students who self-define as a person of colour People of Colour Officer manifesto pledge
KCLSU Disabled Students' Association	75 students who self-define as a disabled Disabled Students' Officer manifesto pledge
KCLSU International Students' Association	75 students who are an international student International Students' Officer manifesto pledge
KCLSU Mature Students' Association	75 students who started their first degree over the age of 21 Mature Students' Officer manifesto pledge
KCLSU Widening Participation Association	75 students who are from a widening participation background Widening Participation Officer manifesto pledge
KCLSU Women's Association	75 students who self-define as a women Women's Officer manifesto pledge

In addition to students endorsing a campaign aim, students can also join campaigns to actively be a part of a campaign being delivered.

**Support and guidance**

Once a campaign aim has become a supported campaign, the campaign lead(s) will receive guidance and support from KCLSU staff to create their Campaign Strategy. In addition, further support will include skills training; access to funds and resource; regular 1-2-1 check-ins; and a platform to widely share their campaign aims, actions, progress and success with others.

**Active campaigns**

Throughout the life of a campaign, there must be at least one student who is the named lead. The Trustees will review from time to time, whether a KCLSU campaign is still active, while Associations review their own supported campaigns. The Trustees also have overall responsibility for allocating funds and resource to supported campaigns.



**Opposing a supported campaign**

There may be instances where you disagree with a campaign being supported by KCLSU or a KCLSU Association. There are steps students can take to overturn a decision made set by petition (elected manifesto pledges cannot be overturned).

KCLSU supported campaign	A KCLSU supported campaign set by petition can be overturned by a referenda vote: A petition* signed by at least 1% of KCLSU members can call for a referenda vote. Currently this would be 277 students (see <a href="#">King's Profile page 17</a> ).
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	If the petition is successful and referendum is called, at least 1000 members must cast their vote in the referendum, with a decision being made by a simple majority.
KCLSU Association supported campaign	Respective Association Committees may overturn an Association campaign set by petition

## KCLSU Associations and Student Reps - students building strong student-led communities

KCLSU Association and Students Reps are students coming together to build active and supportive student-led communities, organising to represent themselves and work together for the needs of their community.

There are seven Associations (Disabled Students, International Students, People of Colour, LGBT+, Mature, Widening Participation, and Women's) while each faculty has elected Student Leaders and representative structures.

These student communities represent and work in partnership with KCLSU and King's College London. They propose, receive and develop initiatives autonomously and with KCLSU and King's College London, work to improve the experiences of students in their community.

International Students' Officer 16/17 – Muhammad Abbas <https://www.kclsu.org/elections/manifesto/1751/>

LGBT+ Officer (open place) 16/17 – Echo Watkins <https://www.kclsu.org/elections/manifesto/1754/>

LGBT+ Officer (trans place) 16/17 – Ed Donald <https://www.kclsu.org/elections/manifesto/1755/>

People of Colour Officer 16/17 – Nadia Vogel <https://www.kclsu.org/elections/manifesto/1759/>

Widening Participation Officer 16/17 – Farwa Nauman <https://www.kclsu.org/elections/manifesto/1753/>

Women's Officer 16/17 – Zahra Butt <https://www.kclsu.org/elections/manifesto/1775/>

Disabled Students' Officer 16/17 – Georgie Spearing <https://www.kclsu.org/elections/manifesto/1799/>

Mature Students' Officer 16/17 – Elected in October

King's Doctoral Students' Association Chair 15/16 – Sweta Raghavan

King's Doctoral Students' Association Chair 16/17 – Elected in October

Association	Membership	Lead Officer	Association Committee
KCLSU LGBT Association	Students who self-define as LGBT	LGBT+ Officer (open place) LGBT+ Officer (trans place) Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July Contested in KCLSU Spring Elections	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October Contested in KCLSU Autumn Elections
KCLSU People of Colour Association	Students who self-define as a person of colour	People of Colour Officer Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July Contested in KCLSU Spring Elections	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October Contested in KCLSU Autumn Elections
KCLSU Disabled Students' Association	Students who self-define as disabled	Disabled Students' Officer Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July Contested in KCLSU Spring Elections	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October Contested in KCLSU Autumn Elections
KCLSU International	International students	International Students' Officer Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October

Students' Association		Contested in KCLSU Spring Elections	Contested in KCLSU Autumn Elections
KCLSU Mature Students' Association	Students who started their first degree over the age of 21	Mature Students' Officer Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July Contested in KCLSU Spring Elections	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October Contested in KCLSU Autumn Elections
KCLSU Widening Participation Association	Students from a widening participation background	Widening Participation Officer Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July Contested in KCLSU Spring Elections	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October Contested in KCLSU Autumn Elections
KCLSU Women's Association	Self-define as women	Women's Officer Position held from 1 <sup>st</sup> August – 31 <sup>st</sup> July Contested in KCLSU Spring Elections	TBC Positions held from 1 <sup>st</sup> November – 31 <sup>st</sup> October Contested in KCLSU Autumn Elections

## NUS National Policy – students influencing and setting the National Union of Students' policy and campaigns

KCLSU is affiliated with the National Union of Students (NUS) which means that KCLSU students have the power to submit policy and campaign ideas to NUS and also have a vote what is then adopted. This is done through National Conferences held by NUS in the second part of the academic year.

There are several conferences, all of which KCLSU can submit proposals to and also send elected delegates, who attend and vote on behalf of students. KCLSU's delegate entitlement is set annually by NUS.

Conference	Proposed policy by KCLSU	Lead Delegate	Additional Delegates
NUS National Conference	Agreed by Student General Meeting	KCLSU President	3x NUS Delegates (woman place) 3x NUS Delegates (open place) KCLSU Spring Elections
NUS LGBT+ Conference	Agreed by LGBT+ Association	LGBT+ Officer	TBC KCLSU Spring Elections
NUS Black Students' Conference	People of Colour Association	People of Colour Officer	N/A
NUS Disabled Students' Conference	Disabled Students' Association	Disabled Students' Officer	N/A
NUS International Students' Conference	International Students' Association	International Students' Officer	N/A

NUS Mature & Part Time Students' Conference	Mature Students' Association	Mature Students' Officer	N/A
NUS Postgraduate Students' Conference	TBC	PGR Students' Officer or PGT Students' Officer	N/A
NUS Women's Conference	Women's Association	Women's Officer	TBC KCLSU Spring Elections