

Terms of Reference for the Student Action Network

1. Name

1.1. The name of the network recognised and supervised by the Amnesty International UK Section (the 'Section') shall be *Student Action Network* ('STAN').

2. Aims

2.1. STAN shall advance the objectives of the Section and adhere to the practices and policies of the Section.

2.2. STAN shall support affiliated Student Groups and Amnesty Student Activists in their activities to further the aims, interests and policies of the section, and policy adopted by STAN at their Annual General Meeting.

2.2.1.1. Amnesty Student Activists are defined as:

2.2.1.2. Individuals enrolled in a course of study, whether full or part-time, at an Institution of Further or Higher education in the UK, who are members of an affiliated student group;

2.2.1.3. Individuals enrolled in a course of study, whether full or part-time, at an Institution of Further or Higher education in the UK, who are individual members of any section;

2.2.1.4. Individuals enrolled in a course of study, whether full or part-time, at an Institution of Further or Higher education in the UK, who are affiliated to AIUK through Youth or Trade Union membership;

2.2.1.5. Students' Union Sabbatical Officers who are members of an affiliated student group;

2.2.1.6. Members of the STAN Committee who have completed their course of study but whose term has not yet expired.

2.2.1.7. STAN shall represent to the section the interests of Amnesty Student Activists.

3. Membership

3.1. Membership of STAN shall comprise the individuals and groups outlined in section 2.2.1.

4. Affiliated Student Groups

4.1. Affiliated student groups should seek to support and further the objectives of the Section and the International Movement.

4.2. Affiliated student groups should support and promote the engagement of students in the work of the Section and the International Movement.

4.3. In their activities affiliated student groups and their members will abide by the Amnesty International UK Activist Code of Conduct.

5. Student Action Network AGM

5.1. There shall be an annual general meeting of STAN.

5.2. Functions of the Student Action Network AGM should include:

5.2.1.1. A general meeting of the STAN in plenary session;

- 5.2.1.2. Affiliated student groups shall be entitled to submit resolutions to the STAN general meeting;
 - 5.2.1.3. Affiliated student groups attending the Student Action Network AGM shall be entitled to vote on the matters arising from the aforementioned;
 - 5.2.1.4. Attendees will comprise of all those defined in 2.2.1;
 - 5.2.1.5. Attendees should be able to attend workshops and sessions informing activists of current Amnesty International campaigns, sharing best practices, and helping to improve campaign skills and effectiveness.
- 5.3. STAN Committee shall select from amongst its members a STAN general meeting Chair and Secretary.
- 5.4. Attendance at the student conference shall be open to Amnesty Student Activists (2.2.1) and the number of those permitted to attend may be capped by the Community Organising Unit.
- 5.5. Individuals who have breached the Amnesty International UK Activists Code of Conduct may be excluded from attendance at the STAN AGM on the determination of a quorum (a simple majority) of the incumbent STAN committee, with input and consideration from the Community Organising Unit.

6. Student Action Network Committee

- 6.1. There shall be established a Student Action Network Committee (the 'Committee').
- 6.1.1.1. The Committee shall be a governance body within the Section.
- 6.1.2. The Committee shall comprise of six members elected at the Student Action Network AGM.
- 6.1.2.1. In order to be eligible to stand for election to the SATN Committee an individual must be an Amnesty Student Activist as defined under 2.2.1 and subsections at the time of the election.
 - 6.1.2.2. The term of office of STAN Committee shall be one year.
 - 6.1.2.3. No individual may serve for more than one term in any three year period.
 - 6.1.2.4. Points 6.1.1 to 6.1.5 can be adjusted by a quorum vote of the Student Action Network AGM.
- 6.2. The functions of the Committee shall be:
- 6.3. To support the work of STAN;
- 6.3.1. To represent STAN in communication with the Section;
 - 6.3.2. To represent STAN at external events;
 - 6.3.3. To sit on other committees and groups where able;
 - 6.3.4. To advocate issues agreed upon by Amnesty Student Activists at the Student Action Network AGM.
 - 6.3.5. To support the work of affiliated student groups and Amnesty Student Activists, in particular through:
 - 6.3.6. Facilitating communication between the Section and affiliated Student Groups;

- 6.3.7. Assisting Student Groups to collaborate with other Student Groups, Local Groups and other sub-sections of Amnesty International.
- 6.3.8. Sharing best practice;
- 6.3.9. Providing advice to Amnesty Student Activists, when requested.
- 6.4. The STAN Committee shall select from among their number a Chair and Secretary.
 - 6.4.1. The STAN Committee may assign other roles as it considers necessary.
- 6.5. The STAN Committee shall meet a minimum of three times per year.
 - 6.5.1. Additional meetings may be held as deemed appropriate by STAN Committee and the Student Manager.
 - 6.5.2. STAN Committee members shall attend all meetings of the STAN Committee, the Student Conference, Action for Change, and the Annual General Meeting of the Section unless they are unable to do so for good reason.
 - 6.5.2.1. Members unable to attend must send apologies in advance of the meeting.
 - 6.5.2.1.1. If absent three consecutive times this is deemed as a resignation from STAN Committee.
 - 6.5.2.1.2. If membership of STAN Committee falls below 4 members STAN Committee may co-opt a member for the remainder of the term.
- 6.6. Reasonable travel and accommodation costs associated with 6.5.2 shall be borne by the Section, whilst abiding by the relevant expenses policy adopted by the section or by the Community Organising Unit.
- 6.7. Members of the STAN Committee shall ensure all actions taken in their capacity as members of the aforementioned are considered for their environmental impact and must take reasonable steps to minimise their environmental impact during the course of STAN business.
- 6.8. The decisions of the STAN Committee shall be by consensus in the first instance or, if a consensus cannot be reached, by a quorum vote.
 - 6.8.1. Decisions affecting the structure and responsibilities of STAN, as well as the role and representation of students in the wider Section should not be the responsibility of STAN Committee but should be the sole prerogative of Amnesty Student Activists - through either an Annual General Meeting or Emergency General Meeting.
- 6.9. Minutes of STAN Committee meetings shall be made readily available to STAN through whatever means STAN Committee deems appropriate.
 - 6.9.1. Where the Committee or the Community Organising Unit considers certain information in the minutes to be confidential, it will be omitted.
- 6.10. Members of Staff of the Section and members of the Governance committees of the Section may observe and speak at STAN Committee meetings on the invitation of the STAN Committee.
- 6.11. STAN Committee shall be accountable to STAN.

6.11.1. STAN Committee shall present either/and a written and verbal report on all actions taken in furtherance of the resolutions passed at the previous general meeting at the Student Conference.

6.11.2. The written report must be made available to STAN prior to the Student Conference.

6.12. Members of the STAN Committee are subject to the Amnesty International UK Activists Code of Conduct.

6.12.1. Any Member of the STAN Committee found to be in breach of the aforementioned shall be subject to removal from their position if either of the following criterion are met;

6.12.1.1. A quorum vote of STAN Committee (excluding the individual concerned);

6.12.1.2. An Emergency General Meeting of STAN.

6.12.2. In regards to 6.12.1 the Section can advise STAN and STAN Committee.

7. Resolutions

7.1. All affiliated Student Activists shall be entitled to submit resolutions to the general meeting of STAN.

7.1.1. The need for affiliation must be made known to Student Groups in advance of Student Conference.

7.2. Resolutions must be submitted in the form provided at Annex A of this document.

7.3. Resolutions shall be debated and adopted according to the format provided at Annex B of this document.

7.4. Resolutions adopted at the general meeting of STAN shall be binding towards STAN Committee in their entirety.

7.4.1. Decisions made at AGM can mandate STAN Committee and STAN only.

8. Adoption and Amendment

8.1. These Terms of Reference may be amended by a quorum (a simple majority) of those present and voting at the AGM.

Annex A: Form of a Valid Resolution:

1. Resolutions submitted to the STAN general meeting shall only be considered valid if submitted in the format below.
2. All affiliated Student Activists are able to submit resolutions to the STAN AGM.
3. A representative of the resolution should be present to move the motion;
 - a. If they are unable to do so the speech can be waived to someone else with consultation with the incumbent STAN Committee.

Resolution title [e.g. Climate Change]

Brief description of situation or statement of concern using resolution form

This AGM notes that;

What:

The effects of global warming are accelerating, and are likely to continue to accelerate;

Why:

Concerned that the increasing effects of climate change will have a detrimental impact on some of the most vulnerable populations worldwide;

Conscious that the economic, social and cultural rights of many populations are under increasing pressure because of climate change;]

Operative statements:

This AGM resolves;

What we are going to do about the issue laid out in the description:

That STAN Committee members will travel only by train within the UK when on STAN business, unless no reasonable alternative exists;

That the STAN Committee will facilitate the bringing of a motion to the Amnesty International AGM mandating further action on the economic, social and cultural rights of climate migrants.

Annex B: Procedure for the Debate and Adoption of Resolutions

1. Time limits can be subject to change by the AGM Chair should they consider it necessary for the fair and efficient running of the AGM.

Stage	Time Limit
<p>Stage One: Moving the Motion</p> <p>One person from the Group submitting the motion needs to move the motion. They have the right to make a short speech in support of the resolution, but they can elect to only formally move the motion if they so wish.</p> <p>Any person who wishes to submit an amendment to the resolution should write it down and hand it to the secretary.</p>	Up to 3 mins
<p>Stage Two: A Speech Against</p> <p>The Chair will ask if anyone wishes to speak against the motion. Anybody may speak against the motion. If no-one chooses to speak against the motion the Chair will omit Stage Three and proceed to amendments.</p> <p>Any person who wishes to submit an amendment to the resolution should write it down and hand it to the secretary.</p>	2 mins
<p>Stage Three: Floor Debate</p> <p>Following a speech against, the Chair will open the floor debate. Anyone can speak either for or against the motion. Depending on time constraints, it may be that not everyone who wishes to will get to speak, but the Chair will try to make sure that as many people as possible can participate.</p> <p>Any person who wishes to submit an amendment to the resolution should write it down and hand it to the secretary.</p>	2 mins
<p>Stage Four: Amendments part A</p> <p>During Stages one, two and three participants will have had the opportunity to submit written amendments. These will be debated in the order they were submitted. The proposer of the amendment will have two minutes to present their amendment.</p>	2 mins
<p>Stage Five: Amendments part B</p> <p>The Chair will ask the proposer of the original motion whether they consider the amendment to be 'friendly' or 'unfriendly'.</p> <p>If the amendment is considered 'friendly' then it automatically passes and becomes a part of the motion. The Chair will then begin Stage Four again with another amendment (if any).</p>	2 mins

<p>If the amendment is considered ‘unfriendly’ then the original proposer will have a two minute right of reply, in which they will speak against the amendment.</p>	
<p>Stage Six: Amendments part C</p> <p>The Chair will open the floor to debate on the amendment. Each speaker for or against the amendment will have a maximum of one minute to speak.</p> <p>N.B. This is an opportunity to speak in support or against <i>the amendment</i>, not <i>the resolution</i>.</p>	<p>1 min</p>
<p>Stage Seven: Amendments part D</p> <p>The Chair will then call a vote on <i>the amendment</i>. The vote will be conducted by a show of hands. If a simple majority is achieved in favour of the amendment it passes, and becomes part of the resolution. If not, it fails.</p> <p>If there are any other amendments, the Chair will then begin stages four to seven again with a new amendment.</p>	
<p>Stage Three: Floor Debate on Final Motion</p> <p>Following the amendments the Chair will open the floor debate. Anyone can speak either for or against the motion. Depending on time constraints, it may be that not everyone who wishes to will get to speak, but the Chair will try to make sure that as many people as possible can participate.</p>	<p>2 mins</p>
<p>Stage Eight: STAN Committee right to Comment</p> <p>The STAN Committee will then have a right to comment on <i>the entire motion</i>, as amended. The STAN Committee will comment only on the legality of the motion (i.e. is the motion something that the STAN can pass), or to provide the AGM with information.</p>	
<p>Stage Nine: Proposer’s Right to Reply</p> <p>The Proposer will then have the right to make a final statement in support of the resolution, and to answer any criticisms or questions put during the floor debate.</p>	<p>2 mins</p>
<p>Stage Ten: Vote on the Resolution</p> <p>The Chair will then call a vote on the resolution as a whole. The vote will be by show of hands. A simple majority of those present and voting is required to pass. If a simple majority is not achieved the resolution fails in its entirety.</p>	