

4. Student Council

General Rules

- 4.1 All persons attending a Council meeting should treat the meeting and other members with proper respect.
- 4.2 The role of Student Council is to analyse and critique the actions of the Union, Officers and committees, and to ensure Union policy is implemented.

Membership

- 4.3 All elected Full-Time and Part Time Executive officers have a seat on Council. Elected Officers will take a seat on Student Council when they take up office, and relinquish their seat when their term of office ends.
- 4.4 Committees of Council will each have representation on Student Council. These representatives must be democratically elected via a committee meeting. The breakdown for each committee is below:
 - 4.4.1 Activities Councillors
 - 4.4.1.1 There will be 15 Activities Councillors, split between 3 areas:
 - 4.4.1.1.1 Athletic Union Committee
 - 4.4.1.1.2 Societies Committee
 - 4.4.1.1.3 Volunteering Committee
 - 4.4.1.2 These seats will be split based on the number of participants within each area. (e.g. If there are 3000 participants in this area, there will be 1 seat available per 200 participants)
 - 4.4.1.3 No committee shall have less than 3 representatives
 - 4.4.2 Student Voice Councillors
 - 4.4.2.1 Education Committee- 12 Councillors
 - 4.4.2.2 First Year Representatives (See Appendix A) - 9 Councillors (Cross Campus) consisting of:
 - 4.4.2.2.1 Student Housing Representatives – 3 Councillors
 - 4.4.2.2.2 First Year Integration Representatives – 3 Councillors
 - 4.4.2.2.3 First Year Retention Representatives – 3 Councillors
 - 4.4.2.3 Mature Students' Committee- 4 Councillors
 - 4.4.2.4 Non-portfolio (Cross campus)- 3 Councillors
- 4.5 Committee representatives will sit on Council for a 12 month period, starting on 1st April and ending on 31st March, apart from First Year representatives who will sit on Council for a 12 month period from January 1st to December 31st.
- 4.6 The Chair of each sub-committee will automatically have a seat on Council. This seat will be one of the allocated amount for each sub-committee.
- 4.7 All Student Trustees will sit on Council without voting rights but with speaking rights, only for the duration of their term. Student Trustees will be expected to report back after Trustee meetings about what occurred and to be held accountable at Student Council.

Duties

- 4.8 In accordance with the Articles of Association and the Bye-Laws the duties of Student Council shall be to:
- 4.8.1 Ratify the appointment of External Trustees on the recommendation of the Appointments Committee.
 - 4.8.2 Represent the views of students within the University, locally and nationally.
 - 4.8.3 Set the policy of the Union, and refer Policy to Referendum or to the Members in a Annual General Meeting
 - 4.8.4 Receive a quarterly report from the Trustees.
 - 4.8.5 Require reports from Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.
 - 4.8.6 Commend or censure, or no-confidence Trustees, Student Representatives and Part-time Officers.
 - 4.8.7 Jointly with the Trustees make, repeal and amend the Bye-Laws.
 - 4.8.8 Mandate Executive Officers and Student Representatives and on matters of concern to members.

Chair- Electing and Responsibilities

- 4.9 Chair and Deputy Chair of Student Council will be elected at the first meeting after 1st April each year. This must be completed by secret ballot, using the Alternative Voting System.
- 4.10 The Chair shall be responsible for sourcing a neutral minute-taker for Council.
- 4.11 The Chair of each Council shall make an e-mail address available and known to all Councillors. All agenda item submissions and apologies are to be sent to that email address. Any agenda items or apologies sent to the Chair by any other method may not be recognised.
- 4.12 The Chair and Deputy Chair shall remain impartial throughout.

Chairs' Responsibilities

- 4.13 Ensuring all motions are complete and fully researched, and accompanied by all necessary supporting documentation.
- 4.14 Ensuring all discussion items are accompanied by proper documentation to provide necessary background information, or directions to find such documentation elsewhere.
- 4.15 Ordering the Council agenda in accordance with 4.2 above of this Bye Law and with regard to relevance to Northampton students, importance and time-sensitivity.
- 4.16 Removing any motions where wording is seen to be incomplete or overly ambiguous.
- 4.17 Removing any motions that appear more than once on the order paper.
- 4.18 Removing any motions that, after attempted consultation with the proposer, are not felt to have been adequately researched.
- 4.19 Reporting any motions that have been removed from the agenda and the reasons for the removal. Any decision may be overturned by a qualified majority of two-thirds of the Councillors in attendance. The Chair shall circulate copies of all rejected motions (for information) in the event that they are returned to the agenda.
- 4.20 Ensuring that any observers present are fully aware of the proceedings of the Council and feel able to contribute to the debate.

- 4.21 Ensure that each agenda item is discussed fully and that debate is balanced before moving an item to a vote.
- 4.22 Ensure that debates are conducted in a timely manner, that a diverse range of students are given the opportunity to contribute and that repetition is avoided.

Responsibilities of the Deputy Chair

- 4.23 To assist the Chair in their responsibilities.
- 4.24 To take the Chair when there has been a Vote of No Confidence in the Chair to elect a new chair.
- 4.25 To elect a temporary Chair if the Chair is absent or feels the need to step down.
- 4.26 To administer procedural motions where necessary.
- 4.27 To advise the Chair on counts and Councillors wishing to make a contribution.

Conduct in Meetings and Powers of the Chair.

- 4.28 There shall be no alcohol consumed in the meeting. Any person felt by the Chair to be under the influence of alcohol or any other judgement impairing substance may be asked to leave the meeting.
- 4.29 The Chair, following one verbal warning, may have any Councillor or observer felt to be disruptive removed from the meeting. The Chair may have a Councillor or observer removed from the meeting without a warning for particularly disrespectful or offensive behaviour, subject to overrule by two-thirds of the Council.
- 4.30 The Chair may adjourn (for a maximum of 15 minutes) or close the Council meeting.
- 4.31 When the Chair has invited somebody to speak, other persons in the room shall remain silent.

Agenda Items and Order of Business

- 4.32 Agenda items must be submitted to the Chair no later than 5pm, five working days before the meeting or another specified deadline as determined by the Chair. All supporting papers must be supplied by the deadline.
- 4.33 Should a Councillor wish to use a visual aid or presentation in a Council meeting, a written request must be submitted to the Chair in advance of the meeting.
- 4.34 The Agenda will be circulated to Council members no later than three working days before the meeting.
- 4.35 The order of business for all agenda items for Student Council shall be ordered as follows:
 - 4.35.1 Declaration of conflicts of interest
 - 4.35.2 Approval of the minutes of the previous meeting
 - 4.35.3 Matters arising from the minutes not elsewhere on the agenda

Motions

- 4.35.4 Proposed bye-law amendments
- 4.35.5 Policy proposals
- 4.35.6 Proposed officer mandates
- 4.35.7 Discussion points

Reports

- 4.35.8 Trustee report
 - 4.35.9 Finance report
 - 4.35.10 Green Impact Workbook report
 - 4.35.10.1 To 3 meetings only once to submit the plan, once to submit an interim report and once to submit the final report
 - 4.35.11 Officer reports
 - 4.35.12 Ratification of Committee minutes
 - 4.35.13 Issues arising from Committee minutes
 - 4.35.14 Any Other Business
 - 4.35.15 Date of Next Meeting
- 4.36 All motions must be prepared on the correct forms, which are attached at Appendix B to this bye-law.

Officer Reports

- 4.37 All Officers must use the report template as seen in Appendix C.
- 4.38 Any Officer who doesn't submit a report to the chair, in accordance with 4.32 and 4.85 above, 2 times throughout the academic year will receive a censure.

Meeting procedure

Motions

- 4.39 A motion may be any of the four proposals below:
 - 4.39.1 Discussion Point- Take a potentially contentious issue and gather the views of Student Council.
 - 4.39.2 Policy- Introduce a new policy to allow the political views of our members to dictate how we act as an organisation.
 - 4.39.3 Bye-Law Amendment- To allow our members to make changes to how the organisation operates.
 - 4.39.4 Officer Mandate- To assign a task to an elected officer, whereby the officer must enact the wishes of Council and report back to subsequent meetings
- 4.40 Motions shall have a proposer and a seconder.
- 4.41 Any Councillor may propose or second a motion.
- 4.42 Motions shall be debated and require the approval of a simple-majority of Student Council members to be carried and passed as policy.

Amendments

- 4.43 Any Councillor may propose an amendment.
- 4.44 If an amendment is accepted by the proposer of the motion it shall be included in the motion.
- 4.45 If an amendment is not accepted by the proposer of the motion it shall be debated and require the approval of a simple-majority of Councillors to be carried and included in the motion.
- 4.46 If an amendment not accepted by the proposer of the motion is passed, the Chair shall ask the proposer of the motion if they still support the amended motion. If the proposer no longer supports the motion, a new proposer should be found from the Councillors in the room.

Amendments to the Bye-Laws

- 4.47 Any Councillor may propose an amendment to the Bye-Laws.
- 4.48 Amendments to the Bye-Laws must be drafted with the support of an appropriate member of Students' Union staff nominated by the Chief Executive.
- 4.49 Amendments to the Bye-Laws shall be debated and require the approval of a simple majority of Councillors to be carried.

General Regulations

- 4.50 It shall be the responsibility of the Chair to ensure that debate is as free and open as possible, while at all times remaining relevant, concise and constructive.
- 4.51 The proposer of a motion shall be given two minutes to speak in favour of that motion, a speech against of two minutes will be offered to the floor. Debate shall then be opened to the meeting. If there is no speech against a motion the Chair may use their discretion and move straight to a vote.
- 4.52 All voting members of the Council should be accorded equity of status during the course of debate. The proposer of the motion should receive no higher speaking rights.
- 4.53 There shall be opportunities for a one-minute summation of the arguments for and a one-minute summation of the arguments against a motion at the end of debate. These shall both be offered to Councillors.
- 4.54 Councillors may, at any time during Council, put forward procedural motions

General Procedures

- 4.55 Motions of no-confidence shall be tabled in the same way as any other motion but shall require the support of at least four Councillors.
- 4.56 A motion or amendment may be withdrawn by the proposer, but shall be open to the seconder or other Councillor to propose, provided that it is done immediately after such withdrawal.
- 4.57 The Chair shall rule a motion or amendment out of order if it:
 - 4.57.1 Is in contravention of the Constitution and the Bye-Laws.
 - 4.57.2 Is not within the duties of Student Council.
 - 4.57.3 Is factually inaccurate, submitted without appropriate evidence or out of date.
 - 4.57.4 Has already been submitted that academic year and there has been no significant change in circumstances.
 - 4.57.5 Seeks to commit the Trustees, the Student Representatives and Part-time Officers, the Directors of the subsidiary companies or the Union's resources to an illegal or unlawful act.
 - 4.57.6 Seeks to amend the Bye-Laws unless it is properly submitted as such according to section 4.39 of the Student Council Bye-Law.

Procedural Motions

- 4.58 A procedural motion must be proposed by a Councillor
- 4.59 A procedural motion takes precedence over all other business
- 4.60 When a procedural motion is called the proposer of the procedural motion and an opposer shall have one minute to state their case. Further rounds of speeches may be granted. A procedural motion shall require the approval of a simple-majority of Councillors to be carried.
- 4.61 In the event that a motion is proposed before another is resolved, the motions shall be prioritised as ordered below:
- 4.61.1 *Vote of No Confidence in the Chair- This can be used if Councillors feel that the Chair's decisions or ability to chair the Council are damaging to fair debate or process. The Deputy Chair shall take over the Chair once this has been proposed and will conduct the vote. If Council votes in favour, then the Deputy Chair will facilitate an election for a new Chair in which the Deputy Chair cannot be a candidate.*
- 4.61.2 *Chair/Deputy Chair's ruling be overturned- This can be used if Councillors feel that a specific ruling by the Chair or Deputy Chair was wrong.*
- 4.61.3 *Vote in Parts- This can be used to discuss one or a few particular parts of a motion separately. This debate will then begin immediately if agreed purely on the parts as agreed. If parts are 'deleted' then they will be removed from the original motion. If parts are 'kept' then they will remain in the original motion. Once parts are decided, the debate will continue on the original motion.*
- 4.61.4 *A vote taken by secret ballot- This can be used to ensure that a vote takes place via a secret paper or electronic ballot.*
- 4.61.5 *Move to a vote- This can be used to halt the debate and go straight to a vote on a motion if Councillors feel that it is appropriate.*
- 4.61.6 *Amend a motion- This can be used to edit the wording of a motion. This should not substantially change the spirit of the motion.*
- 4.61.7 *A vote is referred to referendum- This can be used to refer a vote to the wider student body.*
- 4.61.8 *A vote be adjourned to a later meeting- This can be used to move an item to a later meeting. This may be because it is not urgent or Councillors feel they need more time to consider relevant issues and consult with students. All items that that fall after a guillotine will automatically be transferred to the next meeting of that Council.*
- 4.61.9 *A vote be referred to a Council Committee or Executive Committee- This can be used to move an item to a later meeting. This may be because it is not urgent or Councillors feel they need more time to consider relevant issues and consult with students. All items that that fall after a guillotine will automatically be transferred to the next meeting of Student Council.*
- 4.61.10 *A vote is not taken- This can be used if it is felt that the proposal is not relevant to the work of the Students' Union or will impact our students, or if it is felt that Student Council is not the correct place for a decision to be made.*
- 4.61.11 *Move an item on the agenda- This can be used if an item is deemed important and needs to be brought forward to be the next item on the agenda to ensure it is fully discussed.*
- 4.61.12 *Mandate a present officer - This can be used to mandate an officer to carry out an action that is related to a report of proposed motion..*
- 4.61.13 *The meeting is adjourned- This can be used to pause the meeting for a break of up to 15 minutes or to close the Council meeting completely.*

Policy Lapse

- 4.62 Policy passed more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to retain or lapse.
- 4.63 Recommendations shall require the approval of a simple-majority of Councillors to be carried.
- 4.64 A Councillor may, at any time, bring policy that is considered to be out of date to the attention of Student Council and debated.

Voting

- 4.65 When voting, Councillors shall always be given the option to vote in favour, to vote against or to record an abstention.
- 4.65 All items shall be passed by a simple majority unless otherwise stated in the Constitution or Bye Laws.
- 4.67 Voting shall normally be conducted by a show of hands
- 4.68 An indicative vote between a number of options may be called by the Chair and recorded in the minutes, but will not carry any authority.

Observers

- 4.69 Where possible, there will be a designated area of the Council chamber where observers shall be allowed to sit. Council members shall sit apart from them to avoid confusion when voting.
- 4.70 Any observing full members of the Students' Union shall automatically be granted speaking rights but have no other powers.
 - 4.70.1 Observing full members can speak during any part of the meeting
 - 4.70.2 Observing full members can collectively ask a maximum of three questions to Council during the 'Any Other Business' section of Council.
 - 4.70.3 The Chair will decide whose questions are asked. Each question can be discussed for a maximum of five minutes. If the question needs more discussion or Council do not wish to discuss it at the current meeting, any Councillor can submit a procedural motion to progress the debate accordingly.
- 4.71 Speaking rights may only be granted to any other observers throughout a Council meeting at the discretion of the Chair.
 - 4.71.1 At the discretion of the chair, any other observers can ask an unlimited number of questions to Council (including those asked by full member observers) at any point.
 - 4.71.2 The Chair will decide whose questions are asked. Each question can be discussed for a maximum of five minutes. If the question needs more discussion or Council do not wish to discuss it at the current meeting, any Councillor can submit a procedural motion to progress the debate accordingly.

Apologies

- 4.72 Councillors who are aware of their absence must submit apologies to the Chair by email at least 24 hours in advance of the start of the meeting. Apologies received after this point shall not be recognised.

Quorum

- 4.73 Quorum for Student Council shall be either 50% plus one of all Councillors, or 20, whichever is higher.

Frequency of Meeting

- 4.73 Student Council must meet at least three times in term 1, three times in term 2 and once in term three.
- 4.75 Council must approve the dates, time and locations of meetings in the first meeting after 1st April for the following year. The chair must then update the SU website with arrangements.

Removal of Members of Council

- 4.76 Members of Council shall cease to hold office in the following circumstances:
 - 4.76.1 Upon written notice of resignation sent to the Council Chair.
- 4.77 If a resolution is passed by a simple majority of the Council in the event that the Member of Council has failed to attend either two consecutive or three in total, meeting. Any Councillor who is removed via this method shall be informed by a signed letter from the Chair of Council and countersigned by the Students' Union President. The individual must then be replaced as appropriate by the relevant Committee.

APPENDIX A

4.4.2 Student Voice Councillors

4.4.2.2 First Year Representatives - 9 Councillors (Cross Campus)

consisting of:

4.4.2.2.1 Student Housing Representatives – 3 Councillors

Student Housing Representatives have a similar role to Hall Representatives but they can also include the housing offered by the Union Letting agents. Report on issues around living in accommodation.

4.4.2.2.2 First Year Integration Representatives – 3 Councillors

These Representatives look at inductions given by the Students Union and by Academic services and ensure they are inclusive and explore how to make first years get involved and engaged with services academically and the Student Union throughout the year.

4.4.2.2.3 First Year Retention Representatives – 3 Councillors

These Representatives look at support services, about how accessible and inclusive they are to all students, and what is needed to ensure as many students are supported to stay on their course as possible to reduce dropout rates throughout the year.

APPENDIX B

4.36 Templates for Submitting Motions

As seen below.

Student Council Bye-Law Amendment Proposal (SCF1)

The Students' Union constitution allows Student Council to amend bye-laws. The Constitution specifically states:

78. The Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with this Constitution.

97.3 make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Clause 78;

Submission of this document (Student Council Bye-Law Amendment Proposal) to Student Council is a request for a change to the bye-laws.

INFORMATION REQUIRED

Please ensure the following details are completed before submission

- **TITLE OF BYE-LAW AMENDMENT:-**
- **NAME OF MASTER BYE-LAW TO BE AMENDED:-**
- **FIRST PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **SECOND PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **DATE MOTION WAS SUBMITTED TO CHAIR:-**

MANDATE DETAILS

1. This Council Notes

State the facts surrounding the proposal

E.g. The Union bye-laws current fail to state a job description for our 4th Sabbatical Officer

2. This Council Believes

State the reasons for amendment

E.g. Union must have a clearly defined job description for all Sabbatical roles

3. This Council Resolves

That the following bye-law amendments are made (please ensure **full bye-laws a copied**, and that **HIGHLIGHTS** are made for the amendments):

Old bye-law:

New bye-law:

APPENDIX (if applicable)

Student Council Policy Proposal (SCF2)

The UNSU bye-law 4 allows Student Council to set Union policy:

15. All Policy which is passed in any academic year that is not subsequently re-endorsed shall lapse immediately after the first Student Council meeting of the academic year three years following.

16. The President shall be responsible for the safe-keeping of all minutes and shall maintain a record of Union policy. Copies of all minutes and policies shall also be held in a Union archive.

Submission of this document to Student Council is a request to change/set new UNSU policy

INFORMATION REQUIRED

Please ensure the following details are completed before submission

- **TITLE OF POLICY PROPOSAL:-**
- **FIRST PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **SECOND PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **DATE MOTION WAS SUBMITTED TO CHAIR:-**

MANDATE DETAILS

1. This Council Notes

State the facts surrounding the policy proposal

E.g. The Union shops currently sell The Sun newspaper, despite The Sun printing topless pictures of women on page 3.

2. This Council Believes

State the facts surround the for amendment

E.g. The pictures are objectifying women and are offensive to parts of our membership

3. This Council Resolves

State the facts surrounding what the policy resolves

E.g. No Union outlets should sell copies of either The Sun or the Sunday Sun, the Union opposes the sale of The Sun on any parts of the University of Northampton grounds.

APPENDIX (if applicable)

Student Council Officer Mandate (SCF3)

Student Council has the power to request a full-time or part-time officer to take action on behalf Union members. Any mandate issued must be acted upon by the nominated individual(s) and progress reported back to each Student Council until the Council deems the request to be complete.

INFORMATION REQUIRED

Please ensure the following details are completed before submission

- **TITLE OF OFFICER MANDATE:-**
- **FIRST PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **SECOND PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **DATE MOTION WAS SUBMITTED TO CHAIR:-**

MANDATE DETAILS

1. This Council Notes

State the facts surrounding the issue

E.g. The University provides a free bus for direct travel between campuses, but charges people that get on the bus between the two sites.

2. This Council Believes

State what you want the Officer to change

E.g. That the University should not charge for any travel on campus shuttle buses, regardless of where a student embarks.

3. This Council Resolves

Put what the expected officer actions are

E.g. That the VP Student Experience raises the issue with in the relevant University committee meeting and delivers a progress report back to the next Student Council with a proposal for next steps for consideration.

APPENDIX (if applicable)

Student Council Discussion Point (SCF4)

Student Council is often the most appropriate sounding board for an idea before a full proposal is written. A discussion point will allow the proposer to introduce a topic and gauge wider student opinion before taking further steps with an idea/issue.

INFORMATION REQUIRED

Please ensure the following details are completed before submission

<ul style="list-style-type: none"> ● TITLE OF DISCUSSION POINT:- ● FIRST PROPOSER <ul style="list-style-type: none"> ○ NAME:- ○ SIGNATURE:- ○ DATE:- ● SECOND PROPOSER <ul style="list-style-type: none"> ○ NAME:- ○ SIGNATURE:- ○ DATE:- ● DATE MOTION WAS SUBMITTED TO CHAIR:-
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MANDATE DETAILS

1. This Council Notes

State the facts surrounding the issue

E.g. Union pays a large amount to NUS each year to be a member.

2. This Council Believes

State what you believe

E.g. That Union disaffiliates from NUS and redistributes NUS affiliation monies to enhance the student experience for Union members.

3. This Council Resolves

State what you believe should happen if Council agrees with the concept discussed

E.g. Union should hold a referendum to see whether or not we should disaffiliate.

APPENDIX (if applicable)

Student Council Vote of Censure (SCF5)

Student Council has the power to submit motions of censure in an elected Officer and/or Representative. A vote of no censure acts as a formal warning to an Officer.

INFORMATION REQUIRED

Please ensure the following details are completed before submission

- **TITLE OF VOTE OF CENSURE:-**
- **FIRST PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **SECOND PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **THIRD PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **FOURTH PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **DATE MOTION WAS SUBMITTED TO CHAIR:-**

VOTE OF CENSURE DETAILS

4. This Council Notes

State the facts surrounding the issue

5. This Council Believes

State what you want the Officer to change

6. This Council Resolves

Explain why you think a vote of censure is appropriate

Student Council Vote of No Confidence (SCF6)

Student Council has the power to submit motions of censure in an elected Officer and/or Representative. A vote of no confidence requires at least four signatures, and if passed by Student Council, will remove an Officer from their position.

INFORMATION REQUIRED

Please ensure the following details are completed before submission

- **TITLE OF VOTE OF NO CONFIDENCE:-**
- **FIRST PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **SECOND PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **THIRD PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **FOURTH PROPOSER**
 - **NAME:-**
 - **SIGNATURE:-**
 - **DATE:-**
- **DATE MOTION WAS SUBMITTED TO CHAIR:-**

VOTE OF NO CONFIDENCE DETAILS

7. This Council Notes

State the facts surrounding the issue

8. This Council Believes

State what you want the Officer to change

9. This Council Resolves

Explain why you think a vote of no confidence is appropriate

APPENDIX C

4.37 Officer Reports Template for Submitting reports

As seen below.

OFFICER REPORTS – STUDENT COUNCIL

[xxxxxx Officer] Report

[Month, Year] Student Council

[Your Name]

Summary

[A brief summary of what's been happening since the last report you submitted]

Key Talking Points:

[This is where you really summarise and can use this to give your verbal update in the Council meeting]

Report

Manifesto Pledges

[What have you done in this reporting period to get you closer to achieving your manifesto pledges?]

Other Activities

[Are there any other things you have done or been involved in during this reporting period that you would like to celebrate or are concerned about?]

Mandates

[As an Officer, if you have been mandated to do some work, provide a brief summary of what you have done to achieve the results required in the mandate.]

Declarations

[Here is where you declare any gifts or benefits received]

[END]

4. Student Council Bye Law

Date of this revision: 10 April 2018

Date of next revision: 05 July 2018

Revision date	Previous revision date	Summary of Changes	Changes marked
05/07/2017	03/03/2017	Added Revision tracking Page	
09/10/17	05/07/17	Added point 4.6 (automatic seat for Chairs of Sub-Committees_ as agreed at 22/06/17 by Board of Trustees and altered numbering for subsequent points.	
30/01/2018	09/10/2017	Agreed at Board of Trustees 15/12/16: Add point 4.60.12	
05/02/2018	30/01/2018	Agreed at Board of Trustees 15/12/17: Amend Halls Committee at Point 4.4.2 to First Year Representatives and show split of representation. Amend Point 4.5 to reflect period during which First Year Councillors sit at Council.	
10/04/18	05/02/2018	Agreed at Board of Trustees 29/03/18 Amend Observers Speaking Rights at 4.70.1: To take out the limit of a maximum of 3 questions from observers in Council allowed at any point, and to leave the number of questions up to the discretion of the Chair. Amend Membership of Council to include Student Trustees at 4.7 including speaking, voting, reporting and accountability. And re-number remainder of Bye-Law.	
4/09/18	10/4/18	Amend point 4.15 to reflect correct sub section, now as 4.2.	
06/11/2018	04/09/2018	Update Logo Update 4.38 with correct reference point from 5.30 to 4.85. Update 4.57.1 – Remove ‘Articles of Association’	

		<p>Added Appendix B: Procedural Motion Templates to Appendices for: Discussion Point Policy Proposal Bye-Law Amendment Mandate an Officer Vote of Censure Vote of No Confidence</p> <p>Added Appendix C: Template for Officer Reports</p>	
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Owner

Name	Email Address	Title	Date of Issue	Version
K Macintyre	Kate.macintyre@northampton.ac.uk	Governance Administrator	06/11/2018	8