

5. Council Committees

5.1. General Committee Regulations

- 5.1.1 All Chairpersons of Student Council committees are expected to submit a written report of the committee's work to the Chair of Student Council which contains minutes of all meetings since the last Student Council, and any issues that the Chair has with the work of the committee and its elected representatives.
- 5.1.2 The membership of each group will be defined in the Terms of Reference for that meeting (see Appendices attached)
- 5.1.3 Each committee will have three roles, elected annually by the committee members.
 - 5.1.3.1 Chair- To chair the meetings and report to Student Council on the work of the committee.
 - 5.1.3.2 Deputy Chair- To assist the Chair in their duties, and deputise in their absence.
 - 5.1.3.3 Secretary- To minute the committee meetings and pass on to the members of the committee and upload to the SU website within 5 working days.
- 5.1.4 No elected officer of the Students' Union may stand for any of the roles in 0
- 5.1.5 Council committees have the right to form and dissolve sub-committees as and when required.
- 5.1.6 Only members of a committee may be elected as a member of one of its sub-committees.
- 5.1.7 All committees are expected to adhere to the SU's Brand Guidelines, and guidelines for relevant sub-brands, which are available on the SU website.

5.2. Athletic Union Committee

Definition of Student Sport Clubs

- 5.2.1 A group will be designated a Sports Club where the defined activity is listed by British Universities and Colleges Sports (BUCS) and / or by Sport England and wish to represent the University in competition.
- 5.2.2 Where members of a Group eligible to be designated a Sports Club wish be designated as a Society, they may apply to the Societies Committee.

Ratification of Clubs

- 5.2.3 Club ratification applications must be presented to Athletic Union Committee as appropriate using the form provided for this purpose upon the UNSU website.
- 5.2.4 The Group should also provide a Club Constitution governed by UNSU bye-laws and SU constitution, for approval by the Athletic Union Committee at the time of application.
- 5.2.5 Where an application is turned down, the prospective club can appeal the decision in writing to the Chair of Student Council. This must be done within 10 working days of receiving a decision.

De-ratification of Clubs

- 5.2.6 Clubs may only be de-ratified under one of the following circumstances:
 - 5.2.6.1 Disciplinary decision, governed by disciplinary bye-law.
 - 5.2.6.2 Vote in favour of de-ratification by AU committee; however this power only applies to upholding Athletic Union policies and procedures only.
- 5.2.7 At the last AU Committee meeting each year, clubs will vote to de-ratify dormant clubs. The assets and monies of a Club shall revert to the Union who shall hold them for a period of one year; if within that year a Club is ratified with sufficiently similar aims and objectives (as determined by the Athletic Union Committee) it shall be entitled to those funds subject to the approval of the Athletic Union Committee. After this period, the money will be reverted to the Union.
- 5.2.8 A Club has the right to appeal a de-ratification vote by appealing the decision in writing to the Chair of Student Council. This must be done within 2 working days of receiving a de-ratification vote.
- 5.2.9 Upon appealing, a Club will be suspended from all activity until a vote at Student Council or Trustees occurs.
- 5.2.10 For a de-ratification decision to be overturned, a majority vote at Student Council must be achieved.

Athletic Union Committee Regulations

- 5.2.11 See the **Terms of Reference at Appendix B of this bye-law.**
- 5.2.12 The members of each Club will elect a President. Each President will consult the members of his or her Club and attend all Athletic Union Committee meetings to speak on their behalf. The President may delegate this responsibility to another elected member of the Club.

- 5.2.13 One elected member may only represent one club at any given AU meeting.
- 5.2.14 The Sports Officer and Vice President Union Development will both provide written reports to the Athletic Union Committee on their progress since the previous meeting.

General Regulations for Clubs

- 5.2.15 Clubs are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.2.16 Associate members are permitted to join Clubs in accordance with the Associate Members Policy.
- 5.2.17 All elected Club Committee positions will expire at midnight on 31st March, with new roles taking over on 1st April, with the exception of clubs which have BUCS competition beyond this date. This handover occurs on 1st July, however voting will take place at the same time as all other clubs.
- 5.2.18 No person may occupy more than one of the positions of President, Secretary and Treasurer within one particular club.
- 5.2.19 All Sports Club elections must be administered and returned by UNSU.

Branding

- 5.2.20 All clubs are expected to adhere to the SU's Brand Guidelines which are available on the SU website.

5.3. Societies Committee

Definition of Societies

- 5.3.1. A Group will be designated a Society where a collection of students with a shared interest wish to come together and co-ordinate activities around this shared interest.
- 5.3.2. Where members of a Group eligible to be designated a Society wish be designated as a Sports Club, they may apply to the AU Committee.

Ratification of Societies

- 5.3.3. Any society who wishes to be ratified must:
 - 5.3.3.1. Complete the New Society Proposal Form and send it to the Chair of Societies Committee
 - 5.3.3.2. It is then taken to the Societies Development Committee to check the society meets the aims and objectives as set by the SU and they vote to ratify.
 - 5.3.3.3. It is recommended the societies up for ratification attend this meeting to answer any queries or concerns raised and to also meet the officers and students they will most likely go to for assistance.
 - 5.3.3.4. The decision should be communicated to the Society within 24 hours by the Chair of the Societies Committee
 - 5.3.3.5. If the group are unsuccessful then the society will be informed and given reasons why. If the Society wishes to appeal the decision then it should do so in writing to the Chair of Student Council within 14 days of receiving the decision.
 - 5.3.3.6. If the Society is successful, then it should be reported to the next Societies Committee meeting.
- 5.3.4. The Group should also provide a Society Constitution governed by UNSU bye-laws and SU constitution, for approval by the Societies Committee at the time of application.

Deratification of Societies

- 5.3.5. Societies may only be de-ratified under one of the following circumstances:
 - 5.3.5.1. Disciplinary decision, governed by disciplinary bye-law.
 - 5.3.5.2. Vote in favour of de-ratification by Societies committee; however this power only applies to upholding Societies committee policies and procedures only.
- 5.3.6. At the last Societies Committee meeting each year, Societies will vote to de-ratify dormant groups. The assets and monies of a Society reverting to the Union who shall hold them for a period of one year; if within that year the Society is re-formed or another is formed with sufficiently similar aims and objectives (as determined by the Societies Committee) it shall be entitled to those funds subject to the approval of the Societies Committee. After this period, the money will be reverted to the Union.

- 5.3.7. A Society has the right to appeal a de-ratification vote by appealing the decision in writing to the Chair of Student Council. This must be done within 2 working days of receiving a de-ratification vote.
- 5.3.8. Upon appealing, a Society will be suspended from all activity until a vote at Student Council or Trustees occurs.
- 5.3.9. For a de-ratification decision to be overturned, a majority vote at Student Council must be achieved.

Societies Committee Regulations

5.3.10. See **the Terms of Reference at Appendix C of this bye-law.**

- 5.3.11. The members of each Society will elect a President. Each President will consult the members of his or her Society and attend all appropriate Committee meetings to speak on their behalf. The President may delegate this responsibility to another elected member of the Society.
- 5.3.12. One elected member may only represent one society at any given Societies Committee meeting.
- 5.3.13. No elected officer of the Students' Union may stand for the role of Societies Committee Chair, Vice-Chair or Secretary.
- 5.3.14. The Societies Officer and Vice President Union Development will both provide written reports to the Societies Committee on their progress since the previous meeting. Apologies are to be sent to the Chair of Societies Committee by 10am on the morning of the meeting.
- 5.3.16. If apology is education related (Placement, lecture attendance, Field trip, academic conference, exam) or illness related then the chair can choose to accept and report to the Societies Committee meeting otherwise it is sent to Societies Development Committee.
- 5.3.17. Societies Development Committee then vote to accept or reject the apology at their next meeting.
- 5.3.18. The decision should be communicated to the Society within 24 hours by the Chair of the Societies Committee
- 5.3.19. If the apology is not accepted then the society will be informed and given reasons why. If the Society wishes to appeal the decision then it should do so in writing to the Chair of Student Council within 14 days of receiving the decision.
- 5.3.20. All decisions relating to accepting or not accepting apologies should be reported to the next Societies Committee Meeting
- 5.3.21. If the apology is rejected then it will be counted as non-attendance.

Sub-Committees

- 5.3.22. The Societies Committee has the right to form and dissolve sub-committees as required.
- 5.3.23. Only Societies Committee members may be elected as members of Societies Sub-Committee.
- 5.3.24. There will be a Societies Development Committee that meets each month and makes decisions on behalf of Societies committee in the following areas:
 - 5.3.24.1 Society ratification (see 5.3.3)
 - 5.3.24.2 Make decisions on behalf of Societies Committee when referred.

General Regulations for Societies

- 5.3.25 Societies are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.3.26 Associate members are permitted to join Societies in accordance with the Associate Members Policy.
- 5.3.27 All elected society committee positions will expire on 31st March, with new roles taking over on 1st April.
- 5.3.28 No person may occupy more than one of the positions of President, Secretary and Treasurer within one particular Society.
- 5.3.29 All Society elections must be administered and returned by UNSU.

Branding

- 5.3.30 All societies are expected to adhere to the SU's Brand Guidelines which are available on the SU website.

5.4. Volunteering & Social Enterprise Committee

Definition of Volunteering & Social Enterprise

- 5.4.1 A group will be designated a Volunteering & Social Enterprise Projects where the defined activity is listed by:
 - 5.4.1.1 Providing welfare services to either the student community or the wider community.
 - 5.4.1.2 Running a student-led Social Enterprise

Ratification

- 5.4.2 Project ratification applications should be submitted to Volunteering & Social Enterprise Committee as appropriate using the form provided for this purpose upon the UNSU website.
- 5.4.3 The Group should also provide a Project Constitution governed by UNSU bye-law and SU constitution, for approval by the Volunteering & Social Enterprise Committee at the time of application.
- 5.4.4 When an application is turned down, the prospective project can appeal the decision in writing to the Chair of Student Council. This must be done within 10 working days of receiving a decision.
- 5.4.5 Application may be delayed if further research needs to be undertaken about a proposed project.

De-Ratification

- 5.4.6 Vote will occur to de-ratify projects which have been dormant for a period of more than 6 months.
- 5.4.7 Groups may only be de-ratified under one of the following circumstances:
 - 5.4.7.1 Disciplinary decision, governed by disciplinary bye-law.
 - 5.4.7.2 Vote in favour of de-ratification by Volunteering & Social Enterprise Committee; however this power only applies to upholding Volunteering & Social Enterprise Committee policies and procedures only.
- 5.4.8 At the last Volunteering & Social Enterprise Committee meeting each year, groups will vote to de-ratify dormant groups. The assets and monies of a Club shall revert to the Union who shall hold them for a period of one year; if within that year a group is ratified with sufficiently similar aims and objectives (as determined by the Volunteering & Social Enterprise Committee) it shall be entitled to those funds subject to the approval of the Volunteering & Social Enterprise Committee. After this period, the money will be reverted to the Union.
- 5.4.9 A group has the right to appeal a de-ratification vote by appealing the decision in writing to the Chair of Student Council. This must be done within 2 working days of receiving a de-ratification vote.
- 5.4.10 Upon appealing, a group will be suspended from all activity until a vote at Student Council or Trustees occurs.
- 5.4.11 For a de-ratification decision to be overturned, a majority vote at Student Council must be achieved.

Quorum

5.4.12 Quorum for a meeting of Volunteering Committee shall be 50% of its membership plus one.

Purpose

5.4.13 Volunteering Committee shall be responsible for:

5.4.13.1 Actively encouraging the personal development of students through volunteering in community-based projects.

5.4.13.2 Giving students the opportunity to gain new experiences, transferable skills.

5.4.13.3 Enhance the Student Experience.

5.4.13.4 Providing a forum in which to discuss possible new volunteering projects.

5.4.13.5 Collaboration between different volunteering groups and support for current projects or events.

5.4.13.6 Raise issues and discuss solutions as a group.

General Regulations for Volunteering and Social Enterprise

5.4.14 See the [Terms of Reference at Appendix D of this bye-law.](#)

5.4.15 The members of each Project will elect a Project Leader. Each Project Leader will consult the members of his or her Project Group and attend all Volunteering & Social Enterprise Committee Meetings to speak on their behalf. The Project Leader may delegate this responsibility to another elected member of the Group.

5.4.16 One elected member may only represent one Project at any given Volunteering & Social Enterprise meeting.

5.4.17 The Vice President Union Development & a staff member of the Students' Union will both provide written reports to the Volunteering & Social Enterprise Committee on their progress since the previous meeting.

5.4.18 Groups are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.

5.4.19 Associate members are permitted to join groups in accordance with the Associate Members Policy.

5.4.20 All elected Project Committee positions will expire at midnight on 31st March, with new roles taking over on 1st April.

5.4.21 No person may occupy more than one of the positions of President, Secretary and Treasurer within one particular group.

5.4.22 All elections must be administered and returned by UNSU.

Branding

5.4.23 All groups are expected to adhere to the Students' Union Brand Guidelines which are available on the Union website.

5.5. Education Committee

Definition of Education Committee

- 5.5.1 This committee is a collection of students who have responsibility for all education issues on behalf of Council.
- 5.5.2 The aim the committee is to improve teaching and learning in partnership with the University of Northampton.

Membership

- 5.5.3 12 Faculty Representatives
 - 5.5.3.1 3 Faculty of Business and Law
 - 5.5.3.2 3 Faculty of Health and Society
 - 5.5.3.3 3 Faculty of Education and Humanities
 - 5.5.3.4 3 Faculty of Arts, Science and Technology
- 5.5.4 3 Joint Honour Representatives
 - 5.5.4.1 First Year Joint Honours Representative
 - 5.5.4.2 Second Year Joint Honours Representative
 - 5.5.4.3 Third Year Joint Honours Representative
- 5.5.5 4 Postgraduate Faculty Representatives
 - 5.5.5.1 Faculty of Business and Law Representative
 - 5.5.5.2 Faculty of Health and Society Representative
 - 5.5.5.3 Faculty of Education and Humanities Representative
 - 5.5.5.4 Faculty of Arts, Science and Technology Representative
- 5.5.6 Part Time Student Representative
- 5.5.7 Distance Learning Student Representative
- 5.5.8 Black and Minority Ethnic Officer

Electing Faculty Representatives

- 5.5.9 Faculty Representatives are ratified via a vote in the elections, held in accordance with the Student Representation Policy.

Removing Faculty Representatives

- 5.5.10 Faculty Representatives may only be removed from position under one of the following circumstances:
- 5.5.10.1 Disciplinary decision, governed by disciplinary bye-law.
 - 5.5.10.2 Vote of no confidence at Faculty Forum
 - 5.5.10.3 Failure to attend 3 meetings in a calendar year, without submitting apologies
- 5.5.11 A Faculty Representative can appeal their vote of no confidence to the chair of Student Council, in writing, within 10 working days.
- 5.5.12 For a vote of no confidence decision to be overturned, a majority vote at Student Council must be achieved.

Education Committee Regulations

- 5.5.13 See the **Terms of Reference at Appendix E of this bye-law.**
- 5.5.14 A Chair and minute-taker must be in post by their first Education Committee meeting.
- 5.5.15 The Vice President Education will both provide written reports to the Education Committee on their progress since the previous meeting.
- 5.5.16 The Black and Minority Ethnic Officer is required to be present in at LEAST one Education Committee meeting per academic term. The Black and Minority Ethnic Officer will have no voting rights.

General Regulations for Committees

- 5.5.17 Committees are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.5.18 All elected Committee positions will expire at midnight on 31st March, with new roles taking over on 1st April.
- 5.5.19 Faculty Representatives of the Education Committee will be responsible for holding Faculty Forums.

5.6. Mature Students Association (MSA) Committee

Definition of MSA Committee

- 5.6.1. Mature students are usually students aged 21 or over at the start of their course, however the Mature Students association is open to any students who identify as a mature student regardless of age.
- 5.6.2. This committee is a collection of students who have responsibility for all issues that mature students face on behalf of Council.
 - 5.6.2.1. The aim of the committee is to provide a support network and community which will improve the experience of mature students at the University of Northampton.

Electing MSA Committee Members

- 5.6.3. MSA committee members are ratified via a vote in the elections, held in accordance with the Election Bye-law on the Students' Union website.
 - 5.6.3.1. The roles will be outlined as below and *none* of the below roles can be held by the Mature Student Officer. The role of Vice President (Post Graduate) may *not* be held by a post-graduate officer. The following positions will be core positions: President, Secretary, Treasurer, Collaborations Committee. The following are non-core positions: Social Secretary, Vice President (Post-graduates), Vice President (Parents), Social Media Secretary and Policy Overseer Committee Member.
 - 5.6.3.2. President: The President of the MSA will ensure that all other committee members are fulfilling their duties, will be responsible for making sure that the MSA weekly activities are advertised and will hold monthly MSA committee meetings being chaired as outlined in 5.1.3.1 . Both the Mature Students Officer and the President of the Students Union have to attend or send apologies for all MSA committee meetings. The President of the MSA is also responsible for ensuring the MSA development plan is completed every 3 years and reviewed every year alongside all other MSA committee members and the Mature Students officer. The president of the MSA automatically holds one of the 4 available seats set aside for Mature students and needs to present the minutes of the MSA Committee meetings at student council. The president will also be responsible for providing communication between the MSA committee and the Mature Student Councillors with the Mature Students officer.
 - 5.6.3.3. Vice President (Post-Graduates): The Vice President (Post-Graduates) of the MSA will be responsible for the encouraging engagement to and from Post-graduate members. Will be responsible for ensuring that a majority of events are post graduate friendly and inclusive. To work alongside the post graduate officer/s in NUSU related matters.
 - 5.6.3.4. Vice President (Parents): The Vice President (Parents) of the MSA will be responsible for actively engaging in the alteration of the university to meet the needs of the parents and guardians currently studying here at the university. To hold at least one meeting and one event on a monthly basis for parents and guardians.

- 5.6.3.5. Secretary: They will be responsible for minute taking in MSA committee meetings as outlined in 5.1.3.3, as well as booking rooms as and when required for the MSA, such as weekly meetings. They also need to make sure the minutes of these meetings are sent to student council. They along with the President need to make sure that any agenda items are distributed to MSA committee members at least 3 working days before the meeting.
- 5.6.3.6. Social Media Secretary: Responsible for the operations of the social media pages ran by the MSA. Updating members online as to events and meetings occurring on behalf of the MSA, and any important news.
- 5.6.3.7. Social Secretary: Responsible for holding bigger monthly events minimum of 4 per academic year and for organising a research project in to events that Students want along with other MSA committee members during Fresher's week. The results of the research project should determine the events organised for the remainder of the academic year.
- 5.6.3.8. Collaboration committee member: Responsible for organising at least 6 social events in an academic year that collaborate with other existing groups in the SU, this can include but is not exclusive to societies, sports clubs and volunteering projects.
- 5.6.3.9. Policy Overseer Committee member: responsible for ensuring that the policies of the NUSU are met and upheld. During all meetings and events. They will also be responsible for assisting the committee with interpretation of roles. As well as advising on growth and development of the MSA.
- 5.6.3.10. Treasurer: Responsible for all actions regarding money such as applying for funding, ensuring the MSA does not over spend its budget and for processing receipts for materials bought for socials etc. Treasurer will also be the vice chair in MSA committee meetings in line with 5.3.1.2
- 5.6.3.11. Social secretary: Responsible for holding bigger monthly events minimum of 4 per academic year and for organising a research project in to events that Students want along with other MSA committee members during Fresher's week. The results of the research project should determine the events organised for the remainder of the academic year.
- 5.6.3.12. Collaboration committee member: Responsible for organising at least 6 social events in an academic year that collaborate with other existing groups in the SU, this can include but is not exclusive to societies, sports clubs and volunteering projects.

Removing MSA Committee Members

- 5.6.4. MSA committee members may only be removed from position under one of the following circumstances:
 - 5.6.4.1. Disciplinary decision, governed by disciplinary bye-law.
 - 5.6.4.2. Vote of no confidence at an emergency members meeting called by any member of the MSA.

- 5.6.4.3. Failure to attend 3 MSA committee meetings in an academic year, without submitting apologies.
- 5.6.5. A MSA committee member can appeal their vote of no confidence to the chair of Student Council, in writing, within 10 working days.
- 5.6.6. For a vote of no confidence decision to be overturned, a majority vote at Student Council must be achieved.

MSA Committee Regulations

- 5.6.7. See the [Terms of Reference at Appendix F of this bye-law.](#)

General Regulations for Committees

- 5.6.8. Committees are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.6.9. All elected Committee positions will expire at midnight on 31st March, with new roles taking over on 1st April.
 - 5.6.9.1. All roles will be advertised from February 1st at the latest.
 - 5.6.9.2. Any roles not filled will be included in the October bye election period.
- 5.6.10. MSA committee members are responsible for holding meetings with all of the members from the MSA.

5.7. Moulton College Sub-Committee

Definition of Moulton Sub-Committee

- 5.7.1 This committee is comprised of the Moulton College Officer, Moulton Education Officer, Moulton Activities Officer and Moulton H.E Course representatives.
- 5.7.2 The aim of this committee is to resolve issues regarding education, activities and welfare of Moulton students; and to work with Moulton College to resolve these issues.

Electing Officers

- 5.7.3 The Moulton College Officer, the Moulton Education Officer and Moulton Activities Officer are ratified via a vote in the elections, held in accordance with the Student Representation Policy.

Removing Officers

- 5.7.4 The Moulton College Officer may only be removed from position under one of the following circumstances:
 - 5.7.4.1 Disciplinary decision, governed by disciplinary bye-law.
 - 5.7.4.2 Vote of no confidence within the sub-committee
 - 5.7.4.3 Failure to attend 3 meetings in an academic year, without submitting apologies
 - 5.7.4.4 In accordance with the Student Council Bye-Law 4.6.6.
- 5.7.5 Moulton Education Officer and Moulton Activities Officer may only be removed from position under one of the following circumstances:
 - 5.7.5.1 Disciplinary decision, governed by disciplinary bye-law.
 - 5.7.5.2 Vote of no confidence within the sub-committee
 - 5.7.5.3 Failure to attend 3 meetings in an academic year, without submitting apologies

Officer Reports

- 5.7.6 The Moulton College Officer, Moulton Education Officer and Moulton Activities Officer must present a report at each sub-committee meeting in order to evidence the progress on their work.
- 5.7.7 Each Officer must use the Officer report template (See Appendix A)
- 5.7.8 The Moulton College Officer must take both the Moulton Education and Moulton Activities Officer's reports forward to Student Council.

Moulton College Sub-Committee Regulations

- 5.7.9 This sub-committee will meet once a month.
- 5.7.10 Annually this committee will review their terms of reference. The terms of reference will be created in the first meeting of this committee.

General Regulations for Committees

- 5.7.11 Committees are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.7.12 All elected Committee positions will expire at midnight on 31st March, with new roles taking over on 1st April.

5.8. Media and Broadcasting Group

Definition of Media and broadcasting Group

- 5.8.1 A Group will be designated as Media and Broadcasting where a collection of students with a shared interest wish to come together and co-ordinate activities around the shared interest of media and broadcasting.
- 5.8.2 Where members of a Group eligible to be designated a Society wish be designated as a Media and Broadcasting Group, they may apply to the Media and Broadcasting Committee.

Ratification of Media and Broadcasting Group

- 5.8.3 Any Media and Broadcasting Group who wishes to be ratified must:
 - 5.8.3.1 Complete the New Media and Broadcasting Group Proposal Form and send it to the Chair Media and Broadcasting Committee
 - 5.8.3.2 It is then taken to the Media and Broadcasting Committee to check the Media and Broadcasting Group meets the aims and objectives as set by the SU and they vote to ratify.
 - 5.8.3.3 It is recommended the Media and Broadcasting Group up for ratification attend this meeting to answer any queries or concerns raised and to also meet the officers and students they will most likely go to for assistance.
 - 5.8.3.4 The decision should be communicated to the Media and Broadcasting Group within 24 hours by the Chair of the Media and Broadcasting Group.
 - 5.8.3.5 If the group are unsuccessful then the Media and Broadcasting Group will be informed and given reasons why. If the Media and Broadcasting Group wishes to appeal the decision then it should do so in writing to the Chair of Student Council within 14 days of receiving the decision.
 - 5.8.3.6 If the Media and Broadcasting Group is successful, then it should be reported to the next Media and Broadcasting Committee meeting.
- 5.8.4 The Group should also provide a Media and Broadcasting Group Constitution governed by UNSU bye-laws and SU constitution, for approval by the Media and Broadcasting Committee at the time of application.

Deratification of Media and Broadcasting Groups

- 5.8.5 Media and Broadcasting Groups may only be de-ratified under one of the following circumstances:
 - 5.8.5.1 Disciplinary decision, governed by disciplinary bye-law.
 - 5.8.5.2 Vote in favour of de-ratification by Media and Broadcasting committee; however this power only applies to upholding Media and Broadcasting committee policies and procedures only.

- 5.8.6 At the last Media and Broadcasting Committee meeting each year, Media and Broadcasting Groups will vote to de-ratify dormant groups. The assets and monies of a Media and Broadcasting Group reverting to the Union who shall hold them for a period of one year; if within that year the Media and Broadcasting Group is re-formed or another is formed with sufficiently similar aims and objectives (as determined by the Media and Broadcasting Committee) it shall be entitled to those funds subject to the approval of the Media and Broadcasting Committee. After this period, the money will be reverted to the Union.
- 5.8.7 A Media and Broadcasting Group has the right to appeal a de-ratification vote by appealing the decision in writing to the Chair of Student Council. This must be done within 2 working days of receiving a de-ratification vote.
- 5.8.8 Upon appealing, a Media and Broadcasting Group will be suspended from all activity until a vote at Student Council or Trustees occurs.
- 5.8.9 For a de-ratification decision to be overturned, a majority vote at Student Council must be achieved.

Media and Broadcasting Committee Regulations

- 5.8.10 See **the Terms of Reference at Appendix G of this bye-law.**
- 5.8.11 The members of each Media and Broadcasting Group will elect an Editor (equivalent of President). Each Editor will consult the members of his or her Media and Broadcasting Group and attend all appropriate Committee meetings to speak on their behalf. The Editor may delegate this responsibility to another elected member of the Media and Broadcasting Group.
- 5.8.12 One elected member may only represent one Media and Broadcasting Group at any given Media and Broadcasting Committee meeting.
- 5.8.13 No elected officer of the Students' Union may stand for the role of Media and Broadcasting Committee Chair, Vice-Chair or Secretary.
- 5.8.14 The Media and Broadcasting Officer (if elected) and Vice President Union Development will both provide written reports to the Media and Broadcasting Group Committee on their progress since the previous meeting.
- 5.8.15 The Media and Broadcasting Committee will have its own equipment budget that it controls, allowing the members to give to Media and Broadcasting Groups money to purchase equipment.
 - 5.8.15.1 The procedure for the delegation of the equipment budget will be through an application. The application will be available from the Students' Union website.

Sub-Committees

- 5.8.16 The Media and Broadcasting Committee has the right to form and dissolve sub-committees as required.

- 5.8.17 Only Media and Broadcasting Committee members may be elected as members of Media and Broadcasting Sub-Committee.
- 5.8.17.1 There will be a Media and Broadcasting Editorial Committee that meets each month as minimum or more frequently if needs depend, and makes decisions on behalf of Media and Broadcasting Committee in the following areas:
- 5.8.17.1.1 Confirmation of Publishing or Broadcasting.
- 5.8.17.1.2 Make decisions on behalf of UNSU in regards to defamation and legalities.
- 5.8.17.2 The Media and Broadcasting Editorial Committee will be made up of an elected representative from each Media and Broadcasting Group, Vice President Union Development and Media and Broadcasting Officer (if elected). The Student Opportunities Manager will attend to ensure legal procedures are followed.
- 5.8.17.2.1 If a Media and Broadcasting Group wish to appeal the decision of Media and Broadcasting Editorial Committee, they may write to the SU President. Who will assess the appeal with the Membership Services Manager and an external expert.
- 5.8.17.2 The quoracy of the Media and Broadcasting Editorial Committee will be 50% plus one.

General Regulations for Media and Broadcasting Groups

- 5.8.18 Media and Broadcasting Groups are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.8.19 Associate members are permitted to join Media and Broadcasting Groups in accordance with the Associate Members Policy.
- 5.8.20 All elected Media and Broadcasting Groups committee positions will expire on 31st March, with new roles taking over on 1st April.
- 5.8.21 No person may occupy more than one of the positions of Editor, Secretary and Treasurer within one particular Media and Broadcasting Groups.
- 5.8.22 All Media and Broadcasting Groups elections must be administered and returned by UNSU.

Policies, Procedures and Guidelines

- 5.8.23 All Media and Broadcasting Groups are expected to adhere to the SU's Brand Guidelines which are available on the SU website.
- 5.8.24 All Media and Broadcasting Groups are expected to adhere to the SU's Broadcasting Procedures and Policies which are available on the SU website.

5.9. Executive Committee

Definition of Executive Committee

- 5.9.1 The Executive Committee is a committee denoted by The University of Northampton Students' Union Constitution.
- 5.9.2 The Executive Committee's membership is that of all the elected officers within the Students' Union.

Executive Committee Regulations

- 5.9.3 See the **Terms of Reference at Appendix H of this bye-law.**
- 5.9.4 The Executive Committee will automatically be chaired by the President of the Students' Union.
- 5.9.5 The Executive Committee will also elected a Vice Chair, open to any member of the Executive Committee and will chair meetings in the Presidents absence.
- 5.9.6 The Executive Committee will meet concurrently with Student Council and any time deemed necessary by the Committee.
- 5.9.7 Minutes of the Executive Committee, where appropriate will be submitted to Student Council.

Purpose of the Executive Committee.

- 5.9.8 The Executive Committee purpose is determined by their **Terms of Reference (see Appendix H).**
- 5.9.9 Items that must be discussed by the executive committee are;
 - 5.9.9.1 Setting the cost of Associate Membership for the upcoming academic year.
 - 5.9.9.2 Shaping the political direction and stances of The University of Northampton Students' Union.
 - 5.9.9.3 Allocations of the Executive Budget for Campaigns and purchases determined a priority by the Executive Committee.

General Regulations for Executive Committee Members

- 5.9.10 Executive Committee Members are required to abide by the Constitution and Bye-laws of UNSU, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.
- 5.9.11 All Part Time Executive Officer committee positions will expire on 31st March, with new roles taking over on 1st April.
 - 5.9.11.1 The Post-Graduate Part Time Officer position will expire on 31st October, with the new role taking over on 1st November.
- 5.9.12 All Full Time Executive Officer committee positions will expire on 31st June, with the new role taking over on 1st July
- 5.9.13 All Executive Committee elections must be administered and returned as a cross campus ballot, administered and returned by UNSU.

Branding

5.9.14 All Executive Committee members are expected to adhere to the SU's Brand Guidelines which are available on the SU website.

Appendices

APPENDIX A

5.7.7 Officer Reports Template for Submitting reports

See 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]

APPENDIX B

5.2.11 Athletics Union Terms of Reference

See below.

TERMS OF REFERENCE

Athletic Union Committee

The purpose of the Athletic Union Committee meetings will be to: -

1. Propose, develop and implement the strategic direction of the Athletic Union Committee under the strategic plan of the Students' Union.
2. Scrutinise the performance of VPUD and Sports Officer.

The Athletic Union Committee: -

3. Will consist of
 - 3.1. All Presidents of Sports Clubs
 - 3.2. If president is unavailable then one other committee member may attend on their behalf.
4. Will hold a minimum of six meetings throughout the academic year with dates to be agreed at the start of the year.
5. Will meet monthly throughout the year, no less than ten working days before each Student Council meeting.
6. Is accountable to Student Council.

Annual Business

7. Review pitch and court allocations for clubs using on-campus facilities for fixtures and competitions.
8. Review the Athletic Union Committee Terms of Reference
9. Review Bye-Law 9.2 Sports Clubs
10. Review the Tiered Funding Structure
11. Review the Athletic Union Budget
12. An Athletic Union Chair shall be elected at the last meeting of each academic year to chair each meeting for the next academic year.
13. An Athletic Union Vice-Chair shall be elected at the last meeting of each academic year to chair meetings in the AU Chair's absence or when AU Chair steps down during committee for any reason.
14. Elect committees for the four Athletic Union sub-committees:
 - 14.1. Sport Development (six elected members)
15. Sport Development Committee to provide a written report suggesting recommendations for the Athletic Union, based on findings from the Sport Development Tour.
16. Elect the AU Councillors based on the appropriate number of AU councillors required at council each year.

Regular Business

17. Introduction
 - 18.1 Apologies for non-attendance
 - 18.2 Apologies are accepted or rejected by the AU Chair.
 - 18.3 The AU Chair can open the floor to vote on the non-attendance but this is not a final decision.
 - 18.4 After the vote, it is the AU Chair's final decision on what appropriate action they take, refer to point 36 onwards.
18. VPUD to verbally notify the Athletic Union Committee of any relevant operational matters.

19. Reports to be given by the VPUD and Sports Officer on their actions since the previous meeting including progress updates on Officer Mandates.
20. Scrutinise the AU reports submitted by the VPUD and Sports Officer.
21. Verbal reports to be given by the Sport Development Committee, Au Councillors from previous AU Council.
22. Discussion Points raised in advance of the meeting to be reviewed and deliberated by the Athletic Union Committee.
23. AU to discuss ideas and good practice on cost saving measures.
24. AU to vote on policy and bye-law changes proposed to the committee.
25. AU to vote on ratification of new clubs proposed to the committee.
26. AU to vote on de-ratification of clubs proposed to the committee.
27. Any other Business
28. Date of Next Meeting to be communicated by the Athletic Union Chair.

Members of the Athletic Union Committee will: -

29. Prepare for each meeting fully, ensuring that appropriate data on marketing, engagement, trends etc. is available for discussion.

Notes

30. Minutes will be taken by an external minute taker.
31. Minutes will be distributed no later than 5 working days following the meeting.
32. Agendas will be distributed to the Athletic Union Committee no less than 72 hours before an Athletic Union meeting.
33. Attendance should be a minimum of 50% of all ratified clubs.
34. All decisions require a majority vote in favour.
35. Clubs that fail to attend the AU Committee Meeting without valid reason will receive a written warning written by the AU Chair.
 - 37.1 AU chair decides whether this goes down as a non-attendance for the Tiered Funding.
36. Clubs that fail to attend a second meeting in an academic year will have their activities and funding suspended until the next AU Committee Meeting.
37. Clubs that do not attend three AU Committee Meetings in an academic year, without valid reasons, will be de-ratified and suspended for 12 months.
38. Any full member of UNSU may attend any meeting of the AU Committee; such members will not have voting rights or speaking rights, though the Committee may invite them to speak. All AU members have speaking rights. Each club is given one vote.

APPENDIX C

5.2.11 Societies Committee Terms of Reference

See below.

TERMS OF REFERENCE

Societies Committee

The purpose of the Societies Committee will be to:

1. Discuss society-related matters, issues and concerns and ensure the smooth running of all societies
2. Increase collaboration, communication and understanding between the societies.

The Societies Committee:

3. Societies Committee will be open to all elected society committee members. It will usually consist of the President from each Society who may be represented by an executive member at any one time.
4. The meeting will take place a minimum of three, and a maximum of four times per term. The dates of each meeting will be published on an annual basis at the start of the academic year and any changes will be communicated no less than 42 hours before a meeting
5. They will meet once a month, at least 48 hours before the Student Council Paper Submission Deadline
6. The Societies Committee will be chaired by the Society Chair who will have a casting vote only should it be required at the meeting.
7. The chair will be an elected executive member from a society, and in his/her absence by an elected executive member from a society who shall be Vice-Chair.

Voting

8. This will be done via voting pads. The usual voting options are: Yes, No and Abstain.
9. At any meeting each society eligible to participate in the Societies Committee will have a maximum of one voting/ratification card should they be required at the meeting.
10. No voting shall take place unless fifty per cent plus one of the ratified societies eligible to vote at the Societies Committee are represented. This is also known as quoracy.
11. Any vote taken will pass with a simple majority unless the vote is to make changes to this document, when a two-thirds majority will be required.

Agenda:

12. The Societies Committee will follow the following standard agenda format:
 - a. Apologies
 - b. Accepting the agenda/declaring conflicts of interest
 - c. Previous minutes/matters arising
 - d. Vice President Union Development report and questions
 - e. Societies officer report and questions
 - f. Society Councillors report and questions
 - g. Ratification of society proposals
 - h. Any other business
 - i. Date of next meeting
13. In addition to the standard agenda items the following agenda items may also arise:
 - a. General information related to societies
 - b. Discuss, approve or disapprove budget and plans for Society Awards
 - c. Discuss, approve or disapprove relevant proposals for amendments of relevant bye-laws, policies, procedures and the society funding structure
 - d. Deratification of societies

Notes

1. The agenda for each Societies Committee will be sent to the Societies Committee no less than 72 hours (3 days) before a meeting.
2. Minutes will be distributed no later than 7 days following the meeting.

REVIEW

1. This policy will be reviewed annually by the Societies Development Coordinator.

APPENDIX D

5.4.14 Volunteering and Social Enterprise Committee Terms of Reference

See below.

TERMS OF REFERENCE

Volunteering and Social Enterprise Committee

The purpose of the Volunteering and Social Enterprise Committee meeting will be to: -

39. Ensure that all student led Volunteering and Social Enterprise projects have a representation within the Students' Union democratic process.
40. Communicate their decision to students, ensuring the group is seen to be transparent and democratic in all of its decision-making.
41. To discuss matters relating to Volunteering and Social Enterprise projects, ensuring that the SU administers and supports these projects in a fair and efficient way.

The Volunteering and Social Enterprise Committee: -

42. Will consist of the following voting members:
 - 42.1. Elected Student Chair
 - 42.2. Elected Student Vice-Chair
 - 42.3. Elected Student Secretary
 - 42.4. Project Leaders (or a nominated deputy)
 - 42.5. Vice President (Engagement and Participation)
43. The following staff are invited to support the committee in a non-voting, advisory capacity.
 - 43.1. Member Development Manager
 - 43.2. Student Voice Coordinator (Representation)
 - 43.3. Anybody else that the chair deems appropriate to that meeting
44. Will be and shall be chaired by the Student Chair, and in his/her absence by the student Vice-Chair.
45. Student Chair, Vice-Chair and Secretary are to be elected from the Project leaders.
46. Will meet at least five times annually.
47. Is accountable to the Student Council and must provide reports for every meeting.

Regular Business

48. To discuss the development of current and future projects within the Students' Union:
49. To review and vote on annual reports given by each projects.
50. To produce recommendations to Student Council
51. To approve new projects.

Annual Business

52. Voting for the next year's committee members
53. Collate and submit annual report to Student Council.

Members of the Volunteering and Social Enterprise Committee will: -

54. Prepare for each meeting fully, being active and be able to contribute to the discussion.

Notes

55. The agenda for each Volunteering and Societies Committee will be sent to the Volunteering and Societies Committee no less than 72 hours (3 days) before a meeting.
56. Minutes will be distributed no later than 7 days following the meeting.

APPENDIX E

5.5.13 Education Committee Terms of Reference

See below.

TERMS OF REFERENCE

Education Committee

The purpose of the Education Committee meetings will be to: -

57. To meet monthly to report and discuss the issues relating to their academic Faculty
58. To ensure that the students voice is collated and carried through to University committees such as FSEC and FQSC
59. For Faculty Advocates to submit a written report on the actions they are taking based on communication with students and Course Advocates.
60. Scrutinise the performance of the Vice President Education of the Students' Union.

The Education Committee: -

61. Will consist of
 - 61.1. All Faculty Advocates
 - 61.2. The Vice President Education of the Students' Union.
 - 61.3. Any elected student at the invitation of the chair
 - 61.4. Any other person at the invitation of the chair
 - 61.5. Staff Members of the Students' Union
 - 61.5.1. These Staff Members facilitate and administrate Education Committee
 - 61.5.2. These Staff Members will have no speaking rights unless asked for clarification
 - 61.5.3. These Staff Members do not answer to Education Committee and represent the interest of the Students' Union
62. Will meet monthly throughout the year during term time, no less than seven days before each Student Council meeting.
63. Is accountable to Student Council.

Annual Business

64. Review the Education Committee Terms of Reference
65. Contribute to the planning of Student Advocate Activities and provide feedback when reviewing.
66. Ensure that the Student Teaching and Representation (STAR) awards remain student led
67. To shortlist nominees for STAR awards
68. Review the running of Course and Faculty Advocate training
69. Review the role descriptions of Course and Faculty Advocates
70. To work with the Vice President Education on submitting the Academic Review

Regular Business

71. The Vice President Education is to verbally notify the Education Committee of any relevant educational matters which require the student opinion to which the Faculty Advocates help facilitate.
72. Education Committee to monitor the attendance of Course, Faculty and University level meetings.
73. Education Committee to decide on whether what the University have said they are doing on the recommendations on the Academic Review is sufficient and measure with a traffic light colour system.
74. Written reports to be given by the Vice President Education and Faculty Advocates on their actions since the previous meeting including progress updates.

75. Written reports to be submitted from Faculty Advocates on Student Opinion.

Members of the Education Committee will: -

76. Prepare for each meeting fully, ensuring that feedback from students is available for discussion.

77. Provide an update on completed and ongoing actions, where absent this can be sent to the Chair of the Committee within a 48 hour period prior to the meeting.

Notes

78. Minutes will be taken by a member of staff.

79. Minutes will be distributed no later than 2 working days following the meeting by the staff.

80. Minutes will be uploaded to the Students' Union website for Student Council members to read.

81. Agendas will be formulated by the Chair of the Committee with support from the Student Advocacy Team.

82. Members will need to submit items for the agenda no later than 3 working days before the meeting.

83. Agendas will be distributed to the Education Committee no less than 48 hours before a meeting.

84. Attendance should be a minimum of 50% of the members. **(By-law to be changed at council)**

85. All decisions require a majority vote in favour, in case of a tie the Chair gets the deciding vote.

APPENDIX F

5.6.7 MSA Committee Terms of Reference

See below.

TERMS OF REFERENCE

MSA Committee

UNDER REVIEW

APPENDIX G

5.8.10 Media and Broadcasting Committee Terms of Reference

See below.

TERMS OF REFERENCE

Media and Broadcasting Committee

UNDER REVIEW

APPENDIX H

5.9.3 Executive Committee Terms of Reference

See below.

TERMS OF REFERENCE

Executive Committee

UNDER REVIEW

5. Committees Bye Law

Date of this revision: 06 November 2018

Date of next revision: 15 November 2019

Revision date	Previous revision date	Summary of Changes	Changes marked
05/07/2017	March 2017	Added Revision tracking Page	
17/07/2017	05/07/2017	Added section at 5.3.18 from BoT Approval 15/12/16. Society Ratification. Amend numbering and add section 5.3.3	
25 August 17	17/07/2017	Adding in points 5.3.3–5.3.3.6 – sending apologies 5.3.15-5.3.21 – societies ratification 5.3.18–5.3.18.2 – Societies Development Committee	
01/02/2018	25/08/2017	Add at Education Committee additional Member representatives at 5.5.5 Post graduate representatives for each School, add part Time Student Representative at 5.5.6 and Distance Learning Student Representative at 5.5.7. Add: New Media and Broadcasting Committee at 5.8	
10/04/2018	01/02/2018	Agreed at Board of Trustees 29/03/18 Add Executive Committee at 5.9. Add Appendices Page (requires clarification on Appendix 3) Add Black and Minority Ethnic Officer role at 5.5.8 and amend numbering. Add Black and Minority Ethnic Officer regulation regarding attendance and voting rights at 5.5.16.	
06/11/18	10/04/18	Removed reference to '4.6.2' from point 5.3.19 as it	

		<p>is irrelevant.</p> <p>Removed reference to '4.6.2' from point 5.3.3.5 as it is irrelevant.</p> <p>Added Appendix A: Officer Report Template</p> <p>Added Appendix B: Athletics Union Terms of Reference</p> <p>Added Appendix C: Societies Committee Terms of Reference</p> <p>Added Appendix D: Volunteering and Social Enterprise Terms of Reference</p> <p>Added Appendix E: Education Committee Terms of Reference</p> <p>Added Appendix F: MSA Committee Terms of Reference – under review</p> <p>Added Appendix G: Media and Broadcasting Committee Terms of Reference – under review</p> <p>Added Appendix H: Executive Committee – under review</p>	
06/12/18	06/11/18	As approved at Trustees 29/11/18 Amend Mature Students Association to include new posts at 5.6.3.1 and relevant responsibilities at 5.6.3.3 to 5.6.3.9.	

Owner

Name	Email Address	Title	Date of Issue	Version
K Macintyre	Kate.macintyre@northampton.ac.uk	Governance Administrator	06/12/2018	9