

## **Bye-Law 1: Representation**

### 1. Student Council

#### *Structure*

- 1.1 Student Council shall be elected annually at a time when it is deemed most students will be able to participate in the elections.
- 1.2 All members of the Student Council (including the full-time Sabbatical Officers) shall take up their role in the July of the academic year in which they are elected, and shall hold this role for one year.
- 1.3 Student Council shall consist of:
  - 1.3.1 The Union President
  - 1.3.2 The Vice-President
  - 1.3.3 Student Council Chair
  - 1.3.4 A representative for each of the academic administrative areas as defined by the University's management structure
  - 1.3.5 The Women's Officer
  - 1.3.6 The Lesbian, Gay, Bi-sexual and Transgender Students' Officer
  - 1.3.7 The Mental Health Officer
  - 1.3.8 The Disabilities Officer
  - 1.3.9 The Black, Minority and Ethnic Students' Officer
  - 1.3.10 The Postgraduate Students' Officer
  - 1.3.11 The International Students' Officer
  - 1.3.12 The Mature & Part-Time Students' Officer
  - 1.3.13 The Sustainability Officer
  - 1.3.14 The Interfaith Officer
- 1.4 All full members of the Union may stand to be Union President or Vice-President
- 1.5 Only full members of the Union that are registered within the academic area that they wish to represent may stand to be the representative for their respective academic area. Joint honours students shall be deemed to be eligible to stand in either department, but not both
- 1.6 Only full members self-defining as a woman may stand to be the Women's Officer
- 1.7 Only full members self-defining as lesbian, gay, bi-sexual or transgender may stand to be the Lesbian, Gay, Bi-Sexual and Transgender Students' Officer
- 1.8 Only full members self-defining as black, minority or ethnic may stand to be the Black, Minority and Ethnic Students' Officer
- 1.9 Only full members self-defining as having a mental health disability may stand to be the Mental Health Officer
- 1.10 Only full members self-defining as having a disability may stand to be the Disabilities Officer
- 1.11 Only full members registered as a postgraduate student may stand to be the Postgraduate Students' Officer

- 1.12 Only full members registered with the University as an international student, including students from within the European Union, may stand to be the International Students' Officer
- 1.13 Only full members registered with the University as a part-time student or self-defining as a mature student may stand to be Mature & Part-Time Students' Officer (a mature student is generally defined as a student beginning an undergraduate programme at the age of 21 or above, or beginning a postgraduate programme at the age of 25 or above)
- 1.14 Student Council meetings shall be chaired by the Council Chair. In the event of the Council Chair not being present the Deputy Council Chair will lead the meeting. In the event of neither the Council Chair nor Deputy Chair being present the meeting shall elect a chair for the meeting.
- 1.15 Whoever is chairing shall not vote in the meetings but shall hold the casting vote in the event of a tie.
- 1.16 All full members of the Union can attend meetings of Student Council.
- 1.17 The Council may invite a member of Union staff to act as secretary to their meetings.
- 1.18 Minutes of meetings shall be posted on the Union's website within 5 working days of the meeting taking place.

#### *Meetings*

- 1.19 Meetings of Student Council shall take place at least once each semester.
- 1.20 Meetings shall be held at a time and a place agreed by Student Council, but at a time designed to give students the greatest possible opportunity to contribute to meetings.
- 1.21 Quorum for meetings of Student Council shall be half of all representatives elected and eligible to attend the meeting
- 1.22 In the event of a meeting not being quorate no business may be formally transacted by the meeting, however the meeting may decide to discuss the business on the agenda and make recommendations to the Executive Committee or the Union's Trustees as appropriate
- 1.23 The Council Chair shall be responsible for publicising the time and venue of meetings to students.
- 1.24 Any full member may submit business to be considered at a meeting of Student Council.
- 1.25 Business must be submitted to the Council Chair 3 working days in advance of a meeting.
- 1.26 Any full member of the Union may ask the Chair to speak at a meeting of Student Council.
- 1.27 The Council may vote for a meeting to be held *in camera* if it feels that discussions will be of a confidential or sensitive nature. A vote must be held in order for a meeting to be held *in camera*. Minutes shall not be publicised in the event of a meeting being held *in camera*.

- 1.28 In the event of a dispute into the procedure of the meeting the Chair shall make the final ruling.

*Role*

- 1.29 The role of Student Council shall be:

- 1.29.1 To spend at least 5 hours each month during term time in their capacity as a Student Council member. This will typically include undertaking consultative and listening exercises with students.
- 1.29.2 To set policy for the Union. Student Council may not pass policy that is conflict with policy approved by a General Meeting or through a referenda. In the event of an inter-relationship being raised the President shall make a ruling that shall be binding
- 1.29.3 For a policy to be considered it should be submitted via the Union website as an 'idea.' An idea will be on the Union website for 20 university days and will need to reach a cumulative 30 likes/dislikes from students to go any further. Should this happen it will then be considered by the Council Chair and President with the proposer of the idea as either feedback or political policy. If it is political policy it will then go to Student Council where it will be debated. Only ideas submitted through the ideas hub will be discussed at Student Council.
- 1.29.4 All policy will have a two year expiry date from the date it is approved. Current Union policy will be published on the Union website.
- 1.29.5 To amend the Bye-Laws to the constitution as necessary, in conjunction with the Trustees
- 1.29.6 To be the primary Union forum for the discussion of academic representation
- 1.29.7 To hold the Sabbatical Officers (the President and the Vice-President) to account for their work on behalf of the Members
- 1.29.8 To call referenda of all students on issues deemed to be off vital importance to students, Leeds Trinity University and/or the Union.
- 1.29.9 To annually review the progress against the Union's strategy
- 1.29.10 To receive a draft of the Union's proposed annual budget and make recommendations to the Trustees
- 1.29.11 To confirm the nominations of External and Student Trustees
- 1.29.12 To appoint a Returning Officer and Deputy Returning Officer to oversee the Union's elections on an annual basis
- 1.29.13 To, at the first meeting of the academic year, elect 3 members to serve on the Executive Committee of the Union for the duration of the academic year

*Removal of members of Student Council and vacancies on Student Council*

- 1.30 The process for the removal or resignation of Sabbatical Officers is described in the Constitution
- 1.31 Student Councillors may resign from their position at any point in their term of office. Resignations must be submitted in writing to the Council Chair

- 1.32 Members of Student Council shall be deemed to have resigned if they fail to attend three meetings of the Council in the academic year without providing apologies that are subsequently deemed acceptable by the Council
- 1.33 For the avoidance of doubt, any member of Student Council who cease to be a student or otherwise ceases to be a member of the Students' Union, or who is barred from holding Union office through a duly convened disciplinary meeting, shall be deemed to have resigned their position with immediate effect
- 1.34 The Student Council may, by a two-thirds majority vote to remove a member from Student Council. This provision requires that the business be submitted in advance of the meeting as under clause 1.23 of this bye-law
- 1.35 Where a vacancy arises on Student Council the Council shall discuss this vacancy at the next available meeting. At this meeting the Council has the right to either call a bye-election, to be held within 20 University days of the meeting and to be conducted in accordance with the bye-law relating to elections, or co-opt an eligible member of the Union into the role for the remainder of the academic year. In the event that the Council wishes to co-opt a new member of the Council a two-thirds majority vote is required

## 2. Student Executive Committee

### *Structure*

- 2.1 The Student Executive Committee shall consist of:
  - 2.1.1 The Sabbatical Officers (the President and the Vice-President)
  - 2.1.2 Three members of the Student Council including the Council Chair and two Council members elected at the first Student Council meeting of the Academic Year
  - 2.1.3 Student Executive Committee meetings shall be chaired by the Council Chair. In the event that the Council Chair is not available, the meeting shall appoint a chair for the meeting
  - 2.1.4 The Chair shall not vote in meetings of the Student Executive Committee, but shall have the casting vote in the event of a tie
  - 2.1.5 All members of the Student Council may attend meetings of the Student Executive Committee and may request permission from the chair to speak.
  - 2.1.6 Any full member of the Union may request permission from the President to attend and speak at Student Executive Committee meetings
  - 2.1.7 The General Manager, or their nominee, will be in attendance at the meetings and may be invited to speak by the Chair.
  - 2.1.8 Minutes of meetings of the Student Executive Committee will be kept and posted on the Union website within 5 working days of the meeting taking place

### *Meetings*

- 2.2 Meetings of the Student Executive Committee shall take place at least quarterly during term time and may meet more often at the Committee's discretion

- 2.3 Meetings shall be held at a time and place designated by the Council Chair, chosen to give the greatest possible opportunity to all members of the committee to attend the meeting
- 2.4 Quorum for the meetings shall be 3 and must include either the President or the Vice-President
- 2.5 In the event of a meeting not being quorate no business may be formally transacted by the meeting, however the meeting may decide to discuss the business on the agenda and make recommendations to the Union's Trustees or the Student Council as appropriate
- 2.6 Any member of the Student Council may submit business to be discussed by the Student Executive Committee
- 2.7 Business must be submitted to the President and a Union staff member as directed by the former 3 working days in advance of the meeting
- 2.8 The Committee may vote for a meeting to be held *in camera* if it feels that discussions will be of a confidential or sensitive nature. A vote must be held in order for a meeting to be held *in camera*. Minutes shall not be publicised in the event of a meeting being held *in camera*.
- 2.9 In the event of a dispute into the procedure of the meeting the Chair shall make the final ruling.

#### *Role*

- 2.10 The role of the Student Executive Committee shall be:
  - 2.10.1 To receive quarterly reports on the Union's finances and to make comment and make recommendations to the Union's Trustees as appropriate
  - 2.10.2 To receive quarterly reports on the progress towards the Union's strategic objectives and make recommendations to the Union's Trustees as appropriate
  - 2.10.3 To receive regular reports from the General Manager in relation to their work
  - 2.10.4 To ensure that Union policy is enacted and to receive reports from the Sabbatical Officers to this effect
  - 2.10.5 To be updated on the allocations of funding to clubs and societies annually from the clubs & societies grant budget allocated by the Trustees and to deal with any funding or affiliation appeals from clubs & societies

#### *Removal of members of Student Council and vacancies on Student Council*

- 2.11 The process for the removal or resignation of Sabbatical Officers is described in the Constitution
- 2.12 Members of the Committee may resign from their position at any point in their term of office. Resignations must be submitted in writing to the President
- 2.13 Members of the Committee shall be deemed to have resigned if they fail to attend three meetings of the Committee in the academic year without providing apologies that are subsequently deemed acceptable by the Committee

- 2.14 For the avoidance of doubt, any member of Committee who ceases to be a member of Student Council, shall be deemed to have resigned their position on the Student Executive Committee with immediate effect
- 2.15 In the event of a vacancy arising for the Student Council positions on the Student Executive Committee the Student Council will be asked to hold an election to fill the available positions at the next available meeting

### 3. Role Descriptions of Elected Representatives

- 3.1 The roles of President and Vice-President (the Sabbatical Officers) shall be full-time sabbatical roles, the details of employment and remuneration of which are referred to in the relevant bye-law
- 3.2 For the purposes of the Education Act (1994) the President and the Vice-President shall be the only positions considered to be Senior Union Officers, and as such no Member shall be permitted to hold be elected to more than two terms to these positions (cumulatively)
- 3.3 The roles of the elected representatives shall be as follows:
- 3.3.1 The President
- 3.3.1.1 To be the spokesperson of the Union both in discussions with the University and external organisations (with the exception of BUCS), including the media
- 3.3.1.2 To represent the Union within the National Union of Students, including, but not exclusive to, representing the Union at NUS Conference and any emergency National Conferences
- 3.3.1.3 To ensure that adequate arrangements are in place for the academic representation of students through a system of representatives across the provision of the university
- 3.3.1.4 To Chair the Board of Trustees
- 3.3.1.5 To sit on the Student Executive Committee
- 3.3.1.6 To Chair the Annual General Meeting and any other General Meetings
- 3.3.1.7 To sit on the Student Council
- 3.3.1.8 To be the student representative on the University's Board of Governors
- 3.3.1.9 To sit on the University's Academic Board and other senior institutional committees to ensure the effect representation of students
- 3.3.1.10 To ensure that all of the positions on the University's committees that are allocated to students are filled
- 3.3.1.11 To line manage the Union's General Manager
- 3.3.1.12 To promote the Union's democratic structures and ensure that students are able to participate in them
- 3.3.2 The Vice-President

- 3.3.2.1 To deputise for the President in any or all of their roles in the event that they are unavailable
- 3.3.2.2 To promote and protect student communities ensuring the effective support and welfare provision for students studying at Leeds Trinity University
- 3.3.2.3 To represent the Union within BUCS
- 3.3.2.4 To sit on the Union's Board of Trustees
- 3.3.2.5 To sit on the Student Executive Committee
- 3.3.2.6 To sit on the Student Council
- 3.3.2.7 To advance the interests of, and ensure the development of, the Union's affiliated Clubs & Societies
- 3.3.2.8 To promote the opportunity to create new clubs & societies to students
- 3.3.2.9 To ensure that adequate resources and support are provided to the clubs & societies and to oversee their administration
- 3.3.2.10 To be a student representative on the Student Experience and Engagement Committee and the University wide sport steering group
- 3.3.2.11 To ensure that the Union provides a diverse range of entertainments and activities for students in order to enrich their experience at the university
- 3.3.2.12 To oversee student led charitable fundraising
- 3.3.3 Student Council Chair
  - 3.3.3.1 To lead and chair Student Council meetings
  - 3.3.3.2 To lead Council's work on holding the President and Vice President to account
  - 3.3.3.3 To encourage students to put forward ideas through the online hub
- 3.3.4 School Representatives
  - 3.3.4.1 To sit on the Student Council
  - 3.3.4.2 To oversee the system of academic representation within the area of the University that they represent
  - 3.3.4.3 To ensure that the Student Council is informed of issued affecting students within their academic area
  - 3.3.4.4 To promote the Union's programme of training and support for representatives to the academic representatives within the area of the Union that they represent
- 3.3.5 The Women's Officer
  - 3.3.5.1 To represent and advance the interests of women students at the University
  - 3.3.5.2 To ensure that both the Union and University activities and services are accessible to women students at the university
  - 3.3.5.3 To campaign, lobby and deliver activities that further the interests of women students at the university and in the wider world
- 3.3.6 The Lesbian, Gay, Bi-Sexual and Transgender Students' (LGBT) Officer
  - 3.3.6.1 To represent and advance the interests of Lesbian, Gay, Bi-Sexual and Transgender students at the University
  - 3.3.6.2 To ensure that the Union's activities and services are accessible to Lesbian, Gay, Bi-Sexual and Transgender students at the university

- 3.3.6.3 To campaign, lobby and deliver activities that further the interests of Lesbian, Gay, Bi-Sexual and Transgender students at the university and in the wider world
- 3.3.7 The Mental Health Students' Officer
  - 3.3.7.1 To campaign, lobby and deliver activities that further enhance the mental health provision and support for students
- 3.3.8 The Disabilities Students' Officer
  - 3.3.8.1 To represent and advance the interests of students at the University in relation to disabilities provision and support
  - 3.3.8.2 To campaign, lobby and deliver activities that further enhance the experience of students with a disability
- 3.3.9 The Black, Minority and Ethnic Students' Officer
  - 3.3.9.1 To represent and advance the interests of Black, Minority and Ethnic students at the University
  - 3.3.9.2 To ensure that the Union's activities and services are accessible to Black, Minority and Ethnic students at the university
  - 3.3.9.3 To campaign, lobby and deliver activities that further the interests of Black, Minority and Ethnic students at the university and in the wider world
- 3.3.10 The Postgraduate Students' Officer
  - 3.3.10.1 To represent and advance the interests of Postgraduate students at the university
  - 3.3.10.2 To ensure that the Union's activities and services are accessible to postgraduate students at the university
  - 3.3.10.3 To, in conjunction with the relevant Academic Officer(s), ensure that an effective system of academic representatives is in place for postgraduate students
  - 3.3.10.4 To sit on relevant university committees as the postgraduate student representative
- 3.3.11 The International Students' Officer
  - 3.3.11.1 To represent and advance the interests of international students at the university
  - 3.3.11.2 To ensure that the Union's activities and services are accessible to international students at the university
  - 3.3.11.3 To, in conjunction with the relevant Academic Officer(s), ensure that an effective system of academic representatives is in place for international students
  - 3.3.11.4 To sit on relevant university committees as the international student representative
- 3.3.12 The Mature & Part-Time Students' Officer
  - 3.3.12.1 To represent and advance the interests of Mature & Part-Time students at the university
  - 3.3.12.2 To ensure that the Union's activities and services are accessible to Mature & Part-Time students at the university



- 3.3.12.3 To, in conjunction with the relevant Academic Officer(s), ensure that an effective system of academic representatives is in place for Mature & Part-Time students
- 3.3.12.4 To sit on relevant university committees as the Mature & Part-Time student representative
- 3.3.13 The Sustainability Officer
  - 3.3.13.1 To lead work on sustainability and environmental good practice challenging and changing both Union and University wide practices
  - 3.3.13.2 To work closely with the Union on ensuring we achieve Green Impact each year
  - 3.3.13.3 To lead campaigns relating to the environment and sustainability
- 3.3.14 The Interfaith Officer
  - 3.3.14.1 To represent and advance the interests of students of any faith within the University
  - 3.3.14.2 To be the lead student representative on faith based matters as students
  - 3.3.14.3 To lead campaigns around positive Interfaith relations and communities on campus
  - 3.3.14.4 To work closely with Faith based societies on Interfaith week

#### 4. Course Representation

##### *Structure*

4.1 Every course will have a representative elected for their course of study. This will typically take place in May of the previous academic year where applicable and by the end of October where this is not.

4.2 The Students' Union coordinates the recruitment for Course Rep elections

4.3 The Students' Union organises and leads Course Rep training each year