



Byelaw 1: Representation

1. Student Representatives

1.1. General

- 1.1.1. Student representatives, contained within this Byelaw, are responsible for ensuring that they uphold the values of the Union, represent students effectively, and contribute meaningfully to the development and implementation of Union policies and initiatives.

1.2. Sabbatical Officers

1.2.1. The President

- 1.2.1.1. To be the spokesperson of the Union both in discussions with the University and external organisations (except for BUCS), including the media.
- 1.2.1.2. 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.
- 1.2.1.3. 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.
- 1.2.1.4. To Chair the Board of Trustees.
- 1.2.1.5. To Chair the Student Executive Committee.
- 1.2.1.6. To Chair the Annual General Meeting and any other General Meetings.
- 1.2.1.7. To sit on the Student Council and in the absence of both an elected Chair and Deputy Chair, to chair this meeting.
- 1.2.1.8. To be the student representative on the University's Board of Governors.



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- 1.2.1.9. To sit on the University's Academic Board and other senior institutional committees to ensure the effect representation of students.
- 1.2.1.10. To ensure that all the positions on the University's committees that are allocated to students are filled.
- 1.2.1.11. To line manage the Union's Chief Executive Officer.
- 1.2.1.12. To promote the Union's democratic structures and ensure that students can participate in them.

1.2.2. The Vice President

- 1.2.2.1. To deputise for the President in any or all their roles if they are unavailable.
- 1.2.2.2. To promote and protect student communities ensuring the effective support and welfare provision for students studying at Leeds Trinity University.
- 1.2.2.3. To represent the Union within BUCS.
- 1.2.2.4. To sit on the Union's Board of Trustees.
- 1.2.2.5. To sit on the Student Executive Committee.
- 1.2.2.6. To sit on the Student Council.
- 1.2.2.7. To Chair the Student Activities Committee.
- 1.2.2.8. To advance the interests of, and ensure the development of, the Union's affiliated Clubs & Societies.
- 1.2.2.9. To ensure the effective promotion of the opportunity to create new clubs & societies to students.
- 1.2.2.10. To ensure that adequate resources and support are provided to the clubs & societies and to oversee their administration.
- 1.2.2.11. To be a student representative on the Learning, Teaching and Student Experience Committee and the University wide Sport Steering Group.



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1.2.2.12. To ensure that the Union provides a diverse range of entertainments and activities for students to enrich their experience at the university.

1.2.2.13. To oversee student led charitable fundraising.

1.3. Voluntary Officers

1.3.1. Liberation Officers

1.3.1.1. Liberation Officers advocate for the interests and rights of marginalized or underrepresented student groups, working to address systemic barriers and promote equality and inclusion.

1.3.1.2. The number, title, responsibilities, and eligibility requirements of Liberation Officer roles will be agreed by the Board of Trustees.

1.3.2. Topical Officers

1.3.2.1. Topical Officers focus on specific topics, advocating on related issues, organising student-led initiatives, and promoting awareness and action within their area of remit.

1.3.2.2. The number, title, responsibilities, and eligibility requirements of Topical Officer roles will be agreed by the Board of Trustees.

1.3.3. Faculty Officers

1.3.3.1. Faculty Officers advocate for the interests of students within a specific faculty, facilitating communication between students and staff, and work to enhance the overall academic experience.

1.3.3.2. The number, title, responsibilities, and eligibility requirements of Faculty Officer roles will be agreed by the Board of Trustees.

1.4. Removal of Elected Officers

1.4.1. The process for removing elected officers is outlined in the constitution (25 – Removal of Elected Officers).



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1.5. Academic Representation

- 1.5.1. The Union shall ensure the effective delivery of student led academic representation at Leeds Trinity University.
- 1.5.2. The Union will ensure all academic representatives receive the appropriate training and support during their term of office.
- 1.5.3. The Union will ensure a process is in place for the removal of academic representatives.

2. Student Council

2.1. Role

- 2.1.1. The role of Student Council shall be:
 - 2.1.1.1. To discuss issues related to the student experience, academic affairs, and wider issues it deems of importance to students.
 - 2.1.1.2. To set the policy of the Union in accordance with Section 4 of this Byelaw.
 - 2.1.1.2.1. Policy may be referred to referenda or a General Meeting.
 - 2.1.1.3. To amend the Byelaws of the Constitution as necessary, in conjunction with the Trustees.
 - 2.1.1.4. To hold the Student Executive Committee to account for their work on behalf of the members.
 - 2.1.1.5. To call referenda on any issue it deems to be of importance to students.
 - 2.1.1.6. To provide feedback on the Union's proposed annual budget.
 - 2.1.1.7. To ratify the appointment of Student Trustees.

2.2. Structure

- 2.2.1. Student Council shall consist of:
 - 2.2.1.1. The President; and
 - 2.2.1.2. The Vice President; and



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2.2.1.3. The Voluntary Officers.

2.2.2. Student Council will be provided with administrative support and guidance from the Union.

2.3. Meetings

2.3.1. At the first meeting of the academic year council shall:

2.3.1.1. Elect a Deputy Chair.

2.3.1.2. Elect 3 members to serve on the Student Executive Committee for the duration of the academic year.

2.3.2. At the last meeting of the academic year council shall:

2.3.2.1. Discuss policy that is due to lapse in the next academic year.

2.3.3. Quorum for meetings of Student Council shall be half of all elected members of council plus one.

2.3.4. In the event of a meeting not being quorate no business may be formally transacted by the meeting.

2.3.4.1. At least one attempt to reschedule the meeting to achieve quorum should be made.

2.3.4.2. If a rescheduled meeting also fails to achieve quorum, the meeting may decide to discuss the business on the agenda and make recommendations to the Executive Committee or the Union's Board of Trustees as appropriate.

2.3.5. In normal circumstances:

2.3.5.1. The Union will issue notice of a meeting must be issued at least 15 working days before the meeting is due to be held.

2.3.5.2. Business must be submitted 10 working days before the meeting is due to be held.

2.3.5.3. The agenda must be published 5 working days before the meeting is due to be held.

2.3.6. In extraordinary circumstances:



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2.3.6.1. Council may accept emergency business beyond the established deadlines subject to a simple majority vote.

2.3.6.2. Emergency business refers to any matter that arises unexpectedly and requires the immediate attention or action by Council, due to its urgency and potential impact, and which cannot reasonably be deferred to the next meeting.

2.3.7. Any student member of the Union may attend a meeting of Student Council.

2.3.8. Any student member of the Union may ask the Chair to speak at a meeting of Student Council, which will not ordinarily be denied.

2.3.9. The Council may vote for an item of business to be held privately if it feels that discussions will be of a confidential or sensitive nature.

2.3.9.1. A vote must be held for an item of business to be discussed privately, requiring a simple majority of members to pass.

2.3.9.2. Minutes shall be suitably redacted for any items of business discussed in private.

2.3.10. In the event of a dispute into the procedure of the meeting the Chair shall make a ruling.

2.3.10.1. Student Council can vote to overrule a ruling of the Chair by a 2/3 majority vote.

2.4. Vacancies on Student Council

2.4.1. Where a vacancy arises on Student Council the Council shall discuss this vacancy at the next available meeting.

2.4.2. At this meeting Student Council has the right to;

2.4.2.1. call a by-election for the vacant officer role; or

2.4.2.2. co-opt an eligible member of the Union into the role for the remainder of the academic year.



3. Student Executive Committee

3.1. Role

- 3.1.1. The role of the Student Executive Committee shall be:
- 3.1.2. To receive quarterly reports on the Union's finances and to make comment and make recommendations as appropriate.
- 3.1.3. To receive quarterly reports on the progress towards the Union's strategic objectives and make recommendations as appropriate.
- 3.1.4. To ensure that Union policy is enacted and to receive reports from the Sabbatical Officers to this effect.
- 3.1.5. To be updated on the allocations of funding to clubs and societies termly from the clubs and societies budget allocated by the Trustees and to deal with any funding or affiliation appeals from clubs & societies.

3.2. Structure

- 3.2.1. The Student Executive Committee shall consist of:
 - 3.2.1.1. The Sabbatical Officers
 - 3.2.1.2. Three members of the Student Council.
- 3.2.2. All members of the Student Council may attend meetings of the Student Executive Committee and may request permission from the chair to speak.
- 3.2.3. Any student member of the Union may request permission from the chair to attend and speak at Student Executive Committee meetings.
- 3.2.4. The Union CEO, and/or their nominee(s), will attend the meetings as a non-voting attendee who retains full speaking rights to effectively support and advise on the Committees work.

3.3. Meetings

- 3.3.1. Student Executive Committee meetings shall be chaired by the President.



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- 3.3.1.1. If the President is not available, the meeting shall appoint a chair for the meeting by simple majority vote.
- 3.3.2. The Chair shall not vote in meetings of the Student Executive Committee but shall have the casting vote in the event of a tie.
- 3.3.3. Meetings of the Student Executive Committee shall take place at least once per term.
- 3.3.4. Quorum for the meetings shall be half of its membership and must include either the President or the Vice- President.
- 3.3.5. In the event of a meeting not being quorate no business may be formally transacted by the meeting.
 - 3.3.5.1. At least one attempt to reschedule the meeting must be made.
 - 3.3.5.2. If a rescheduled meeting also fails to achieve quorum, the meeting may decide to discuss the business on the agenda and make recommendations to Union's Trustees as appropriate.
- 3.3.6. Any member of the Student Council may submit business to be discussed by the Student Executive Committee, with the agreement of the Chair.
- 3.3.7. Business must be submitted to the Union 5 working days in advance of the meeting.
- 3.3.8. The Committee may vote for an item of business to be held privately if it feels that discussions will be of a confidential or sensitive nature
 - 3.3.8.1. A vote must be held for an item of business to be discussed privately, requiring a simple majority of members to pass.
 - 3.3.8.2. Minutes shall be suitably redacted for any items of business discussed in private.
- 3.3.9. In the event of a dispute into the procedure of the meeting the Chair shall make the final ruling.



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3.4. Vacancies on the Student Executive Committee

- 3.4.1. Council members of the committee may resign from their position on the committee at any point in their term of office.
 - 3.4.1.1. Resignations must be submitted in writing to the President.
- 3.4.2. Members of the committee may be removed as the result of the outcome of a disciplinary process with immediate effect.
- 3.4.3. 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.
- 3.4.4. 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.
- 3.4.5. In the event of a vacancy arising for the 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.

4. Policy Development

- 4.1. Policy proposals may be referred to Student Council in the following ways:
 - 4.1.1. A member of council brings forward a policy as an item of business that is seconded by another member of council.
 - 4.1.2. A student brings forward a policy through the Union's online submission platform.
- 4.2. Policy proposals may be passed directly by the members via:
 - 4.2.1. A General Meeting; or
 - 4.2.2. A Referendum.