



## **Byelaw 3**

### Students' Association Council

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#### **1. Role**

- 1.1. Representation: To represent the views of students within the University, locally and nationally.
  - 1.2. Officers: To oversee the work of the Officers, Executive Committee, receiving minutes of other, relevant committees, and being empowered, by a vote of 2/3 of the members present, to:
    - 1.2.1. Require reports from the Executive Committee and student officers on their work and progress;
    - 1.2.2. Mandate the Executive Committee and Student Officers on any matter except staffing and finance;
    - 1.2.3. Censure or commend the Executive Committee or individual Student Officers;
    - 1.2.4. Suspend decisions of the Executive Committee on any matter relating to policy or campaigns
    - 1.2.5. Be provided with a record of votes taken at the Executive Committee;
    - 1.2.6. The Executive Committee may, in the event of a disagreement with a decision of the Students' Association Council taken under Clause 1.2 of Byelaw 2, refer the matter to a referendum of all members. The referendum shall be held in accordance with Byelaw 2. The decision of Council shall take precedence over that of the Executive Committee pending the outcome of the referendum. Any decision taken by referendum shall have precedence over the decisions of Students' Association Council and the Students' Association Executive Committee.
  - 1.3. Government: At the first meeting following Students' Association Council elections, the Students' Association Council shall review its membership and consider whether to organise Bye-Elections to fill outstanding vacancies or simply co-opt members pending Council approval.
  - 1.4. Committees: Students' Association Council may receive minutes of meetings of Representative and Standing Committees.
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- 1.5. NUS: Deal with matters relating to the National and Regional Conferences of NUS and to submit motions which have been approved in accordance with Clause 6.9 below.
- 1.6. Policy: To establish and support the Officers in implementing policy for the Students' Association, in accordance with Clause 4.
- 1.7. Constitution and Byelaws: To amend or consider amendments to the Students' Association Constitution and Byelaws, in accordance with the Constitution and Clause 5 (below).

## **2. Membership**

- 2.1. Student Officers: 5 Members as defined by Byelaw 4.
- 2.2. Standing Committee Members: All standing committee members will be automatically members of the Students' Association Council once elected or co-opted to their position. A co-option is the agreement via each standing committee and then Council of a student assuming a post remains unfilled after elections.
- 2.3. Executive Committee Members: All members of the Executive Committee will serve as Councillors.
- 2.4. Liberation & Section Fora: Of the 11 Fora, all will have 2 representatives on Council.
- 2.5. Each formally recognised student group will have one representative on Council.

## **3. Members' Responsibilities and Training**

- 3.1. All Councillors shall:
  - 3.1.1. Attend meetings of the Students' Association Council
  - 3.1.2. Represent Students' views to Council through the relevant Standing Committee, fora or representative group;
  - 3.1.3. Attend any other such meetings arranged in accordance with Council;
  - 3.1.4. Feedback to students on decisions made, work done and how they can get involved.
- 3.2. Any Councillor who is absent, without apologies, from three subsequent meetings of the Students' Association Council shall be deemed to have resigned and may not serve on that body again during the same academic year.
- 3.3. The President shall work with the Council Chair to arrange induction training for all Council members prior to the first meeting of Student Council following elections.
- 3.4. All members are required to participate in the Council Induction.

## **4. Policy**

- 4.1. Any member of the Students' Association Council (with the exception of the Chair) may submit a proposal in writing to the Chair of Council for the establishment of policy or the amendment of an existing policy. Any such proposal should not exceed 500 words and shall be supported by one other member of Council, otherwise known as a seconder. A proposal for the establishment of policy may be submitted by non- Council Members under the above terms to the Student

President along with 20 Members' Signatures subsequent to the proposer's. All motion submissions require a proposer and a seconder.

- 4.2. The Chair of Council shall publish notice of any such proposals/motions on the AUSA Website and circulate to Council Members 10 days prior to the Meeting, inviting alternative or related proposals of no more than 200 words within 5 days following publication. Alternative or related policy shall be submitted in writing to the Chair of Council or the Student President by any member of the Student Council (with the exception of the Chair). They may also be submitted by any Student Member, with the support of 50 other student members.
- 4.3. The original proposal, any alternative or related proposals shall be published on the AUSA website and circulated to Council Members 2 days prior to the meeting of the Council meeting at which they are to be considered.
- 4.4. Proposals shall require the approval of a simple majority to carry and pass as policy of the Students' Association.
- 4.5. Council may submit any policy proposal to referendum with a simple majority, but only after the procedure in 4.1 and 4.3 of this of this Byelaw have been followed.
- 4.6. At the first meeting of Council, Council shall establish a Scrutiny Panel, from amongst the members of Council, to support the Officers in implementing policy, reviewing Byelaws and Procedures and holding Officers to account. Each group shall report to Council and any Officer on action taken in support of policies. Refer to Terms of Reference.

## **5. Byelaws Amendments**

- 5.1. Any member of the Students' Association Council may submit a proposal in writing to the Chair of Council or Student President for the amendment of any Byelaws over which Council has jurisdiction in accordance with the Constitution Clause 80.

## **6. Arrangement for Meetings**

- 6.1. General Arrangements: Meetings shall be held in accordance with the provisions outlined below.
- 6.2. Chairing of Meetings
  - 6.2.1. The Chair of Student Council shall be elected by a campus-wide ballot open to all students in conjunction with Standing Committee Elections.
- 6.3. The Chair Shall:
  - 6.3.1. Be impartial and shall not participate in debate;
  - 6.3.2. Ensure the debate is orderly, conducted in accordance with the standing orders and may suspend debate for 5 minutes should meetings become disorderly;
  - 6.3.3. Not call the same speaker consecutively on a proposal except to sum up;
  - 6.3.4. Be required to rule on any part of the constitution or Byelaws relating to the conduct of the meeting;
  - 6.3.5. Be competent to move procedural motions alone when there is nodissent;
  - 6.3.6. Advise the meeting, where necessary, of the law relating to Students' Associations, the Constitution and Byelaws, the protocol regarding

appeals, complaints and disciplinary provisions and on the implications of Procedural Motions, as appropriate;

- 6.3.7. Vacate the chair when their ruling has been challenged or a motion of 'No Confidence' in their ability to Chair is being considered.

#### 6.4. Organisation of Meetings

- 6.4.1. A Schedule of meetings and dates for the submission of business shall be agreed at the first meeting of Council and published for all members.
- 6.4.2. Additional meetings may be convened by the Chair on a written request of 30% of current Council Members.
- 6.4.3. The Chair of Council shall prepare an agenda outlining the order and timing of business, which shall be agreed at the start of each meeting.
- 6.4.4. Any item submitted in writing to the Chair by any member of Council and 9 subsequent signatories before closing time for the submission of business shall be included on the agenda for Council.
- 6.4.5. Any motion submitted in writing to the Chair by any member of Council and 9 subsequent signatories before the closing of business may be taken to the Council to be added to the agenda. This shall be presented to Council as an Emergency Motion and shall be heard at the end of ordinary business.
- 6.4.6. Council shall normally meet monthly during term-time.

#### 6.5. Quorum

- 6.5.1. A third of the members shall be present for any business to be conducted. Vacancies shall not be included in determining quorum.
- 6.5.2. The Chair shall ensure that quorum is present before opening the meeting and may, at their discretion, delay opening times of the meeting by up to ten minutes.
- 6.5.3. Any member may request a quorum count at any time in the meeting.
- 6.5.4. In the event of a count revealing less than a quorum present, the Chair will close the meeting immediately, without considering any outstanding business.

#### 6.6. The Debate

- 6.6.1. In considering the proposals, the order of speeches shall be:
  - a. A speech for the proposal;
  - b. A speech against the proposal;
  - c. An equal number of speeches for and against the proposal;
  - d. A speech summing on the proposal
- 6.6.2. Where an amendment has been submitted, there shall be the following order of speeches, taken immediately following the speech proposing the motion:
  - a. A speech for the amendment;
  - b. A speech against the amendment;
  - c. An equal number of speeches for and against the proposal;
  - d. A speech summing on the proposal

- 6.6.3. This procedure shall be followed for any other amendments. After all amendments have been debated, there shall be:
  - a. A speech against the proposal as amended;
  - b. An equal number of speeches for and against the proposal;
  - c. A speech summing on the proposal.
- 6.6.4. Speeches shall first be given to members of Council but may be granted by the meeting to non-council Members present.
- 6.6.5. Unless the meeting decides otherwise, speakers shall speak for up to 2 minutes.
- 6.6.6. The proposer shall have the right to make or waive the summation speech.
- 6.6.7. The summation speech shall contain no new information and may be given immediately before the vote.
- 6.6.8. Points of information may be requested by members from speakers but shall be taken at the discretion of the speaker and may not be made on procedural motions. These shall relate only to matters raised by the speaker.
- 6.6.9. Points of order may be made by members on one of the following:
  - a. A Ruling from the Chair;
  - b. A breach of Constitution, Byelaws or other regulations;
  - c. The Conduct of the meeting.

#### 6.7. Presentation of Papers

- 6.7.1. Papers may be submitted by the Officers or members of Council.
- 6.7.2. The Chair shall determine the arrangements for debating papers, subject to the approval of the meeting. Such arrangements shall ensure that debate on any proposals follows the procedure outlined in clause 6.5 above.
- 6.7.3. There shall be a speech introducing each report, followed by questions for the period allotted in the agenda. Procedural motions may be moved relating to the report. After the time allotted the mover of the report shall sum up and there shall be a vote to accept the report, providing that the entire report has not already been rejected.

#### 6.8. Procedural Motions

- 6.8.1. A Procedural Motion may be moved between speeches by one member. If supported by 1 other member, there shall be one speech, of not more than one minute, for and against all procedural motions followed by a vote. Procedural Motions may not be moved after the summation speech has taken place.
- 6.8.2. Procedural motions shall have priority over all other business. No procedural motion may be moved while a procedural motion is being considered.

- 6.8.3. The following procedural motions shall require a simple majority to be affected:
- a. That the meeting move immediately to the summation and the vote on the main motion or amendment;
  - b. That specified points of an item or motion be debated and/or voted on in parts;
  - c. That specified sections of a report be rejected and/or referred back to be re-written and re-submitted to the next council Meeting;
  - d. That the meeting move into closed session with members of Council and other named individuals invited to remain;
  - e. That a guest speaker be invited to address the meeting for a specific period at a specified point in the meeting;
  - f. That the agenda be amended to take a specified item on the agenda at a specified point (this procedural motion may only be moved at the start of the meeting, prior to discussion of any business);
  - g. That a specified number of extra speeches be taken for and against the proposition.
- 6.8.4. The following procedural motions shall require a two-thirds majority to be affected:
- a. That the matter not be discussed, and the next item be considered;
  - b. That the motion or question be referred to a named body or Officer of AUSA for consideration;
  - c. That the meeting challenges the Chair's ruling; which shall be reconsidered so the Chairperson may take the speech against;
  - d. That the discussion or debate on an item be extended for a period not exceeding 10 minutes except that this shall not go beyond the closing time of the meeting;
  - e. That this meeting has no confidence in the Chair and that they shall be removed from the Chair for the remainder of the meeting and an alternative be voted if for the rest of the meeting.
- 6.8.5. Byelaw 3 6.8.3 sections (a), (b) and (f); and Byelaw 3 6.8.4 section (b) are temporarily suspended until there have been at least four rounds of floor speeches, and Byelaw 3 6.8.4 section (a) require a 75% majority to pass.

## 6.9. Voting

- 6.9.1. Voting shall take precedence over everything except a point of order concerning the vote. Each member shall have one vote.
- 6.9.2. A simple majority shall be required in all votes, except that a two thirds majority shall be required to:
- a. Block decisions of the Executive Committee or Officers;
  - b. Censure or commend individual Officers;

c. Call a referendum to remove an Officer.

6.9.3. A vote by Roll Call may be requested by any member and shall require all present to declare a vote for, against or in abstention on any matter.

## **7. NUS Delegations and Council Oversight**

7.1. NUS delegates shall ensure that they are present at the appropriate conferences to fulfil their duties as delegates.

7.2. Delegates shall vote in accordance with Students' Association policy. The delegation shall decide on any matter relating to the interpretation of policy, by a simple majority.

7.3. The delegation shall meet prior to the conference to discuss all matters relating to the organisation and conduct of the delegation. The delegation leader, usually the Student President, shall convene meetings of the delegation, in which they shall have one vote only.

7.4. One of the NUS representatives, usually the Student President, shall be required to present a written report to Students Association Council or the Standing Committee which appointed them. Failing to do so may result in withdrawal of support in future conferences.