

## **Bye-Law 7**

### **Student Council**

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#### **1. Constitution**

1.1 There shall be a Student Council as defined in the Articles of Association.

#### **2. Membership**

##### **2.1 Members**

2.1.1 The members of Student Council shall be:

- (i) All Student Representatives and Part-Time Officers referred to in the Student Representatives and Part-time Officers Bye-Law.
- (ii) The Student Council Chair.
- (iii) All Executive Officers referred to in the Executive Officer Bye-Law.

##### **2.2 Chair**

- 2.2.1 The Chair shall be the Student Council Chair referred to in the Student Representatives and Part-time Officers Bye-Law.
- 2.2.2 An election for Student Council Deputy Chair shall be held as the first item of business at the first meeting of the academic year.
- 2.2.3 The Student Council Deputy Chair shall undertake the duties and responsibilities assigned to the Student Council Chair in the Bye-Laws in the absence of the Student Council Chair.
- 2.2.4 In the absence of the Student Council Chair and the Student Council Deputy Chair, Student Council members may appoint one of their number to be the Chair of that meeting and undertake the duties and responsibilities assigned to the Student Council Chair in the Bye-Laws.
- 2.2.5 The Chair shall be impartial.
- 2.2.6 Subject only to a challenge, as referred in this Bye-Law, the Chair's ruling shall be final.
- 2.2.7 The Chair shall ensure that the meeting is in order and that remarks are relevant to the item of business.
- 2.2.8 If any member causes a disturbance or acts in contravention of the Bye-Laws the chair may admonish the offender and expel them if necessary from the meeting at their discretion.

##### **2.3 Quorum**

- 2.3.1 The quorum shall be one-third of Student Council members, rounded up to the nearest whole number.
- 2.3.2 Remote attendance of Student Council members via conferencing arrangements shall count towards quorum when made available.

*Passed at Student Council on 19 November 2019 and approved by the Board of Trustees on 13 December 2019 (also includes the changes to this Bye-Law passed by Student Council on 22 October 2019 and subsequently ratified by the Board of Trustees on 7 November 2019):*

- 2.3.3 For a meeting to start there must be quorum within twenty minutes of the time stated on the agenda.
- 2.3.4 Any Student Council member can request a quorum count at any time during the meeting. If quoracy has been lost after a quorum count, and is not present within fifteen minutes, the Chair shall close the meeting.

### **3. Attendance at Meetings**

- 3.1 Any member or trustee may attend and speak on agenda items.
- 3.2 The Student Council clerk and the relevant staff member who supports Student Council shall attend.
- 3.3 Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

### **4. Frequency of Meetings**

- 4.1 The Student Council Chair and Student Council Clerk shall present a schedule of meetings and dates at the first meeting of the academic year and published to all members.
- 4.2 Additional meetings shall be convened on the written request of:
  - (i) The Board of Trustees;
  - (ii) The Executive Committee; or
  - (iii) One half of Student Council members plus one.

### **5. Authority**

- 5.1 Student Council shall conduct its business in accordance with the Articles of Association and the Bye-Laws.
- 5.2 Student Council shall have the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

### **6. Duties**

- 6.1 In accordance with the Articles of Association and the Bye-Laws the duties of Student Council shall be to:
  - (i) Ratify the appointment of External Trustees on the recommendation of the Appointments Committee.
  - (ii) Represent the views of students within the University, locally and nationally.
  - (iii) Set the policy of the Union, and refer Policy to Referendum or to the Members in a Company Law General Meeting or at an Annual Members' Meeting, as they deem appropriate.
  - (iv) Receive a quarterly report from the Trustees.
  - (v) Ratify the Final Draft of any new Strategy set for the Students' Union.
  - (vi) Require reports from Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.

- (vii) Receive the reports from any sub-committee meetings which have met prior to meeting of Student Council. These minutes must also be published on the Students' Union website.

6.2 In addition to the above, Student Council may also:

- (i) Commend or censure, or no-confidence Trustees, Student Representatives and Part-time Officers.
- (ii) Jointly with the trustees make, repeal and amend the Bye-Laws.
- (iii) Appoint Associate Members.
- (iv) Mandate Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.
- (v) Request the Trustees call a Company Law General Meeting.

## **7. Reporting Procedures**

- 7.1 Minutes of Student Council Meetings will be circulated to all Student Council members and published to all members.
- 7.2 Policies passed in Student Council Meetings will be published to all members.
- 7.3 Minutes of Student Council meetings will require the approval of a simple majority of Student Council members to be carried and passed as an accurate record.

## **8. Clerking Arrangements**

- 8.1 The Chief Executive shall appoint the Student Council Clerk.
- 8.2 The Student Council Clerk shall provide administrative support to Student Council and shall keep minutes of proceedings to include names of all persons present at each such meeting.
- 8.3 The Student Council Clerk shall be responsible for the reporting procedures for Student Council.
- 8.4 The Student Council Clerk shall undertake all duties and responsibilities assigned to them in the Bye-Laws.

## **9.0 Agenda**

9.1 The order of business for Student Council shall be:

- (i) Membership and apologies
- (ii) Chair's announcements
- (iii) Elections and related business

Section A: Reports

- (iv) Approval of minutes from the last meeting
- (v) Minutes from committees

- (vi) Reports from the Trustees
- (vii) Reports from and questions to the Executive Committee
- (viii) Reports from and questions to Student Representatives and Part-time Officers
- (ix) Appointments of Trustees and Associate Members

#### Section B: Motions and Amendments

- (x) Amendments to the Bye-Laws
  - (xi) Motions and amendments proposed by Zone Committees, Sub-Committees and Campaign Groups.
  - (xii) Other Motions and amendments
  - (xiii) Policy lapse
- 9.2 Agenda items must be submitted to the Student Council Clerk at least ten working days before the meeting.
- 9.3 Amendments to motions and additional papers must be submitted to the Student Council Clerk at least five working days before the meeting.
- 9.4 Any member may submit agenda items, amendments and additional papers.
- 9.5 The Agenda and papers will be prepared by the Student Council Clerk, circulated to all Student Council members and published to all members.
- 9.6 Agenda items that could not have been put on the agenda at least five working days before the meeting may be added to the agenda at the Chair's discretion.

## **10 Motions and Amendments**

### **10.1 Motions**

- 10.1.1 Motions shall have a proposer and a seconder.
- 10.1.2 Any member may propose or second a motion.
- 10.1.3 Motions shall be debated and require the approval of a simple-majority of Student Council members to be carried and passed as policy.

### **10.2 Amendments**

- 10.2.1 Any member may propose an amendment.
- 10.2.2 If an amendment is accepted by the proposer of the motion it shall be included in the motion.
- 10.2.3 If an amendment is not accepted by the proposer of the motion it shall be debated and require the approval of a simple-majority of Student Council members to be carried and included in the motion.
- 10.2.4 If an amendment not accepted by the proposer of the motion is passed, the Chair shall make the proposer of the amendment the new proposer of the motion.

### **10.3 Amendments to the Bye-Laws**

- 10.3.1 Any member may propose an amendment to the Bye-Laws.
- 10.3.2 Amendments to the Bye-Laws shall be debated and require the approval of a simple majority of Student Council members to be carried.

### **10.4 General**

- 10.4.1 Motions of no-confidence shall be tabled in the same way as any other motion but shall require the support of at least four Student Council members.
- 10.4.2 A motion or amendment may be withdrawn by the proposer, but shall be open to the seconder or other member to propose, provided that it is done immediately after such withdrawal.
- 10.4.3 The Chair shall rule a motion or amendment out of order if it:
  - (i) Is in contravention of the Articles of Association and the Bye-Laws.
  - (ii) Is not within the duties of Student Council.
  - (iii) Is factually inaccurate, submitted without appropriate evidence or out of date.
  - (iv) Has already been submitted that academic year and there has been no significant change in circumstances.
  - (v) Seeks to commit the Trustees, the Student Representatives and Part-time Officers, the Directors of the subsidiary companies or the Union's resources to an illegal or unlawful act.
  - (vi) Seeks to amend the Bye-Laws unless it is properly submitted as such according to section 10.3 of the Student Council Bye-Law.

## **11. Standing Orders**

### **11.1 Debate**

- 11.1.1 The order of speeches for debate shall be:
  - (i) A speech for the proposal.
  - (ii) Any amendments in an order determined by the Chair and according to the format in section 10.2 of Bye-Law 7 Student Council. After all amendments have been debated, debate on the motion shall resume with the first speech against the motion as amended.
  - (iii) Any speeches for and against at the discretion of the chair.
  - (iv) Questions to the speech-giver can be asked after any speech at the chair's discretion.
  - (v) The chair may stop any speech or question at their discretion if it breaks the Code of Student Conduct.
- 11.1.2 At the chair's discretion, no item shall be discussed for more than twenty minutes. After twenty minutes there shall be a summation followed immediately by a vote.
- 11.1.3 Time limits on speeches will be at the chair's discretion.

## **11.2 Points of Order**

11.2.1 Outside of speeches and voting any member may raise a point of order by calling “point of order”. The Chair shall immediately hear the point of order and rule on it.

11.2.2 Points of order, in order of precedence, shall be:

- (i) A call of quorum.
- (ii) Challenge to the Chair’s ruling.
- (iii) Procedural motions.

## **11.3 Challenge to the Chair’s Ruling**

11.3.1 A challenge to the Chair’s ruling shall only be raised on the grounds that it contravenes the Articles of Association, the Bye Laws or policy.

11.3.2 While a challenge is made the Chair shall relinquish the role of Chair. The proposer of the challenge and the Chair shall have up to one minute to state their case. A challenge shall require the approval of a simple-majority of Student Council members to be carried and overturn the Chair’s ruling.

## **11.4 Procedural Motions**

11.4.1 Procedural motions, in order of precedence, shall be:

- (i) Move to a vote.
- (ii) A vote is taken in parts.
- (iii) A vote is referred to a General Meeting.
- (iv) A vote is referred to referendum.
- (v) A vote be adjourned to a later meeting.
- (vi) A vote be referred to a sub-committee, forum or working group.
- (vii) A vote is not taken.
- (viii) The meeting is adjourned temporarily.
- (ix) The meeting is adjourned.

11.4.2 When a procedural motion is called the proposer of the procedural motion shall give a speech. Further rounds of speeches may be granted at the chair’s discretion. A procedural motion shall require the approval of a simple-majority of Student Council members to be carried.

## **12. Voting**

12.1 Each member shall have one vote.

12.2 Student Council members shall exercise the right to vote in person or via conferencing arrangements, when made available, only.

12.3 If there are an equal number of votes both for and against the Chair shall exercise the casting vote. The Chair shall not otherwise vote even if they have temporarily stepped out of the Chair.

- 12.4 'Simple majority' shall mean at least half the votes cast plus one, excluding abstentions.
- 12.5 'Two-thirds majority' shall mean at least two-thirds of votes cast, excluding abstentions.
- 12.6 The Chair shall determine whether a clear simple majority or two-thirds majority has been achieved on sight.
- 12.7 Any Student Council member can request a count to be held.
- 12.8 All Student Council members must complete a voting record, and this shall be published with the minutes.

### **13. Policy Lapse**

- 13.1 Policy passed more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to retain, embed or lapse.
- 13.2 Any policy that is retained will be debated again after 2 years.
- 13.3 Any policy that is embedded will be considered permanent policy until Student Council brings it back for debate to retain or lapse.
- 13.4 Recommendations shall require the approval of a simple-majority of Student Council members to be carried.
- 13.5 A member may, at any time, bring policy that is considered to be out of date to the attention of Student Council to be debated.

### **14. Subcommittees of Student Council**

- 14.0 There shall be the following subcommittees of Student Council:

#### **14.1 Welfare Board**

- 14.1.1 The Welfare Board will discuss and advance the welfare, wellbeing, equal opportunities and community views and interests of the Union. Its terms of reference will be determined by Student Council, and reviewed from time to time.
- 14.1.2 Its membership shall include:
  - (i) The LGBT+ Representative (Mile End).
  - (ii) The BAME Representative (Mile End).
  - (iii) The Disabled and Specific Learning Difference Representative (Mile End).
  - (iv) The Women's Representative (Mile End).
  - (v) The LGBT+ Representative (BL).
  - (vi) The BAME Representative (BL).
  - (vii) The Disabled and Specific Learning Difference Representative (BL).
  - (viii) The Women's Representative (BL).
  - (ix) The Transgender Representative.
  - (x) The Welfare Officer (HSS).

(xi) The Welfare Officer (S&E).

(xii) The Welfare Officer (BL).

## **14.2 Union Development Board**

14.2.1 The Union Development Board will discuss and advance the long-term development of the Union. Its terms of reference will be determined by Student Council, and reviewed from time to time.

14.2.2 Its membership shall include:

(i) The President, who shall chair the Board.

(ii) The Vice President Welfare

(iii) The Vice President Communities

(iv) The Vice President Barts and The London.

(v) The Vice President Humanities and Social Sciences.

(vi) The Vice President Science and Engineering.

(vii) The Societies Officer (Mile End).

(viii) The Sports Officer (Mile End).

(ix) The Volunteering Officer (Mile End).

(x) The Sustainability Officer.

(xi) The Commercial Services Officer.

(xii) The VP Barts.

(xiii) The VP London.

(xiv) The RAG Officer (Mile End), who shall observe as a non-council position.

## **14.3 Humanities and Social Sciences Board**

14.3.1 The Humanities and Social Sciences Board will discuss and advance the interests of students studying in the Faculty of Humanities and Social Sciences. Its terms of reference will be determined by Student Council, and reviewed from time to time.

14.3.2 Its membership shall include:

(i) The Vice President Humanities and Social Sciences, who shall chair the Board.

(ii) The eight representatives of each of the schools of the Faculty of Humanities and Social Sciences:

- 1 School of Business and Management.
- 2 School of Economics and Finance.
- 3 School of English and Drama.
- 4 School of Geography.
- 5 School of History.
- 6 School of Languages, Linguistics and Film.
- 7 School of Law.
- 8 School of Politics and International Relations.



- (iii) The Postgraduate Research Representative (HSS).
- (iv) The Postgraduate Taught Representative (HSS).
- (v) The International Representative (HSS).
- (vi) The Welfare Officer (HSS).

#### **14.4 Science and Engineering Board**

14.4.1 The Science and Engineering Board will discuss and advance the interests of students studying in the Faculty of Science and Engineering. Its terms of reference will be determined by Student Council, and reviewed from time to time.

14.4.2 Its membership shall include:

- (i) The Vice President Science and Engineering, who shall chair the Board.
- (ii) The five representatives of each of the schools of the Faculty of Science and Engineering:
  - 1. School of Biological and Chemical Sciences.
  - 2. School of Electronic Engineering and Computer Science.
  - 3. School of Engineering and Materials Science.
  - 4. School of Mathematical Sciences.
  - 5. School of Physics and Astronomy.
- (iii) The Postgraduate Research Representative (S&E).
- (iv) The Postgraduate Taught Representative (S&E).
- (v) The International Representative (S&E).
- (vi) The Welfare Officer (S&E).

#### **14.5 Scrutiny Board**

14.5.1 The Scrutiny Board will scrutinise the work of the members of Student Council, and in particular the Executive Officers, and hold them to account. Its terms of reference and membership will be determined by Student Council, and reviewed from time to time.

### **15. Barts and The London Students' Association Board**

- 15.1 BLSA is governed by a separate bye-law.
- 15.2 There shall be a BLSA Board chaired by the Vice President Barts and The London.
- 15.3 The membership and duties of the BLSA Board are set out in the BLSA bye-law.

### **16. Postgraduate Board**

16.1 The Postgraduate Board will represent the interests of Postgraduate Students studying at Queen Mary University. Its membership and terms of reference will be determined by Student Council, and reviewed from time to time.

### **17. International Network**

17.1 The International Network will represent the interests of International Students studying at Queen Mary University. Its membership and terms of reference will be determined by Student Council, and reviewed from time to time.

*Passed at Student Council on 19 November 2019 and approved by the Board of Trustees on 13 December 2019 (also includes the changes to this Bye-Law passed by Student Council on 22 October 2019 and subsequently ratified by the Board of Trustees on 7 November 2019):*

**18. Other Sub-committees**

- 18.1 Student Council may establish other boards, committees and working groups from time to time, as necessary. Their terms of reference and membership will be determined by Student Council, as appropriate.