

BYE LAW THREE: THE STUDENTS' REPRESENTATIVE COUNCIL

Introduction

Students' Representative Council is a democratic open forum where discussions around the student experience take place and where the Union is held to account by the membership through its Officers and Trustees.

Students' Representative Council represents the voice of students and helps shape the way the organisation delivers on student priorities. Students' Representative Council meetings shall take place at least three times a year with agendas and minutes made available to the membership online.

1. Membership

- 1.1. All ordinary members of the Union are welcome to attend meetings of Students' Representative Council and have the right to speak but have no voting rights.
- 1.2. No member may hold more than one seat on Students' Representative Council at any one time.
- 1.3. Members shall be Subject Representatives from each department, elected annually by students from that Subject Grouping. Where deemed appropriate by the Executive, in consultation with the University and students, new representative positions (for example, based on teaching location) may be introduced and operate in the same capacity as Subject Representatives.

At least one Subject Representative from each department will attend each meeting of The Council.

The Chairs of the Union's  Communities

The Officer Trustees (the Officers do not have a vote)

- 1.4. Council will be supported by a member of staff assigned by the Chief Executive
- 1.5. The Trustee Board will review membership of Students' Representative Council on an annual basis.
- 1.6. In the event of a member of the Council resigning or being removed, their position will be temporarily filled by an appropriate representative such as an Academic Representative from that area or another committee member from that Community

2. Duties

- 2.1. To represent the voice of Students by bringing to the attention of Students' Representative Council issues relating to the student experience
- 2.2. To act at all times in accordance with Union policy and the constitution.
- 2.3. To attend all meetings of Students' Representative Council for the duration of the meeting.
- 2.4. To attend and inform the Annual Members' Meeting and  relevant forums
- 2.5. To report outcomes in a timely manner to the students they represent.
- 2.6. To act as ambassadors for, and actively promote, the Union and its campaigns.

3. The Chair

- 3.1. The Appointments Committee should appoint the Chair prior to the first meeting of the year.
- 3.2. The Chair remains impartial, unbiased and neutral and does not have voting rights. Their primary role is to ensure the smooth running of the meeting, to ensure that everyone is heard and that accurate records of the meetings are maintained
- 3.3. Any student can submit an agenda item for discussion by email. (union@staffs.ac.uk)
- 3.4. The Chair will determine the running order of the meeting, the deadline for submission of papers and agenda items is ordinarily five working days prior to the meeting but the Chair has discretion to accept late items where appropriate.

4. Responsibilities

The Students' Representative Council shall have the authority to:

- 4.1. Represent the voice of Students, ensuring that members contribute with updates and questions gained from outreach activity completed with those they represent
- 4.2. Guide and monitor the implementation of actions/policy passed at Better Staffs Forum
- 4.3. Receive a quarterly report from the Trustees
- 4.4. To hold the Executive Committee to account and receive updates from them prior to each meeting.
- 4.5. Award honorary life membership in accordance with the Byelaws, where a two- thirds majority vote in favour is required to pass

5. Accountability

- 5.1. The membership may use the following methods to hold an elected Officer, trustee or member of Students' Representative Council accountable:

Motion of Censure

- 5.2. Where outputs and or behaviour are not satisfactory, to consider and vote on a motion of censure.
- 5.3. A motion of censure is passed by a two-thirds majority vote and duly recorded in the minutes.
- 5.4. A motion of censure should be accompanied by clear directions as to the change(s) required of the individual and if adhered to will remain on file for 6 months before lapsing.
- 5.5. If the individual normally has voting rights, they are suspended for this part of the meeting

Motion of Confidence

- 5.6. A motion of no confidence may follow on from a motion of censure where this has not had the desired effect, or it can be called for straight away if the Chair considers that the behaviour concerned is such that it poses a risk if unchecked.
- 5.7. A motion of no Confidence is passed by a two-thirds majority vote. If the individual normally has voting rights, they are suspended for this part of the meeting.
- 5.8. If passed, a vote of no confidence is sufficient to remove a Lay or Student Trustee or a member of Students' Representative Council from their position.

- 5.9. An elected Officer can only be removed by a vote open to the whole membership, so the next step would be for Students' Representative Council to refer the matter to referendum, where a simple majority is required to remove the individual from office.

6. Voting

- 6.1. No formal decisions may be made without Students' Representative Council being Quorate i.e. a minimum of 50% plus one of the voting members being present.
- 6.2. Ordinarily a vote would be carried out by a show of hands. Votes cast, including any abstentions, will be recorded and appear in the minutes
- 6.3. Where the vote relates to a motion of censure or no confidence, the Chair can call for a secret ballot.

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