

4. Student Council

4.1 General Rules

- 4.1.1 All persons attending a Student Council meeting should treat the meeting and other members with proper respect.
- 4.1.2 The role of Student Council is to analyse and critique the actions of the Union, Officers and committees, and to ensure Union policy is implemented.

4.2 Membership

- 4.2.1 All elected Full-Time and Part Time Executive officers have a seat on Student Council. Elected Officers will take a seat on Student Council when they take up office, and relinquish their seat when their term of office ends.
- 4.2.2 Sub-Committees of Student Council will each have representation on Student Council. These representatives must be democratically elected via a Committee meeting. The breakdown for each Committee is below:
- 4.2.3 Activities Student Councillors
 - 4.2.3.1 There will be 14 Activities Student Councillors, split between 2 areas:
 - 4.2.3.1.1 Athletic Union Committee
 - 4.2.3.1.2 Societies Committee
 - 4.2.3.2 These seats will be split based on an equal weighting between the two Committees.
 - 4.2.3.3 No Committee shall have less than 3 representatives
 - 4.2.3.4 In the event of a resignation, or removal of post, it will be the responsibility of the Chair of the relevant Sub-Committee to hold a vote to replace the post at the next Sub-Committee meeting.
- 4.2.4 Student Voice Student Councillors
 - 4.2.4.1 Education Committee- 9 Student Councillors
 - 4.2.4.1.1 Each faculty must have at least one Advocate represented at Student Council;
 - 4.2.4.1.2 At least one seat must be filled by a Postgraduate (Taught) Advocate;
 - 4.2.4.1.3 At least one seat must be filled by a Postgraduate (Research) Advocate;
 - 4.2.4.1.4 At least three seats must be filled by Undergraduate Advocates.
 - 4.2.4.2 Foundation year Education Advocate
 - 4.2.4.3 Non-Portfolio (cross-campus) Student Councillors x 3
- 4.2.5 Committee representatives will sit on Student Council for a 12 month period, starting on 1st April and ending on 31st March, apart from Foundation Year representatives who will sit on Student Council for a 12 month period from January 1st to December 31st.
- 4.2.6 The Chair of each Sub-Committee will automatically have a seat on Student Council. This seat will be one of the allocated amount for each Sub-Committee.

- 4.2.7 All Student Trustees will sit on Student Council without voting rights but with speaking rights, only for the duration of their term. Student Trustees will be expected to report back after Trustee meetings about what occurred and to be held accountable at Student Council.

4.3 Duties

- 4.3.1 In accordance with the Articles of Association and the Bye-Laws the duties of Student Council shall be to:
 - 4.3.1.1 Ratify the appointment of External Trustees on the recommendation of the Appointments Committee;
 - 4.3.1.2 Represent the views of students within the University, locally and nationally;
 - 4.3.1.3 Set the policy of the Students' Union, and refer Policy to Referendum or to the Members in an Annual General Meeting;
 - 4.3.1.4 Receive a quarterly report from the Board of Trustees.
 - 4.3.1.5 Require reports from Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.
 - 4.3.1.6 Commend or censure, or hold a Vote of No Confidence against: Trustees, Student Representatives and Sabbatical and Part-time Officers.
 - 4.3.1.7 Work with the Trustees make, repeal and amend the Bye-Laws.
 - 4.3.1.8 Mandate Executive Officers and Student Representatives and on matters of concern to members.

4.4 Chair- Electing and Responsibilities

- 4.4.1 Chair and Deputy Chair of Student Council will be elected at the first meeting after 1st April each year. This must be completed by secret ballot, using the Alternative Voting System.
- 4.4.2 The Chair shall be responsible for sourcing a neutral minute-taker for Student Council.
- 4.4.3 The Chair of each Student Council shall make an e-mail address available and known to all Student Councillors. All agenda item submissions and apologies are to be sent to that email address. Any agenda items or apologies sent to the Chair by any other method may not be recognised.
- 4.4.4 The Chair and Deputy Chair shall remain impartial throughout.

Chairs' Responsibilities

- 4.4.5 Ensuring all motions are complete and fully researched and accompanied by all necessary supporting documentation.
- 4.4.6 Ensuring all discussion items are accompanied by proper documentation to provide necessary background information, or directions to find such documentation elsewhere.
- 4.4.7 Ordering the Student Council agenda in accordance with 4.7 of this Bye Law and with regard to relevance to Northampton students, importance and time-sensitivity.
- 4.4.8 Removing any motions where wording is seen to be incomplete or overly ambiguous.
- 4.4.9 Removing any motions that appear more than once on the order paper.

- 4.4.10 Removing any motions that, after attempted consultation with the proposer, are not felt to have been adequately researched.
- 4.4.11 Reporting any motions that have been removed from the agenda and the reasons for the removal. Any decision may be overturned by a qualified majority of two-thirds of the Student Councillors in attendance. The Chair shall circulate copies of all rejected motions (for information) in the event that they are returned to the agenda.
- 4.4.12 Ensuring that any observers present are fully aware of the proceedings of the Student Council and feel able to contribute to the debate.
- 4.4.13 Ensure that each agenda item is discussed in full and that debate is balanced before moving an item to a vote.
- 4.4.14 Ensure that debates are conducted in a timely manner, that a diverse range of students are given the opportunity to contribute and that repetition is avoided.

4.5 Responsibilities of the Deputy Chair

- 4.5.1 To assist the Chair in their responsibilities.
- 4.5.2 To take the Chair when there has been a Vote of No Confidence in the Chair to elect a new Chair.
- 4.5.3 To elect a temporary Chair if the Chair is absent or feels the need to step down.
- 4.5.4 To administer procedural motions where necessary.
- 4.5.5 To advise the Chair on counts and Student Councillors wishing to make a contribution.

4.6 Conduct in Meetings and Powers of the Chair.

- 4.6.1 There shall be no alcohol consumed in the meeting. Any person felt by the Chair to be under the influence of alcohol or any other judgement impairing substance may be asked to leave the meeting.
- 4.6.2 The Chair, following one verbal warning, may have any Student Councillor or observer felt to be disruptive removed from the meeting. The Chair may have a Student Councillor or observer removed from the meeting without a warning for particularly disrespectful or offensive behaviour, subject to overrule by two-thirds of the Student Council.
- 4.6.3 The Chair may adjourn (for a maximum of 15 minutes) or close the Student Council meeting.
- 4.6.4 When the Chair has invited somebody to speak, other persons in the room shall remain silent.

4.7 Agenda Items and Order of Business

- 4.7.1 Agenda items must be submitted to the Chair no later than 5pm, five working days before the meeting or another specified deadline as determined by the Chair. All supporting papers must be supplied by the deadline.
- 4.7.2 Should a Student Councillor wish to use a visual aid or presentation in a Student Council meeting, a written request must be submitted to the Chair in advance of the meeting.
- 4.7.3 The Agenda will be circulated to Student Council members no later than three working days before the meeting.
- 4.7.4 The order of business for all agenda items for Student Council shall be ordered as follows:
 - 4.7.4.1 Declaration of conflicts of interest
 - 4.7.4.2 Approval of the minutes of the previous meeting
 - 4.7.4.3 Matters arising from the minutes not elsewhere on the agenda

Motions

- 4.7.4.1 Proposed Bye-Law amendments
- 4.7.4.2 Policy proposals
- 4.7.4.3 Proposed officer mandates
- 4.7.4.4 Discussion points

Reports

- 4.7.4.5 Trustee report
- 4.7.4.6 Finance report
- 4.7.4.7 Officer reports
- 4.7.4.8 Ratification of Committee minutes
- 4.7.4.9 Issues arising from Committee minutes
- 4.7.4.10 Any Other Business
- 4.7.4.11 Date of Next Meeting

- 4.7.5 All motions must be prepared using the correct procedure which is addressed at 4.9 below, and with a written form, attached at Appendix A to this bye-law.

4.8 Officer Reports

- 4.8.1 All Officers are required to submit a report to Student Council.
 - 4.8.1.1 Officers must use the report template as seen in Appendix B.
- 4.8.2 Any Officer who doesn't submit a report to the Chair, in accordance with 4.7.1 above, 2 times throughout the academic year will receive a censure.

4.9 Meeting procedure

- 4.9.1 To raise an item for discussion at Student Council, the proposer must submit a short written proposal to the Chair of Student Council.
 - 4.9.1.1 The written proposal needs only to be a few lines but must provide an overall aim or objective that the proposer wishes to achieve.
 - 4.9.1.2 The written proposal must be submitted no later than 5pm, five working days before the meeting or another specified deadline as determined by the Chair.

- 4.9.2 Any Student Councillor may propose or second an item for discussion.
- 4.9.3 The proposer of an item shall be given two minutes to speak in favour of that item, a speech against of two minutes will be offered to the floor. Debate shall then be opened to the meeting. If there is no speech against a motion the Chair may use their discretion and move straight to a vote.
- 4.9.4 The proposal requires a simple-majority of Student Council members to be submitted to a working group for further development.
- 4.9.4.1 This working group shall consist of one sabbatical officer, one other member of the executive committee and at least two Student Councillors.
- 4.9.4.1.1 The proposing Student Councillor must be a member of the working group;
- 4.9.4.1.2 The other members of the working group shall be decided by mutual agreement of self-nomination. If this fails to result in unanimous decision a secret ballot will take place to decide on the remaining Student Councillors to join the working group.
- 4.9.4.2 This working group will convene, with the support of the Democracy Co-ordinator or an appropriate member of Students' Union staff nominated by the Chief Executive, to develop the proposal ready for submission to Student Council.
- 4.9.4.3 The Chair shall set a timescale for the working group.
- 4.9.4.3.1 If the working group requires more time they will be required to request this from Student Council and report their current progress.
- 4.9.4.4 The working group shall report to Student Council until the proposal is completed.
- 4.9.4.5 The Chair can request to disband the working group in the case of the following:
- 4.9.4.5.1 Being removed from Student Council;
- 4.9.4.5.2 The project is not time effective and is unlikely to effect significant change.
- 4.9.4.6 The proposal written by the Working Group may take of the any of the following forms:
- 4.9.4.6.1 Discussion Point- Take a potentially contentious issue and gather the views of Student Council;
- 4.9.4.6.2 Policy- Introduce a new policy to allow the political views of our members to dictate how we act as an organisation;
- 4.9.4.6.3 Bye-Law Amendment- To allow our members to make changes to how the organisation operates.
- 4.9.4.6.4 Officer Mandate- To assign a task to an elected officer, whereby the officer must enact the wishes of Student Council and report back to subsequent meetings.

4.10 Officer Mandates

- 4.10.1 A mandate is a request for an officer to perform a clear one-off task which should:
- 4.10.1.1 Resolve a problem;
 - 4.10.1.2 Improve the student experience; or
 - 4.10.1.3 Support the needs of a group of students who may otherwise struggle to achieve the desired impact.
- 4.10.2 To mandate an officer, the process of bringing a motion to Student Council needs to be followed as outlined in section 4.9 of the Student Council Bye-Law.
- 4.10.3 A mandate can only be assigned at Student Council meetings
- 4.10.4 Student Councillors will not be able to mandate an officer at a Sub-Committee meeting
- 4.10.5 It is the responsibility of Student Councillors to request a mandate using the process outlined in section 4.9.1 of the Student Council Bye-Laws.
- 4.10.6 An officer can only ever have three active mandates at a given time.
- 4.10.7 If an officer is given four mandates it will be the responsibility of Student Council to choose to either:
- 4.10.7.1 give the mandate to another officer, or
 - 4.10.7.2 to prioritise the three most important mandates for the officer to be working upon.
- 4.10.8 An officer will be required to provide evidence of their progress on active mandates at each Student Council meeting and will be highlighted on their Officer report.
- 4.10.9 An officer can request for a mandate to be removed or considered complete based on:
- 4.10.9.1 If the officer can prove the mandate has been completed with sufficient evidence, or;
 - 4.10.9.2 If there has been a sufficient attempt to complete the mandate without any progress.

4.11 Amendments

- 4.11.1 Any Student Councillor may propose an amendment for a motion to be brought to Student Council.
- 4.11.2 If an amendment is accepted by the proposer of the motion it shall be included in the motion.
- 4.11.3 If an amendment is not accepted by the proposer of the motion:
- 4.11.3.1 It shall be debated and will require the approval of a simple majority of Student Councillors to be carried and included in the motion;
 - 4.11.3.2 If passed, the Chair shall ask the proposer of the motion if they still support the amended motion.
 - 4.11.3.3 If the proposer no longer supports the motion, a new proposer should be found from the Student Councillors in the room.

4.12 Amendments to Bye-Laws

- 4.12.1 Any Student Councillor may propose an amendment to the Bye-Laws.
- 4.12.2 Amendments to the by-laws must be drafted with the support of an appropriate member of Students' Union staff in accordance with 4.9.
- 4.12.3 Amendments to the Bye-Laws shall be debated and require the approval of a simple majority of Student Councillors to be carried.

4.13 General Regulations

- 4.13.1 It shall be the responsibility of the Chair to ensure that debate is as free and open as possible, whilst remaining relevant, concise and constructive at all times.
- 4.13.2 The proposer of a motion shall be given two minutes to speak in favour of that motion, a speech against of two minutes will be offered to the floor. Debate shall then be opened to the meeting. If there is no speech against a motion the Chair may use their discretion and move straight to a vote.
- 4.13.3 All voting members of Student Council should be accorded equity of status during the course of debate. The proposer of the motion should receive no higher speaking rights.
- 4.13.4 There shall be opportunities for a one-minute summation of the arguments for and a one-minute summation of the arguments against a motion at the end of debate. These shall both be offered to Student Councillors.
- 4.13.5 Student Councillors may, at any time during Student Council, put forward procedural motions

4.14 General Procedures

- 4.14.1 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 Councillors.
- 4.14.2 A motion or amendment may be withdrawn by the proposer, but shall be open to the seconder or other Student Councillor to propose, provided that it is done immediately after such withdrawal.
- 4.14.3 The Chair shall rule a motion or amendment out of order if it:
 - 4.14.3.1 Is in contravention of the Constitution and the Bye-Laws;
 - 4.14.3.2 Is not within the duties of Student Council;
 - 4.14.3.3 Is factually inaccurate, submitted without appropriate evidence or out of date.
 - 4.14.3.4 Has already been submitted that academic year and there has been no significant change in circumstances.
 - 4.14.3.5 Seeks to commit the Board of 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.
 - 4.14.3.6 Seeks to amend the Bye-Laws unless it is properly submitted as such according to section 4.9 of the Student Council Bye-Law.

4.15 Procedural Motions

- 4.15.1 A procedural motion must be proposed by a Student Councillor.
- 4.15.2 A procedural motion takes precedence over all other business.
- 4.15.3 When a procedural motion is called the proposer of the procedural motion and an opposer shall have one minute to state their case. Further rounds of speeches may be granted. A procedural motion shall require the approval of a simple-majority of Student Councillors to be carried.
- 4.15.4 In the event that a motion is proposed before another is resolved, the motions shall be prioritised as ordered below:
- 4.15.4.1 *Vote of No Confidence in the Chair- This can be used if Student Councillors feel that the Chair's decisions or ability to Chair the Student Council are damaging to fair debate or process. The Deputy Chair shall take over the Chair once this has been proposed and will conduct the vote. If Student Council votes in favour, then the Deputy Chair will facilitate an election for a new Chair in which the Deputy Chair cannot be a candidate.*
- 4.15.4.2 *Chair/Deputy Chair's ruling be overturned- This can be used if Student Councillors feel that a specific ruling by the Chair or Deputy Chair was wrong.*
- 4.15.4.3 *Vote in Parts- This can be used to discuss one or a few particular parts of a motion separately. This debate will then begin immediately if agreed purely on the parts as agreed. If parts are 'deleted' then they will be removed from the original motion. If parts are 'kept' then they will remain in the original motion. Once parts are decided, the debate will continue on the original motion.*
- 4.15.4.4 *A vote taken by secret ballot- This can be used to ensure that a vote takes place via a secret paper or electronic ballot.*
- 4.15.4.5 *Move to a vote- This can be used to halt the debate and go straight to a vote on a motion if Student Councillors feel that it is appropriate.*
- 4.15.4.6 *Amend a motion- This can be used to edit the wording of a motion. This should not substantially change the spirit of the motion.*
- 4.15.4.7 *A vote is referred to referendum- This can be used to refer a vote to the wider student body.*
- 4.15.4.8 *A vote be adjourned to a later meeting- This can be used to move an item to a later meeting. This may be because it is not urgent or Student Councillors feel they need more time to consider relevant issues and consult with students. All items that that fall after a guillotine will automatically be transferred to the next meeting of that Student Council.*
- 4.15.4.9 *A vote be referred to a Student Council Committee or Executive Committee- This can be used to move an item to a later meeting. This may be because it is not urgent or Student Councillors feel they need more time to consider relevant issues and consult with students. All items that that fall after a guillotine will automatically be transferred to the next meeting of Student Council.*
- 4.15.4.10 *A vote is not taken- This can be used if it is felt that the proposal is not relevant to the work of the Students' Union or will impact our students, or if it is felt that Student Council is not the correct place for a decision to be made.*

- 4.15.4.11 Move an item on the agenda- *This can be used if an item is deemed important and needs to be brought forward to be the next item on the agenda to ensure it is fully discussed.*
- 4.15.4.12 Mandate a present officer - *This can be used to mandate an officer to carry out an action that is related to a report of proposed motion.*
- 4.15.4.13 The meeting is adjourned- *This can be used to pause the meeting for a break of up to 15 minutes or to close the Student Council meeting completely.*

4.16 Policy Lapse

- 4.16.1 Policy passed more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to retain or lapse.
- 4.16.2 Recommendations shall require the approval of a simple-majority of Student Councillors to be carried.
- 4.16.3 A Student Councillor may, at any time, bring policy that is considered to be out of date to the attention of Student Council and debated.

4.17 Voting

- 4.17.1 When voting, Student Councillors shall always be given the option to vote in favour, to vote against or to record an abstention.
- 4.17.2 All items shall be passed by a simple majority unless otherwise stated in the Constitution or Bye Laws.
- 4.17.3 Voting shall normally be conducted by a show of hands.
- 4.17.4 An indicative vote between a number of options may be called by the Chair and recorded in the minutes, but will not carry any authority.

4.18 Observers

- 4.18.1 Where possible, there will be a designated area of the Student Council chamber where observers shall be allowed to sit. Student Council members shall sit apart from them to avoid confusion when voting.
- 4.18.2 Any observing full members of the Students' Union shall automatically be granted speaking rights but have no other powers.
 - 4.18.2.1 Observing full members can speak during any part of the meeting.
 - 4.18.2.2 Observing full members can collectively ask a maximum of three questions to Student Council during the 'Any Other Business' section of Student Council.
 - 4.18.2.3 The Chair will decide whose questions are asked. Each question can be discussed for a maximum of five minutes. If the question needs more discussion or Student Council do not wish to discuss it at the current meeting, any Student Councillor can submit a procedural motion to progress the debate accordingly.

4.18.3 Speaking rights may only be granted to any other observers throughout a Student Council meeting at the discretion of the Chair.

4.18.3.1 At the discretion of the Chair, any other observers can ask an unlimited number of questions to Student Council (including those asked by full member observers) at any point.

4.18.3.2 The Chair will decide whose questions are asked. Each question can be discussed for a maximum of five minutes. If the question needs more discussion or Student Council do not wish to discuss it at the current meeting, any Student Councillor can submit a procedural motion to progress the debate accordingly.

4.19 Apologies

4.19.1 Student Councillors who are aware of their absence must submit apologies to the Chair by email at least 24 hours in advance of the start of the meeting. Apologies received after this point shall not be recognised.

4.19.1.1 Apologies received after this point shall not be recognised, unless in the case of an emergency.

4.20 Quorum

4.20.1 Quorum for Student Council shall be either 50% plus one of all Student Councillors, or 20, whichever is higher.

4.21 Frequency of Meeting

4.21.1 Student Council must meet at least three times in term 1, three times in term 2 and once in term three.

4.21.2 Student Council must approve the dates, time and locations of meetings in the first meeting after 1st April for the following year. The Chair must then update the Students' Union website with arrangements.

4.22 Removal of Members of Student Council

4.22.1 Members of Student Council shall cease to hold office in the following circumstances:

4.22.1.1 Upon written notice of resignation sent to the Chair of Student Council.

4.22.1.2 If a resolution is passed by a simple majority of the Student Council in the event that the Member of Student Council has failed to attend either two consecutive or three in total, meetings without apologies.

4.22.1.2.1 Any Student Councillor who is removed via this method shall be informed by a signed letter from the Chair of Student Council and countersigned by the Students' Union President.

4.22.1.2.2 The individual must then be replaced as appropriate by the relevant Committee as per section 4.2.3.4 above of this bye-law.

APPENDIX A

4.7.5 Proposal Submission Form (Template)

As seen below.

STUDENT COUNCIL PROPOSAL FORM

This form is to be completed by Student Councillors who wish to bring an item for discussion to a Student Council meeting. It needs only to outline the overall aim of the proposal and must be submitted to the Chair of Student Council by 5pm, no later than 5 working days prior to the Student Council meeting in accordance with section 4.9 above.

Name:	Student Council Role:
Date of completion of process writing:	
Working title for the idea:	
Overall Aim of the Idea:	
Any measurement of success:	
Area of the organisation this falls under (Example Sport, Society education)	
Highlight reason for the introduction of this idea (Example high number of students demand this etc.)	
Proposers signature:	
Date:	
Second signature	
Date :	

APPENDIX B

4.37 Officer Reports Template for Submitting reports

As seen below.

EXECUTIVE OFFICER REPORT

Report Information

Officer Role:	
Officer Name:	
Date of Meeting:	DD/MM/YYYY
Date of Previous Student Council:	DD/MM/YYYY

Reporting

Summary
<p>Please provide a summary commentary of work completed during the reporting period in this section.</p> <p>This summary will also be included as a blog post on the SU Website and on Social Media.</p>

Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

Manifesto Point	Progress Since Last Meeting	RAG Rating

Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

Mandate	Date of Mandate	Progress Since Last Meeting	RAG Rating
	MM/YY		
	MM/YY		
	MM/YY		
	MM/YY		
	MM/YY		



Other Items

Please highlight any other notable actions since the last Council meeting.

Issue/Action	Progress Since Last Meeting

Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

Gift/Benefit	Value	Reason

Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

Meeting Name	Date	Length of Meeting (Hours)	Update
	DD/MM/YYYY	HH:MM	

Timesheet

Please list your work hours during the reporting period and your main work location for that day.

Week 1: DD/MM/YYYY							Total Hours:	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
In	HH:MM							
Out	HH:MM							
Total	HH:MM							
Location								
Week 2: DD/MM/YYYY							Total Hours:	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
In	HH:MM							
Out	HH:MM							
Total	HH:MM							
Location								
Week 3: DD/MM/YYYY							Total Hours:	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
In	HH:MM							
Out	HH:MM							
Total	HH:MM							
Location								
Week 4: DD/MM/YYYY							Total Hours:	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
In	HH:MM							
Out	HH:MM							
Total	HH:MM							
Location								

[END]

CHANGE CONTROL DOCUMENT

4. Student Council Bye Law

Date of this revision: 30 January 2020

Date of next revision: 30 September 2021

Revision date	Previous revision date	Summary of Changes	Changes marked
05/07/2017	03/03/2017	Added Revision tracking Page	
09/10/17	05/07/17	Added point 4.6 (automatic seat for Chairs of Sub-Committees_ as agreed at 22/06/17 by Board of Trustees and altered numbering for subsequent points.	
30/01/2018	09/10/2017	Agreed at Board of Trustees 15/12/16: Add point 4.60.12	
05/02/2018	30/01/2018	Agreed at Board of Trustees 15/12/17: Amend Halls Committee at Point 4.4.2 to First Year Representatives and show split of representation. Amend Point 4.5 to reflect period during which First Year Student Councillors sit at Student Council.	
10/04/18	05/02/2018	Agreed at Board of Trustees 29/03/18 Amend Observers Speaking Rights at 4.70.1: To take out the limit of a maximum of 3 questions from observers in Student Council allowed at any point, and to leave the number of questions up to the discretion of the Chair. Amend Membership of Student Council to include Student Trustees at 4.7 including speaking, voting, reporting and accountability. And re-number remainder of Bye-Law.	
4/09/18	10/4/18	Amend point 4.15 to reflect correct sub section, now as 4.2.	
06/11/2018	04/09/2018	Update Logo Update 4.38 with correct reference point from 5.30	

		to 4.85. Update 4.57.1 – Remove ‘Articles of Association’	
		Added Appendix B: Procedural Motion Templates to Appendices for: Discussion Point Policy Proposal Bye-Law Amendment Mandate an Officer Vote of Censure Vote of No Confidence Added Appendix C: Template for Officer Reports	
30/01/20	06/11/2018	Amendments made as per approval at Board of Trustees meeting on 30/01/20 as follows: 4.4 Removes references to Volunteering and reduces area from 3 to 2. 4.4.1.2 Changes wording from number of participants to ‘equal weighting’. Add 4.4.1.4 deals with resignations and replacements. 4.4.2 increase to number of Student Voice Student Councillors and further defines them. 4.3.1.6 amended to include Sabbatical Officers. 4.7.4.7 Removes reference to Green Impact 4.9 Amendments made to meeting procedure. 4.10 Added to clarify Officer Mandates. 4.11.3.1 Amendments to motion includes addition of required approval by a ‘simple majority’. 4.12.2 Added. To ensure bye-law amendments are drafted appropriately with a member of SU staff. 4.19.1.1 Added . States apologies received within 24hrs of the start of a meeting will not be recognised unless in the case of an emergency. 4.22.1.2 Includes if Student Councillor has failed to attend ‘without apologies’.	

		<p>Appendices: New Proposal Submission form added. Old proposal, mandate forms at Appendix B etc removed. Officer report template changed from Appendix C to Appendix B</p> <p>Change revision date to fit with Revision status of the Students' Union Constitution</p>	
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Owner

Name	Email Address	Title	Date of Issue	Version
K Macintyre	Kate.macintyre@northampton.ac.uk	Governance Administrator	30/01/2020	10