

## **BYE005 Council Committees**

### **5.1. General Committee Regulations**

- 5.1.1 All Chairpersons of Student Council committees are expected to submit a written report of the Committee's work to the Chair of Student Council containing:
  - 5.1.1.1 Minutes of all meetings since the last Student Council;
  - 5.1.1.2 Any issues that the Chair has with the work of the Committee and its elected representatives.
  
- 5.1.2 Each Committee will have three roles, elected annually by the Committee members.
  - 5.1.2.1 Chair- To chair the meetings and report to Student Council on the work of the Committee;
  - 5.1.2.2 Deputy Chair- To assist the Chair in their duties; and deputise in their absence;
  - 5.1.2.3 Secretary- To minute the Committee meetings and pass on to the members of the Committee and upload to the Students' Union website within 5 working days.
  
- 5.1.3 No elected officer of the Students' Union may stand for any of the roles in 5.1.2.
  
- 5.1.4 Council Committees have the right to form and dissolve Sub-Committees as and when required.
  
- 5.1.5 Only members of a Committee may be elected as a member of one of its Sub-Committees.

### **5.2. Student Societies and Sports Clubs**

#### **Definition of Student Societies and Sports Clubs**

- 5.2.1 A group will be designated a Sports Club where:
  - 5.2.1.1 the defined activity is listed by British Universities and Colleges Sports (BUCS), and or by Sport England;
  - 5.2.1.2 the group wishes to represent the University in competition.
  
- 5.2.2 Where members of a Group eligible to be designated a Sports Club wish be designated as a Society, they may apply to the Societies Committee.
  
- 5.2.3 A Group will be designated a Society where a collection of students with a shared interest wish to come together and co-ordinate activities around this shared interest.
  
- 5.2.4 Where members of a Group eligible to be designated a Society wish be designated as a Sports Club, they may apply to the AU Committee.

#### **Ratification of Student Societies and Sports Clubs**

- 5.2.5 All sports club ratification applications must be presented to Athletic Union Committee for approval, they must include:
  - 5.2.5.1 the form provided for this purpose upon the Students' Union website;
  - 5.2.5.2 a Club Constitution governed by the Students' Union bye-laws and the Students' Union Constitution.

- 5.2.6 Where an application is turned down, the prospective club can appeal the decision in writing to the Chair of Student Council. This must be done within 10 working days of receiving a decision.
- 5.2.7 All Society ratification applications must be presented to the Societies Committee for approval, they must:
- 5.2.7.1 complete the New Society Proposal Form and send it to the Chair of Societies Committee alongside a Society Constitution governed by the Students' Union Bye-Laws and the Students' Union's Constitution;
  - 5.2.7.2 The Proposal form must then be submitted to the Societies Development Committee for ratification. (See Appendix 3 for information on the Societies Development Committee).
    - 5.2.7.2.1 It is recommended the Societies eligible for ratification attend this meeting to answer any queries or concerns raised and to also meet the officers and students they will most likely go to for assistance.
  - 5.2.7.3 The decision should be communicated to the society within 24 hours by the Chair of the Societies Committee;
  - 5.2.7.4 If the Society is successful, then it will be confirmed at the next Societies Committee meeting;
  - 5.2.7.5 If the group are unsuccessful, the Society will receive the reason why and they have 14 days to submit a written appeal to the Chair of Student Council.
- 5.2.8 For a Club to be ratified they will need:
- 5.2.8.1 A full committee of President, Secretary and Treasurer;
  - 5.2.8.2 Twelve other members;
  - 5.2.8.3 This means Groups will need fifteen members to form.
- 5.2.9 For a Society to be ratified they will need:
- 5.2.9.1 A full committee of President, Secretary and Treasurer;
  - 5.2.9.2 Seven other members;
  - 5.2.9.3 This means Groups will need ten members to form.
- 5.2.10 If a team needs more than 15 to compete, they will need to meet this requirement to form. (See list under Appendix 1)
- 5.2.11 A Club or Society can be exempt from 5.2.8 on the following grounds:
- 5.2.11.1 If a Club or Society is focused on and can actively prove that they aim to be inclusive for minority groups.

#### **De-Ratification of Student Societies and Sports Clubs**

- 5.2.12 Clubs and Societies may only be de-ratified under one of the following circumstances:
- 5.2.12.1 Disciplinary decision, governed by the Disciplinary bye-law;
  - 5.2.12.2 A vote in favour of de-ratification by the relevant committee;
    - 5.2.12.2.1 However, this power applies to upholding the sub-committee policies and procedures only.
  - 5.2.12.3 If a Club or Society fails to reach the minimum number of members required (in accordance with 5.2.8 and/or 5.2.9 by the 1<sup>st</sup> November, the Club or Society will be automatically suspended and the committee of that Club or Society will have 7 days to reach the required amount stated under 5.2.8 or 5.2.9.

- 5.2.13 At the last Sub-Committee meeting of the academic year, a vote will be held to de-ratify dormant clubs and societies.
- 5.2.13.1 The assets and monies of a Club or Society shall revert to the Students' Union who shall hold them for a period of one year;
- 5.2.13.2 If within that year a Club or Society is ratified with sufficiently similar aims and objectives (as determined by the Athletic Union or Societies Committee) it shall be entitled to those funds subject to the approval of the relevant Sub-Committee.
- 5.2.13.3 After this period, the money will be reverted to the Students' Union.
- 5.2.14 A Club or Society has the right to appeal a de-ratification vote by appealing the decision in writing to the Chair of Student Council. This must be done within 2 working days of receiving a de-ratification vote.
- 5.2.15 Upon appealing, a Club or Society will be suspended from all activity until a vote at Student Council or the Board of Trustees occurs.
- 5.2.16 For a de-ratification decision to be overturned, a majority vote at Student Council must be achieved.

#### **Athletic Union and Societies Committee Regulations**

- 5.2.17 The members of each Club and Society will elect a President.
- 5.2.17.1 Each President will consult the members of their Club and attend all relevant Sub-Committee meetings to speak on their behalf;
- 5.2.17.2 The President may delegate this responsibility to another elected member of the Club or Society.
- 5.2.18 One elected member may only represent one Club or Society at any given Sub-Committee meeting.
- 5.2.19 No elected officer of the Students' Union may stand for the role of Societies Committee Chair, Vice-Chair or Secretary.
- 5.2.20 The Sports Officer and Vice President Union Development will both provide written reports to the Athletic Union Committee on their progress since the previous meeting.
- 5.2.21 The Societies Officer and Vice President Union Development will both provide written reports to the Societies Committee on their progress since the previous meeting.
- 5.2.22 Apologies are to be sent to the Chair of Sub-Committee by 10am on the morning of the meeting. See Appendix 2 for the full apology process for Societies Committee.

#### **Sub-Committees**

- 5.2.23 The Athletic Union and Societies Committee has the right to form and dissolve Sub-Committees as required.

#### **General Regulations for Student Societies and Sports Clubs**

- 5.2.24 All Clubs and Societies are required to abide by the bye-laws of the University of Northampton Students' Union and the Constitution of the Students' Union, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.

- 5.2.25 Associate members are permitted to join Clubs and Societies in accordance with the Students' Union Membership Bye-Law.
- 5.2.26 All elected Club and Society Committee positions will expire at midnight on 31<sup>st</sup> March, with new roles taking over on 1<sup>st</sup> April, with the exception of clubs which have BUCS competition beyond this date. This handover occurs on 1<sup>st</sup> July, however voting will take place at the same time as all other clubs and societies.
- 5.2.27 No person may occupy more than one of the positions of President, Secretary and Treasurer within one particular Club or Society.
- 5.2.28 All Society and Sports Club elections must be administered and returned by University of Northampton Students' Union.

### 5.3. Education Committee

#### Definition of Education Committee

- 5.3.1 This Committee is a collection of students who have responsibility for all education issues on behalf of Student Council.
- 5.3.2 The aim the Committee is to improve teaching, learning and student research in partnership with the University of Northampton.

#### Membership

- 5.3.3 Faculty Representatives (Total 15)
  - 5.3.3.1 Faculty of Business and Law
    - 5.3.3.1.1 Undergraduate Faculty Advocate x 2
    - 5.3.3.1.2 Postgraduate Taught Faculty Advocate x 1
    - 5.3.3.1.3 Postgraduate Research Faculty Advocate x 1
  - 5.3.3.2 Faculty of Health, Education and Society
    - 5.3.3.2.1 Undergraduate Faculty Advocate x 2
    - 5.3.3.2.2 Postgraduate Taught Faculty Advocate x 1
    - 5.3.3.2.3 Postgraduate Research Faculty Advocate x 1
  - 5.3.3.3 Faculty of Arts, Science and Technology
    - 5.3.3.3.1 Undergraduate Faculty Advocate x 2
    - 5.3.3.3.2 Postgraduate Taught Faculty Advocate x 1
    - 5.3.3.3.3 Postgraduate Research Faculty Advocate x 1
  - 5.3.3.4 Joint Honours Representatives ( x 3)
- 5.3.4 Vice President Education
- 5.3.5 Vice President Post Graduate Researchers

### **Electing Faculty Advocates**

5.3.6 Faculty Advocates are ratified via a vote in the elections, held in accordance with the University of Northampton's Student Representation Policy.

### **Removing Faculty Advocates**

5.3.7 Faculty Advocates may only be removed from position under one of the following circumstances:

- 5.3.7.1 Disciplinary decision, governed by the Disciplinary Bye-Law;
- 5.5.6.2 Vote of No Confidence at Faculty Forum;
- 5.5.6.3 Failure to attend 3 meetings in a calendar year, without submitting apologies;
- 5.5.6.4 Failure to attend 2 consecutive meetings without submitting apologies.

5.3.8 A Faculty Advocate can appeal their Vote of No Confidence to the Chair of Student Council, in writing, within 10 working days.

5.3.9 For a Vote of No Confidence decision to be overturned, a majority vote at Student Council must be achieved.

### **Education Committee Regulations**

5.3.10 A Chair and minute-taker must be in post by their first Education Committee meeting.

5.3.11 The Vice President Education will both provide written reports to the Education Committee on their progress since the previous meeting.

5.3.13 The Vice President Postgraduate Research will provide a written report to the Education Committee on their progress since the previous meeting.

5.3.14 Faculty Advocates will provide a written report to the Education Committee on their activities since the previous meeting.

### **General Regulations for Committees**

5.3.15 All Committees are required to abide by the Constitution and Bye-laws of the Students' Union and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.

5.5.16 All elected Committee positions will expire at midnight on 31<sup>st</sup> March, with new roles taking over on 1<sup>st</sup> April.

5.5.17 Faculty Advocates of the Education Committee will be responsible for holding Faculty Forums.

## **5.4. Postgraduate (Research) Student Committee**

### **Definition of Postgraduate (Research) Student Committee**

5.4.1 This Committee is a collection of students who have responsibility for all postgraduate research student issues on behalf of Education Committee.

5.4.2 The Aim of the Committee is to improve teaching, learning and postgraduate research in partnership with the University of Northampton.

## Membership

- 5.4.3 Research Degree Board Advocates
  - 5.4.3.1 Arts and Humanities Degree Board Advocates x 2
  - 5.4.3.2 Science Research Degree Board Advocates x 2
  - 5.4.3.3 Social Science Research Degree Board Advocates x 3
  - 5.4.3.4 Business and Law Research Degree Board Advocates x 3
- 5.4.4 Research Ethics Committee x 2
- 5.4.5 Research Degrees Committee x 1 and Vice President Post Graduate Research
- 5.4.6 Vice President Post Graduate Research
- 5.4.7 Vice President Education.

## Postgraduate Research Representatives

- 5.4.8 Postgraduate Advocates are ratified by a vote in the elections, held in accordance with the Students' Union's Election Bye-Law and [Student Representation Policy](#).

## Removing Postgraduate Advocates

- 5.4.9 PGR Advocates may only be removed from position under one of the following circumstances:
  - 5.4.9.1 Disciplinary decision governed by the Disciplinary Bye-Law;
  - 5.4.9.2 Vote of No Confidence and PGR Committee meeting;
  - 5.4.9.3 Failure to attend 3 meetings in a calendar year, without submitting apologies;
  - 5.4.9.4 Failure to attend two consecutive meetings without submitting apologies.
- 5.4.10 A PGR Advocate can appeal their Vote of No Confidence to the Chair of Student Council in writing within 10 working days.
- 5.4.11 For a Vote of No Confidence decision to be overturned, a majority vote at Student Council must be achieved.

## Postgraduate Research Committee Regulations

- 5.4.12 A Chair and minute-taker must be in post by their first PGR Committee.
  - 5.4.12.1 If not, Vice President POR will be the Acting Chair until such time as a Chair can be properly elected.
- 5.4.13 The Vice President Education will both provide written reports to the PGR Committee on their progress since the previous meeting.
- 5.3.13 The Vice President Postgraduate Research will provide a written report to the PGR Committee on their progress since the previous meeting.

### **General Regulations for Postgraduate Research Student Committees**

5.3.14 All Committees are required to abide by the Constitution and Bye-laws of the Students' Union and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.

5.5.15 All elected Committee positions will expire at midnight on 31<sup>st</sup> March, with new roles taking over on 1<sup>st</sup> April.

## **5.5. Executive Committee**

### **Definition of Executive Committee**

5.5.1 The Executive Committee is a committee denoted by The University of Northampton Students' Union Constitution.

5.5.2 The Executive Committee's membership is that of all the elected officers within the Students' Union.

### **Executive Committee Regulations**

5.5.3 See the Terms of Reference at Appendix 4 of this Bye-Law.

5.5.4 The Executive Committee will automatically be chaired by the President of the Students' Union.

5.5.5 The Executive Committee will also elect a Vice Chair, open to any member of the Executive Committee and will chair meetings in the Presidents absence.

5.5.6 The Executive Committee will meet concurrently with Student Council and any time deemed necessary by the Committee.

5.5.6 Minutes of the Executive Committee, where appropriate will be submitted to Student Council.

### **Purpose of the Executive Committee**

5.5.8 The Executive Committee's purpose is determined by their Terms of Reference.

5.5.9 Items that must be discussed by the Executive Committee are:

5.5.9.1 Setting the cost of Associate Membership for the upcoming academic year;

5.5.9.2 Shaping the political direction and stances of The University of Northampton Students' Union;

5.5.9.3 Allocation of the Executive Budget for Campaigns and purchases determined a priority by the Executive Committee

### **General Regulations for Executive Committee Members**

5.5.10 Executive Committee Members are required to abide by the Constitution and Bye-laws of the Students' Union, and the Mission, Values, Policies, Regulations and Procedures adopted by Student Council and the Board of Trustees.

- 5.5.11 All Part Time Executive Officer committee positions will expire on 31<sup>st</sup> March, with new roles taking over on 1<sup>st</sup> April.
  - 5.5.11.1 The Post-Graduate Part Time Officer position will expire on 31<sup>st</sup> October, with the new role taking over on 1<sup>st</sup> November.
- 5.5.12 All Full Time Executive Officer committee positions will expire on 31<sup>st</sup> June, with the new role taking over on 1<sup>st</sup> July.
- 5.5.13 All Executive Committee elections must be administered and returned as a cross campus ballot, administered and returned by the Students' Union.

## 5.6. Sub-Committees and Forums

- 5.6.1 Any member of the Students' Union Executive Committee can form a Sub-Committee or Working group during the academic year.
- 5.6.2 The purpose of a Forum will be:
  - 5.6.2.1 To gain feedback from a chosen group of students with this being a recommendation to meet on a termly basis to work on a project associated to their role.
- 5.6.3 The purpose of a Sub-Committee will be:
  - 5.6.3.1 To represent a significant number of student groups which are not currently effectively represented.
- 5.6.4 A Part-time officer can ask for the support of a sabbatical officer to help facilitate these forums, but the responsibility falls upon the officer who formed the forum/sub-committee.
- 5.6.5 Officer responsibilities include the following:
  - 5.6.5.1 Ensuring people attend the meeting;
  - 5.6.5.2 Providing advertisement to be put on social media and the website ahead of the event to help attract people;
  - 5.6.5.3 Facilitating opportunities for people to debate possible solutions and discuss issues associated to their relevant discussion area.
  - 5.6.5.4 To hold a vote for a minute taker at the beginning of the meeting;
  - 5.6.5.5 To send to Student Council any minutes of meetings that have that have taken place.
- 5.6.6 These Forums will not have allocated seats at Student Council. It will be the responsibility of the Councillors within these meeting to provide feedback up to Student Council.
- 5.6.7 Funding will be available to these Forums at the discretion of the Executive Committee.
- 5.6.8 In the case that a Part time officer has been removed from post or the role is vacant in any given year, a person that represents that community can request to run a Forum. This may be done by submitting a proposal to the Chair of Student Council.



5.6.9 To form a new Sub-Committee:

- 5.6.9.1 A group of fifteen student groups need to be identified as having similar or common interests that are currently not being facilitated in either Society or Sports Committee;
- 5.6.9.2 A proposal form filled out and submitted to the Chair of Student Council;
- 5.6.9.3 A working group formed to establish the Bye-Laws of the new Sub-Committee.
- 5.6.9.4 Student Council vote, by simple majority, to accept the Bye-Laws of the new Sub-committee and vote to amend the Student Council Committee Bye-Laws (no.5) to reflect the new Sub-Committee.

Appendices Overleaf/...

## Appendices

### APPENDIX 1

Sports teams that need more than 15 members to be ratified

| Sport             | Required number of members | Justification for required number                     |
|-------------------|----------------------------|---|
| Rugby Union       | 22                         | To field a full squad plus a full bench               |
| Cheerleading      | 30                         | Based on Full cheer squad requirements under UK cheer |
| Rugby League      | 17                         | To field a full squad Plus Bench                      |
| American Football | 22                         | To form a full defensive line and offensive line      |

### APPENDIX 2

#### Apology Process for Societies

- 2a. If an apology is education related (Placement, lecture attendance, Field trip, academic conference, exam) or illness related then the chair can choose to accept and report to the Societies Committee meeting otherwise it is sent to Societies Development Committee;
- 2b. The decision should be communicated to the Society within 24 hours by the Chair of the Societies Committee;
- 2c. If the apology is not accepted then the club or society will be informed and given reasons why;
- 2d. If the Club or Society wishes to appeal the decision then it should do so in writing to the Chair of Student Council within 14 days of receiving the decision.
- 2e. All decisions relating to accepting or not accepting apologies should be reported to the next Sub-Committee Meeting.
- 2f. If the Apology is rejected then it will be counted as non- attendance.

### APPENDIX 3

#### Societies Sub-Committees

- 3a. The Societies Committee has the right to form and dissolve sub-committees as required.
- 3b. Only Societies Committee members may be elected as members of Societies Sub-Committee.
- 3c. There will be a Societies Development Committee that meets each month and makes decisions on behalf of Societies committee in the following areas:
  - 3ci. Society ratification (see 5.2.8).
  - 3cii. Make decisions on behalf of Societies Committee when referred.

### APPENDIX 4

#### Terms of Reference for Executive Committee

UNDER REVIEW

## 5. Committees Bye Law

Date of this revision: 28 September 2021

Date of next revision: 30 September 2021

| Revision date | Previous revision date | Summary of Changes  | Changes marked |
|---------------|------------------------|---|----------------|
| 05/07/2017    | March 2017             | Added Revision tracking Page  |                |
| 17/07/2017    | 05/07/2017             | Added section at 5.3.18 from BoT Approval 15/12/16.<br>Society Ratification. Amend numbering and add section 5.3.3  |                |
| 25 August 17  | 17/07/2017             | Adding in points<br>5.3.3–5.3.3.6 – sending apologies<br>5.3.15–5.3.21 – societies ratification<br>5.3.18–5.3.18.2 – Societies Development Committee  |                |
| 01/02/2018    | 25/08/2017             | Add at Education Committee additional Member representatives at 5.5.5<br>Post graduate representatives for each School, add part Time Student Representative at 5.5.6 and Distance Learning Student Representative at 5.5.6.<br><br>Add: New Media and Broadcasting Committee at 5.8  |                |
| 10/04/2018    | 01/02/2018             | Agreed at Board of Trustees 29/03/18<br>Add Executive Committee at 5.9. Add Appendices Page (requires clarification on Appendix 3)<br>Add Black and Minority Ethnic Officer role at 5.5.8 and amend numbering.<br>Add Black and Minority Ethnic Officer regulation regarding attendance and voting rights at 5.5.16.  |                |
| 06/11/18      | 10/04/18               | Removed reference to '4.6.2' from point 5.3.19 as it is irrelevant.<br><br>Removed reference to '4.6.2' from point 5.3.3.5 as it is irrelevant.<br><br>Added Appendix A: Officer Report Template<br><br>Added Appendix B: Athletics Union Terms of Reference<br><br>Added Appendix C: Societies Committee Terms of Reference<br><br>Added Appendix D: Volunteering and Social Enterprise Terms of Reference |                |

|                 |                 |   |  |
|-----------------|-----------------|---|--|
|                 |                 | <p>Added Appendix E: Education Committee Terms of Reference</p> <p>Added Appendix F: MSA Committee Terms of Reference – under review</p> <p>Added Appendix G: Media and Broadcasting Committee Terms of Reference – under review</p> <p>Added Appendix H: Executive Committee – under review</p>  |  |
| <b>06/12/18</b> | <b>06/11/18</b> | <p>As approved at Trustees 29/11/18</p> <p>Amend Mature Students Association to include new posts at 5.6.3.1 and relevant responsibilities at 5.6.3.3 to 5.6.3.9.</p>   |  |
| <b>11/01/19</b> | <b>06/12/18</b> | <p>Amend Mature Students Association section as follows:</p> <p>Remove points 5.6.3.11 and 5.6.3.12 as they are duplicates of points 5.6.3.7 and 5.6.3.8,</p>   |  |
| <b>30/01/20</b> | <b>11/01/19</b> | <p>As per Amendments as approved by Board of Trustees on 30/01/20.</p> <p>5.1 General Committee Regulations</p> <p>5.1.2 Remove this point to facilitate removal of Terms of Reference.</p> <p>5.2 Change title and includes changes to combine definition and ratification of both Sports and Societies rather than have them separate.</p> <p>Section regarding branding removed.</p> <p>Section regarding Volunteering and Social Enterprise Committee removed.</p> <p>5.3 Education Committee</p> <p>5.3.3 Increase in Number of Faculty Representatives and detail amended.</p> <p>5.3.4 and 5.3.5 Amended to new range of Sabbatical Officers, removing VP BME.</p> <p>5.3.8.4 Added – failure to attend 2 consecutive meetings results in VNC.</p> <p>5.3.12 Removed as it refers to VP BME which is no longer a valid post.</p> |  |

|                   |                   |   |  |
|-------------------|-------------------|---|--|
|                   |                   | <p>New 5.3.12 Added refers to VP Postgraduate Research and reporting.</p> <p>5.3.13 Added to ensure Faculty Advocates provide written reports on their progress.</p> <p>5.4 – Removes references to Volunteering and Social Enterprise, Mature Students, Moulton College and Media and Broadcasting Committees as these are no longer valid.</p> <p>New 5.4 Addition of Post Graduate (Research) Student Committee and relevant details.</p> <p>5.6 Section added on Sub-Committees and Forums. Removal of old Appendices and addition of new Appendices 1,2 and 3.</p> <p>Removed references to brand and branding guidelines.</p> <p>Change revision date to fit with Revision status of the Students' Union Constitution</p> |  |
| <b>28/09/2020</b> | <b>30/01/2020</b> | <p>Approved at Board of Trustees 24/09/2020</p> <p>Section on Ratification of Clubs and Societies to reflect change in Societies ratification minimum membership from 15 to 10 at s.5.2.9.</p> <p>Re-number the document accordingly.</p>   |  |

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**Owner**

| <b>Name</b> | <b>Email Address</b>             | <b>Title</b>             | <b>Date of Issue</b> | <b>Version</b> |
|-------------|----------------------------------|--------------------------|----------------------|----------------|
| K Macintyre | Kate.macintyre@northampton.ac.uk | Governance Administrator | 28/09/20             | 13             |