



BYE LAWS B

TERMS OF REFERENCE AND MEMBERSHIP OF STUDENT COUNCIL

1. The following Terms of Reference shall apply to ALL members of Student Council:
 - a) Shall play a full and active part in Student Council meetings by making reports; submitting motions and amendments; contributing to discussions; questioning and scrutinising the actions of Executive; and voting on motions which shall determine CUSU policies
 - b) Other duties determined by Student Council as appropriate to the title and role of the post on Student Council
 - c) Attend as members of Standing and other CUSU committees as ex officio, elected or instructed by Student Council
 - d) A Student Councillor who is absent without apologies from two entire Union meetings during their time of office (excluding meetings called with less than two weeks notice) will cease to be a Student Councillor
 - e) All Councillors shall follow the Student Council Code of Conduct below

Student Council 'Code of Conduct'

The Chair

- The Chair must be shown respect at all times
- Councillors must be silent when the Chair is speaking
- Councillors must abide by the process implemented by the Chair, including waiting for the Chair to signal to them before speaking

Councillors' behaviour:

- Councillors should be mindful of who they are representing
- Councillors must show mutual respect for each others' views
- Councillors should listen and attempt to empathise with each other
- Councillors must be patient by allowing others to finish speaking before speaking themselves
- Councillors should never boo, shout, jeer or patronise each other
- Councillors should treat each other as they wish to be treated
- Councillors should exercise restraint if they disagree with each other

Student Council meetings should contain:

- Factually accurate information
- Professional conduct (with particular regard to whispering, moving around the room whilst Council is in session and eating) to be regulated by the Chair
- Accessibility provisions to ensure that all Councillors can participate in all Council activities
- A positive regard for observers
- Accountability and credibility
- Debate between Councillors that serves the interests of the wider Council by seeking to inform the decision making process

Student Council meetings should not contain:

- Disrespect
- Personal discussion between Councillors
- Mobile phone calls
- Deliberate disruption of Council proceedings by Councillors, or observers
- Threats, blackmail or otherwise aggressive language
- Digression from the subject of the agenda item

The Chair will warn Councillors who break this code of conduct. Those who continue to break it will be excluded from the meeting.

2. Chair of Student Council shall:

- a) Prepare the agenda for and Chair all Student Council meetings, AGMs and UGMs in accordance with the schedule for the organisation of CUSU meetings
- b) Attend as observer at Executive meetings
- c) Not hold any other elected position on the Executive or as a Portfolio Officer on Student Council
- d) Ensure that all members, particularly non-Executive members, are able to participate fully in Council meetings
- e) Ensure that Student Council is informed by Executive members of CUSU business, the implementation of policy and that Student Council may question Executive members
- f) Report any breaches of the Constitution, regulations or policy by the Executive to Student Council and, where necessary, to the Board of Trustees

3. Elections

The Ordinary Membership of CUSU shall elect by secret ballot in accordance with the Election regulations, Bye Laws D:

a) Executive

- Vice President Communications and Engagement
- Vice President Democracy and Finance
- Vice President Representation
- Vice President Student Activities
- An Executive Officer for each School and Faculty of the University to be known as Faculty Chair or School Chair

b) Student Council where secret ballot shall be in accordance with the CUSU Election Regulations:

Position	Method of Election
All Executive members	Ex Officio
Campaigns Officer	secret ballot
Campus Officer	secret ballot
International Officer	secret ballot
NUS Officer	secret ballot
Social Experience Officer	secret ballot
BME Councillor	secret ballot
Disabled Students' Councillor	secret ballot
Environmental and Ethical Councillor	secret ballot
LGBT+ Councillor	secret ballot
Mature Students' Councillor	secret ballot
Part Time Students' Councillor	secret ballot
Postgraduate Students' Councillor	secret ballot
Students with Caring Responsibilities Councillor	secret ballot
Women's Councillor	secret ballot
5 Student Councillors	secret ballot
Faculty Councillors (20)	Elected as Faculty members by Course Reps
Halls Councillors (14)	Elected from Halls Reps for each Hall
Multi-Faith Councillors (2)	Elected from and by the Multi-Faith Officials
RAG Councillors (2)	Elected from amongst RAG Society
Societies Councillors (4)	Elected by all Society Officials
Source Newspaper Councillor (1)	Elected by Source Newspaper contributors

Source Radio Councillor (1)

Elected by Source
Radio members

Source TV Councillor (1)

Elected by Source TV
members

Sports Clubs Councillors (4)

Elected by all Sports
Club Officials

Student Volunteer Councillors (2)

Elected from
amongst
Volunteering and
Employability
volunteers