

Union Council

Terms of Reference

Chair:

The Chair of the Council will operate on a rotating basis between the members of the Union Council

Membership:

- The Executive Committee
- Campus Liaison Officers
- The Chairs of the Councils

For the removal of committee members, please see the Beds SU Bylaws (11.3).

In attendance:

- Appropriate union staff may also attend with speaking rights only to support the administration of the Council and to act as an advisor.

Purpose:

Union Council meetings will act as a forum for the membership defined above, to come together to represent the voice of students, identify key needs and wants of the student body that they represent, make, repeal and amend the Bylaws jointly with the Trustees on matters of the management of the Union and its working practice (in accordance with the Memorandum and Articles of Association) and receive a quarterly report from the Trustees.

Meeting arrangements:

The meeting will only be open to members specified in the membership.

The Union Council will meet a minimum of once per term.

No business shall take place at the Council unless 50% plus one of all active associations are represented.

The Union Council will rotate the campus upon which they meet and offer the provision for online collaboration.

The meeting will have the following standard agenda items:

- Apologies for absence;
- Accepting the agenda/declarations of interest;
- Minutes from the previous meeting;
- Matters arising not covered elsewhere on the agenda;
- Officer Trustee reports and questions;
- Reports from the Council Chairs;
- Any Other Business;
- Date and time of next meeting.

Voting:

All votes shall require a simple majority vote.

Only the membership shall have voting rights.

Reporting to:

The Board of Trustees

Main duties:

1. To oversee all representational aspects of Beds SU members at the University of Bedfordshire.
2. To receive operational and strategic reports from the Officer Trustees.
3. To make sure that all Beds SU activities encourage and promote the principle of inclusiveness to all Beds SU members.

4. To encourage students to take part in student-led campaigns.
5. **To uphold and promote Beds SU's** Equally Opportunities policy at all times.
6. To make sure that the views and opinions of each Union Council member are valued and treated with respect to ensure fair representation.
7. To abide by the democratic principles and structure of the Union.

Changes to this document:

Changes to this document may be carried out by a two thirds majority vote at an Annual **Members' Meeting** or via a referendum. Rules and procedures relating to Annual Members' Meeting can be found in **Part Fifteen: Annual Members' Meeting** of the Beds SU Bylaws, and those relating to referenda can be found in **Part Twelve: Referenda**.

Any changes will be subject to ratification by the Board of Trustees.