

BHASVIC

BHASVIC STUDENT UNION CONSTITUTION

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BHASVIC

BHASVIC STUDENT UNION CONSTITUTION

This constitution shall take effect from July 2015 and invalidates all former constitutions of this union. The constitution shall be subject to review by the Student Union and the College Corporation every five years, in accordance with the Education Act 1994.

The College Corporation recognises Brighton, Hove and Sussex Sixth Form College Student Union as a democratically run organisation, committed to serving and representing the students of the college. The Corporation will endeavour to ensure that the activities of the Student Union do not contravene the College's equal opportunities policy nor bring the College into disrepute.

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BHASVIC

The Constitution of the Brighton, Hove and Sussex Sixth Form College Student Union

1. Aims and Principles

1.1. Name

The Name shall be the Brighton, Hove and Sussex Sixth Form College (BHASVIC) Student Union, hereafter referred to as "The Student Union".

1.2. Democracy

The Student Union shall conduct business in a democratic way in order to give a true representation of the views of the students. The Student Union will encourage participation, communication and empowerment of members in order to be an effective and legitimate voice of student opinion to College staff, local, regional, and national affiliations, the Corporation, the media, and other relevant groups.

1.3. Education

The Student Union shall provide a source of information and advice for members and shall promote awareness and understanding of The Student Union business and issues affecting students in order that students may make informed and educated decisions. The Student Union will also uphold the value of education and will campaign for accessibility and effective learning, and will provide political education through participation in the Student Union.

1.4. Equality

The Student Union will promote equality and respect within the College and The Student Union business regardless of race, gender, sexual orientation, national or ethnic origin, political or religious beliefs, marital status, age, disability, socio-economic background, medical conditions, or any other discrimination which cannot be justified by Union policy.

1.5. Unity

The fundamental belief that underpins the Student Union is that 'Unity is Strength' and that the collective is more effective than the individual. The Student Union will therefore encourage students to join. The Student Union will emphasize responsibility, co-operation, and solidarity in union business, and wherever possible act on a student consensus.

1.6. Independence

Communication and cooperation with the College and senior staff and Corporation is a practical necessity and an effective course of action, and is therefore encouraged. However the independent nature of The Student Union should never be compromised and all decisions are to be autonomous. Therefore funding and other support, including the Student Union Coordinator, should be accepted on the conditions of democracy, education, equality and unity, as mentioned above. Therefore the allocation of funding must always be unconditional, although it is recognised that in their role as Treasurer, the Student Union Coordinator has a veto on expenditure (to ensure that money is spent appropriately). See also 6.10

1.7. Sustainability

The Executive recognizes that its actions may directly or indirectly affect the wider community and the environment. The Student Union will consider these implications and conduct its activities in a manner that promotes social justice and environmental sustainability.

1.8. Welfare

The Student Union will endeavour to protect the rights and ensure the wellbeing of all students at the College and will provide relevant information and support on issues regarding student welfare.

2. Membership

- 2.1. All students enrolled at BHASVIC will be made aware of and will be members of The Student Union, unless they exercise the right not to be so. In exercising this right, by notifying The Student Union President in writing, such students would continue to have access to services provided by The Student Union. The Student Union President will keep a list of those students exercising this right.
- 2.2. All members of The Student Union must abide by the constitution of The Student Union.
- 2.3. The rights of The Student Union members shall include the following:
 - 2.3.1. The right to exercise freedom of speech at Student Council meetings and Union functions.
 - 2.3.2. The right to access all The Student Union documents including the constitution, financial reports, motions passed and minutes of meetings at minimal practicable cost and minimal practicable delay.
 - 2.3.3. The right to request invitation to Executive meetings for viewing purposes and to voice concerns.
 - 2.3.4. The right to attend all Student Council Meetings and vote in Referenda.
 - 2.3.5. The right to stand as a Tutor Group Representative candidate, allowing a vote at Student Council meetings if elected as the Tutor Group's Representative.
 - 2.3.6. The right to hold a Union membership card (or equivalent) and access other Union facilities and services.
 - 2.3.7. The right to run for an Executive Seat.

3. Student Council Meetings

- 3.1. Meetings can be attended by all members of the Student Union, staff, and any other relevant parties. Attendance should be encouraged.
- 3.2. Attendance is compulsory for the Executive. Where there are justifiable reasons for non-attendance, apologies should be given to the Executive via the Secretary.
- 3.3. Attendance is compulsory for Tutor Group Representatives. Where there are justifiable reasons for non-attendance, apologies should be given to the Executive via the Secretary and to the Tutor Representative's Personal Tutor and other representative (where relevant)
 - 3.3.1. Elections for Tutor Group Representatives will take place within each tutor group at the beginning of the each academic year. Each Tutor Group can have a maximum of two student representatives

- 3.3.2. Re-election of the Tutor Group Representatives would normally be considered if they fail to attend two consecutive meetings without due cause. In such cases the Executive will advise the Tutor group on appropriate steps to replace their Representative through another ballot or co-option if appropriate.
- 3.4. Meetings are to be held once a half-term mitigating any unforeseen circumstances or overriding Union business, to be agreed at the Executive meeting.
- 3.5. Any Union member present has the right to speak and submit a motion. The motion must be seconded by at least one other Non-Executive Union member.
- 3.6. All Tutor Group Representatives attending have the right to vote on motions.
- 3.7. Once seconded, a motion must be passed by a simple majority of all Tutor Group Representatives present and Executive members present at the meeting.
- 3.8. If the motion is passed, it must become a policy of the Student Union Executive:
 - 3.8.1. This can be overturned by a 2/3 majority from the Executive, to act as a check on the Student Council
- 3.9. The meeting should be quorate where there is a minimum of 20 of the Student Council's full time membership and 50% of the SU Executive attending. No motions may be carried unless quorate.
- 3.10. Minutes will be taken for every meeting and approved at the subsequent meeting, or Executive meeting. Minutes will be available to all Union members on request, and be sent to all Tutor Group Representatives.
- 3.11. The Student Union Coordinator is Chair of the Student Council Meeting, but does not have the right to make a final decision on a matter.
- 3.12. Each Student Council Meeting shall be run according to the Rule Book (see appendix).
- 3.13. SMT will be invited to attend all Student Council Meetings

4. The Executive

'The role of The Executive is to support, represent and entertain the Members of the Student Union.'

- 4.1. Each position of the Executive shall be elected according to section 5 of the constitution.
- 4.2. Each member of the Executive shall serve a term of office of one year.
- 4.3. Any Executive member who is temporarily unable to fulfil their role should delegate responsibilities to another member of the Executive, preferably with prior warning.
- 4.4. Each position on the Executive has the right to vote in Executive meetings.
- 4.5. The decisions of the Executive meetings shall be carried out by the elected student Executive.
- 4.6. The Executives shall also deal with the general business of the Student Union according to this constitution.
- 4.7. The two Student Presidents will relay any grievances or issues from the Executive or any individual Union member to the College's Senior Management Team and the College's Governing Body.

- 4.8. The Student Union Coordinator is invited to attend Executive meetings but can be refused entry and requested to leave, before, during or at any point of the Executive meetings. However, any decisions involving the Student Union finances must involve the Student Union Coordinator as Treasurer.
- 4.9. The Executives shall convene an Executive meeting at least once a fortnight, or at the discretion of an Executive majority.
- 4.10. The quorum of an SU Executive meeting shall be a minimum of 50% of its members. No motions can be carried if not quorate.
- 4.11. The Executive may invite others, including the Principal or his representatives or any related party to such meetings. This shall be at the discretion of the Executive.
- 4.12. Executive meetings shall where possible make decisions according to a general consensus of opinion. However, if consensus cannot be reached then the matter shall be decided by a vote, where one vote is available per person. A majority is required for the proposal to be passed.
 - 4.12.1. If the vote is tied then the Presidents must make the decision on the issue being discussed. If the Presidents cannot decide, the Executive shall consult the student body by appropriate means and a date agreed for another vote.
- 4.13. All Executive members must declare any interests in the subject under discussion. Such interests must be minuted.
- 4.14. The positions of the Executive body are as follows. These roles may be combined or shared in any given year, depending on the prior experience of the Executive

4.14.1. President(s)

Presidents shall act as spokespersons for the students to local, regional and national media. The President(s) will attend all Student Council and Executive Meetings, mitigating unforeseen circumstances. The President(s) will regularly review all activities and decisions of the Student Union to ensure that they are compatible with the constitution and all Union policy. The President(s) will act as Chair of the Executive Meetings.

4.14.2. Governors

Student Union Executive Officers are also Governors on the College Governing Body. The Governors are not obliged to directly represent any Union Member or the views of the Executive. All concerns of Executive members will be voiced to the Governors who can then choose to address the issue with the College's Senior Management Team or with the Governing Board. Student Union Governors may be required to attend different Committees and sub-Committees of the Governing Body.

4.14.3. Student Union Coordinator

The Student Union Coordinator shall be a member of the College's staff who is appointed by the Principal, and who shall be co-opted onto the Executive. The Student Union Coordinator shall act as an advisor to other members. The Student Union Coordinator cannot vote in The Student Union affairs and has a purely advisory and communication role between College staff and students. The Student Union Coordinator shall also act as Treasurer, and be responsible for the security, depositing and withdrawal of money belonging to The Student Union. The Student Union Coordinator, in his/her role as Treasurer, will keep a record of money received and money spent. See also 6.10. Student Union Coordinator(s) is responsible for communicating the policies of the Executive to Union members. This will

involve supervising the Student Council Meetings. This person should also be the first link to the Executive for any Union Members. The Student Union Coordinator can be called to chair the Executive meetings where the president is absent.

4.14.4. The Secretary

The Secretary shall take minutes of Executive and Student Council Meetings. Any Executive member, who wishes to add to the proposed schedule of a meeting, must contact the Secretary. The Secretary will also produce the agenda for Executive meetings.

4.14.5. Charities Officer(s)

Charity Officer(s) will co-ordinate the raising and distribution of The Student Union's charity donations. Charity Officer(s) will be responsible for the collection of information about, and the communication with, relevant charities. Charity Officer(s) may also help raise funds for The Student Union. The financial dealings must be reported to the 'Treasurer' regarding any and all financial transactions.

4.14.6. Entertainment Officers

Entertainment Officers shall be responsible for coordinating the organisation of student social events. They should consider the practicality and the financial implications of all social events they organise, take part in, or agree to promote, in any fashion or form. The Treasurer must be consulted on all issues regarding pricing, availability, charges and additional costs, before the event is authorised as a motion by the Executive.

4.14.7. Communications Officers

The Communications Officers are responsible for promoting and publicising relevant information to students. This shall include publicising information from the Environment, Entertainment, and Welfare Officers, and maintaining the Student Union notice board. They shall assist the Student Union Coordinator in publicising their concerns. It shall also include publicity, within College, of national or regional events related to relevant issues. The Officers shall co-ordinate any student participation in these events. Communications Officer(s) shall also be responsible for advertising Student Union Events.

4.14.8. Environment Officer (s)

Environment Officer(s) shall work towards a pleasant environment for students to work and socialise within. The Officer shall also promote wider "green" issues, both inside and outside the College. They must oversee recycling programmes within the College. They are also required to regularly attend 'Green Team' or relevant environmental groups within the College and local community where deemed necessary, to liaise with them and report back to the meetings.

4.14.9. Equality & Welfare Officer (s)

Equality & Welfare Officer(s) shall be responsible for the promotion and maintenance of the well-being of BHASVIC students and will work to prevent unfair discrimination of any kind. They will take an active role in relevant campaigns and awareness-raising activities in the College. The Officer(s) shall act as a contact for students who require information or advice regarding equal opportunities or student issues. In addition the Officer(s) can act as a representative to staff in individual conflicts. Relevant issues are those which marginalise people because of who they are as an individual. This includes (but is not limited to) issues of race and ethnicity, gender, sexual equality, physical and mental health, and religious

affiliation. The Equality & welfare Officer will liaise with the College community to ensure that all individuals are treated fairly, with dignity and respect.

4.14.10. Enrichment Officer (s)

Enrichment Officer(s) will be concerned with organizing any Student Union Events that may take place in the time allocated by the College for "Enrichment Activities". This will involve: updating the Enrichment charter and ensuring all clubs and societies adhere to these guidelines; booking venues for activities and collecting half termly 'report on activities' from each club/society leader.

5. Elections

- 5.1. Elections for Executive Members will take place in spring of each year. The election is organized by the retiring Executive, who will decide on the appropriate number of Executive positions for the following year. Any student who is expecting to complete at least one further full academic year at BHASVIC can run for the election, unless they have previously served on the Executive for a full year. **After the elections have been completed**, interviews are conducted by the retiring Executive and posts are allocated.
- 5.2. The election shall be announced at least fifteen college days before the election.
- 5.3. Each candidate must be a member of the Student Union as defined in section 2 of this constitution.
- 5.4. Each candidate shall be requested to attend a formal and open Hustings and, there, to provide an election speech. This shall be held in the month prior to the election. Any candidate not wishing to attend the Hustings will be required to provide a written manifesto.
- 5.5. The 15 Candidates with the most votes shall be elected as the New Student Union Executive.
- 5.6. All votes shall be placed through a secret ballot.
- 5.7. Voting shall take place over one College day. Each voter will be required to prove their identity by showing their BHASVIC ID card (or other form of ID acceptable to the Executive)., to be eligible to vote The Student Union Coordinator shall keep a record of who has voted.
 - 5.7.1. Each student shall get two votes on one ballot sheet. The votes cannot be both given to the same candidate and both votes do not have to be used.
- 5.8. Four retiring officers, who will count and recount the votes, shall be nominated by the Executive prior to the election.
- 5.9. The count shall be open to scrutiny by any interested member. Details must be available of the election results and management. A recount may be requested if candidates are within 5% of each other. Above 5%, sufficient and reasonable evidence must be submitted to the existing or retiring Executive who will decide whether there is sufficient cause for a recount, re-election of an individual or entire election in the cause of gross misconduct or corruption. Such a request should be made with one week of the results being announced.
- 5.10. The Election results shall be announced to the student body as soon as possible.
- 5.11. The election will be supervised by the Student Union Coordinator or his/her representative to ensure that it is carried out in a fair and just manner. Results will be reported to the remainder of the Executive.

- 5.12. Candidates may be awarded a small support of printing credit and/or stationary materials, to help them campaign. These resources must be used for the campaign. This amount should not exceed £2.50 each and a receipt for costs should be presented to the Executive.
- 5.13. Any candidates found to have intimidated and/or in any form look to have purposely sabotaged another candidate's campaign, including the graffiti of posters, use of name or image of another candidate without their permission or in an offensive way, may be expelled from the campaign and be banned from holding an Executive position. Ruling on these matters will be dealt with by the Executive.
- 5.14. Failure to strictly adhere and follow all of the above election rules in both letter and ethos may result in expulsion from the campaign or position on the Executive. This shall be decided by the retiring Executive.
- 5.15. If there are errors in the administration of the election, these shall be discussed by the Executive as soon as possible and appropriate responses agreed. If the errors are particularly serious, the election may have to be re-run. However, in most cases a reasonable solution should be agreed and implemented, and explained at the next Student Council meeting.

6. Finance

- 6.1. The matters regarding the financing of The Student Union are the responsibility of the Student Union Coordinator as Treasurer. The College's Finance Office shall advise the Treasurer on the most appropriate methods of recording and controlling finance.
- 6.2. The Treasurer will record all financial transactions, keep accurate and complete records, and may be called upon to report in detail at any Student Council and Executive Meeting.
- 6.3. The Treasurer may at all times be called upon to report in detail on The Student Union's financial standing.
- 6.4. Petty cash shall only be held for specific events and shall not exceed £200. Excess amounts shall be deposited immediately in the College Finance Office at the conclusion of the event.
- 6.5. The Student Union's funds are held by the College. No cheques or money can be issued without the prior authority of the Executive, determined by a majority vote in favour of the expenditure. Written authority is then required by the Student Union Coordinator.
- 6.6. Money held by The Student Union is held in trust by the Executive with the College for the benefit of the Student Union and its members. The Executive and Treasurer are responsible for that money.
- 6.7. The Student Union will receive a budget from the College at the start of each academic year. Any money remaining at the end of the year is returned to the College and is likely to be carried forward to the next academic year and the incoming Student Union.
- 6.8. Any expenditure the Student Union intends to incur which is not a recognised administration cost must be the voted policy of Executive (see appendix).
- 6.9. The Student Union funds and accounts are registered as an individual budget within the overall College budget. The College budget is subject to annual audit by the College's appointed external auditors, as part of the College's audit programme. Therefore, accounting and monitoring of the Student Union budget and accounts by the Treasurer must adhere to the requirements of the College's Finance Department.
- 6.10. The Treasurer is required to agree to and reserves the right of veto on any financial transaction.

7. Charity Donations

- 7.1. The Student Union may organise specific charity events and the net profit from such events will be held in a Charity Fund.
- 7.2. The Charity Fund can be used to make donations to individuals, organisations and charities as agreed by the Executive.
- 7.3. These individuals, organisations and charities will be suggested by the Executive but selected by the student body through consultation or voting. The appropriate means of achieving this will be decided by the Executive.
- 7.4. The Charity Officer may prioritise distributions, but may not exclude any donation agreed by the Executive.
- 7.5. Section 7.3 may be temporarily overturned by a 2/3 majority of the Executive.
- 7.6. Under no circumstances will donations be made to anyone involved in actions, or that is associated with anything that is against the Student Union's aims and principles as set out in section 1.

8. Motions of Affiliation

- 8.1. Affiliation is against Union principles and policy, and can therefore not be undertaken with any party, group or business.
- 8.2. However affiliation with and only with BHASVIC is acceptable and adheres to Union policy. Close communication and cooperation should be encouraged with the College as it is beneficial and essential for both parties.

9. Motions of "No Confidence", Expulsions and Resignations

- 9.1. If the Executive as a whole or if individual members of the Executives are considered to be failing in their responsibilities then they may be removed from office by the passing of a motion of "No Confidence".
- 9.2. A motion of "No Confidence" must be placed before an Executive meeting and the subsequent Student Council Meeting as a standard motion, which must be passed in the Student Council in public.
- 9.3. Such a motion requires a two-thirds majority to be passed, by Executive and Union members present.
- 9.4. The attendance requirements of members are as follows.
 - 9.4.1. Any Executive member who misses over half of meetings, both General and Executive, without due cause, will be liable for removal from post. Informal warnings may be given. Depending on the response, the Executive shall decide when or if to move a motion of "no confidence" This will be reviewed every academic half term.
 - 9.4.2. Any Executive member who misses three consecutive meetings without due cause will be liable for removal from post. Informal warnings may be given. Depending on the response the Executive shall decide when or if to move a motion of "no confidence"
 - 9.4.3. With regard to Tutor Group Representative, see 3.3.1 and 3.3.2.

- 9.5. In the event of a vacancy on the Executive as a result of a motion of no confidence, expulsion, resignation, or other reason the post will be offered to the candidate who achieved the next highest number of votes in the election. If they decline the post, it will be offered to the next candidate in the list, and so on
- 9.6. Should one half of a job share become vacant due to an expulsion, resignation or other reason, then the entire job shall be offered to the remaining Executive member in that position. If that person declines this offer, then the post will be offered to the candidate who achieved the next highest number of votes in the election. If they decline the post, it will be offered to the next candidate in the list, and so on
- 9.7. Any expelled member is banned from running for any position in future elections. However, those who resign may become candidates in future elections.
- 9.8. Executive members must retire from their role at the end of their year in office and may not stand for re-election.
- 9.9.

10.Complaints

- 10.1. Complaints about ways in which The Student Union conducts its business may be given in writing to any member of the Executive for discussion at the next Executive or Student Council Meeting
- 10.2. Any Union member may raise complaints in the Executive meetings and then in the subsequent Student Council Meeting, under any other business.
- 10.3. In the event of a complaint, it is the responsibility of the President(s) to ensure that the issue has been dealt with properly, in sufficient depth and fairly and that there has been an effective remedy, which may include expulsion. The process of investigation and resolution may involve the Student Union Coordinator and other Senior Staff
- 10.4. In the occasion of a complaint directed at the Chairperson, the other President (if in existence) shall assume the Chair responsibilities.
- 10.5. In the event that the entire Executive is under scrutiny, the Student Union Coordinator shall assume the responsibility of the Chair.

11.Constitutional Amendments

- 11.1. Any form of amendment to the constitution of The Student Union must be placed before an Executive or Student Council Meeting as a standard motion.
- 11.2. Such a motion requires at least a two-thirds majority in favour of the SU Executive to be passed.
- 11.3. The constitution cannot be altered by way of an emergency motion of any kind.
- 11.4. Any amendment to the constitution of The Student Union must be ratified by the College Governing Body before it is implemented.
- 11.5. The Constitution shall be reviewed by The Student Union, the Senior Management Team and the Principal at least once every five years.

Appendix

The Rule Book

Procedures of Student Council and Executive Meetings

- 1.1. The Chair of Student Council Meetings shall be the Student Union Coordinator or one of the Presidents if that person is unavailable. The Chair of the Executive meetings shall be one of the Presidents.
 - 1.2. Business may only be conducted if a meeting is quorate (see Clause 3.9 of Constitution).
 - 1.3. The business of the meeting shall be administered and regulated by the Chair in order to maintain order and respect throughout.
 - 1.4. Each motion or item of business shall be read to the meeting by the Chair before any discussion begins.
 - 1.5. Any member who wishes to speak shall raise their hand.
 - 1.6. Each speaker in discussion shall be encouraged by the Chair to be direct and concise and to speak for only the necessary amount of time.
 - 1.7. Those members who have not spoken on an issue shall take priority over those who have.
 - 1.8. The chair should encourage wider participation of all present, ensuring as many wishing to speak have time to do so.
 - 1.9. In the event of conflict regarding procedure or behaviour during meetings, the ruling of the Chair shall be followed.
 - 1.10. The Chair holds at his/her absolute discretion powers of eviction on matters of unruly or offensive behaviour.
2. Student Council - agenda and items for discussion
- 2.1 Most of the business of the Student Council is of an informal nature. Most of the items on the agenda are for information, to gauge the views of the student body, or to inform the College Senior Management Team of issues of interest to the student body. Voting may take place by a show of hands to gauge the strength of opinion of the Student Council. The actions of the Executive and College Senior Management Team may therefore be influenced by the views expressed at the meeting.
 - 2.2 Occasionally the Student Council may take a more formal approach, whereby a motion is proposed. The rules for managing motions are set out in sections 2 to 6 below.
 - 2.3 At least two weeks before the Student Council meeting, the Executive will agree a draft agenda (if necessary by majority vote).
 - 2.4 At least one week prior to the meeting the Secretary will circulate the proposed agenda to Tutors and to Tutor group representatives. Tutor group representatives are expected to discuss the agenda with their own Tutor groups to inform their input to the meeting. Representatives will also be invited to submit agenda items to the Secretary to be added to the agenda as "any other business". The Executive can decide (if necessary by majority vote) not to accept items as "any other business", but in such cases they should offer an explanation at the Student Council meeting.

- 2.5 The Chair, with advice from the Executive and Union members, may prioritise issues, if it is felt that there is not enough time to discuss all of the issues.
- 2.6 Any business on the agenda which there is not time to discuss shall take automatic priority at the following meeting unless the meeting decides otherwise.

2. Motions

- 2.1. Any student of BHASVIC may submit a policy motion (i.e. involving a change in The Student Union's policy) to be debated and voted upon by the meeting.
- 2.2. All motions must be seconded by another member of the Executive unless the constitution specifies otherwise.
- 2.3. All motions must accord with the constitution, and any which is not must be ruled 'out of order' by the Executive.
- 2.4. In the event of agreement over the basic nature of a motion, but a disagreement over the details or the wording, then an amendment to that motion may be proposed to change the specific area.
- 2.5. An amendment to a motion requires the same majority required for the motion itself to be passed. The motion will then be debated and amended or not.
- 2.6. Amendments to motions shall be submitted to the chair at least three College days before the meeting where possible.
- 2.7. Amendments to motions may be proposed during the meeting, and shall be discussed in the usual way.

3. Policy motions

- 3.1. In order to ensure that the Executive acts according to the will of the meeting, as a legitimate voice of The Student Union, the Executive and Student Council Meetings shall decide on the policy it adopts.
- 3.2. Any policy motion requires a simple majority of Tutor Group Representatives and of the Executive in the meeting to become the policy of The Student Union.
- 3.3. Each policy motion should outline the reasons for, and the nature of, any instructions to the Executive.

4. Emergency motions

- 4.1. In the event of an issue becoming important for discussion after the submission deadline, an emergency motion may be presented to a Student Council Meeting.
- 4.2. Such a motion must be submitted to the Chair before the Student Council meeting, and as early as possible.
- 4.3. All emergency motions shall be displayed on The Student Union notice board in order that students may examine the issues before the meeting, if possible.
- 4.4. The motion requires a simple majority of Union members and two thirds majority of the Executive to be passed and shall be presented and discussed in the standard way.

5. Motions of Interpretation and Clarification

- 5.1. In the event of an ambiguity in the meaning of policy or the constitution, a motion of interpretation may be presented to an Executive Student Council Meeting.
- 5.2. A motion of interpretation motion shall include a specification of how the relevant policy or part of the constitution should be understood which, if passed, will be added for future reference to prevent confusion or misinterpretation.
- 5.3. Such a motion requires a two-thirds majority of the Student Council Meeting to be passed with regards to the constitution, or a simple majority with two thirds majority of Executive with regards to policy.
- 5.4. In the event of ambiguity in the meaning or usage of specific words or phrases within policy or the constitution, a clarification motion may be presented to an Executive or Student Council Meeting.
- 5.5. A motion of clarification shall include a definition of the specific word or phrase which, if passed, will be added to the relevant part of policy or the constitution.
- 5.6. Such a motion requires a two-thirds majority of the Executive to be passed with regard to the constitution or a simple majority with regard to policy.

6. Procedural Motions

- 6.1. Any Union member may change the standard procedure of the meeting through the passing of a procedural motion.
- 6.2. Such a motion may be moved at any convenient time during the meeting and requires only a verbal explanation.
- 6.3. A procedural motion requires a simple majority of The Student Union members present and two thirds majority of Executive to be passed.
- 6.4. Procedural motions may be moved on the following grounds:
 - 6.4.1. That the Chair stands down and that another Executive member takes the chair (for a specified length of time).
 - 6.4.2. To make a point of information or a point of order (no seconder required).
 - 6.4.3. That the meeting be adjourned.
 - 6.4.4. That the meeting proceeds to the next business.
 - 6.4.5. That the agenda item now be concluded.
 - 6.4.6. That the agenda item now be adjourned.
 - 6.4.7. That business on the agenda is re-ordered.
 - 6.4.8. That an item be referred to the Executive.
 - 6.4.9. That the discussion be extended.
 - 6.4.10. That the speaker keeps to the point (no seconder required).
 - 6.4.11. That the motion be amended.

7. Administration costs.

The following shall be regarded as legitimate administration costs:

- 7.1. Stationary where the total spent over a year is less than £200.
- 7.2. Photocopying where the total spent over a year is less than £200.
- 7.3. Travel expenses to Conferences and other relevant locations where the total spent is less than the petty cash limit.
- 7.4. Items that seek to provide direct benefits for the Student body, bought on the direct expression of policy set by Executive.