

BHASVIC

THE CONSTITUTION OF THE STUDENT UNION

Last Updated: May 2026

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

May 2026

This constitution shall take effect from May 2026 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 Union do not contravene the College's equal opportunities policy nor bring the College into disrepute.

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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 Union".

1.2. Democracy

The Union shall conduct business in a democratic way in order to give a true representation of the views of the students. The 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 Union shall provide a source of information and advice for members and shall promote awareness and understanding of Union business and issues affecting students in order that students may make informed and educated decisions. The 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 Union.

1.4. Equality, Diversity & Inclusivity

The Union will promote equality and respect within the College and 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. 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 Union should never be compromised and all decisions are to be autonomous. Therefore, funding and other support, including the Student Union Manager, should be accepted on the conditions mentioned above. Therefore, the allocation of funding must always be unconditional, although it is recognised that in their role as Treasurer, the Student Union Manager has a veto on expenditure (to ensure that money is spent appropriately). See also 6.10

1.6. Welfare

The Union will protect the rights and wellbeing of students and will work with other college services (eg. Student Services) to signpost towards important information regarding finance, housing, legal status, and any other areas regarding students' welfare.

2. Membership

2.1. All students enrolled at BHASVIC will be made aware of and will be members of the Union, unless they exercise the right not to be so. In exercising this right, by notifying the Union President in writing, such students would continue to have access to services provided by the Union. The Union President(s) will keep a list of those students exercising this right.

2.2. All members of the Union must abide by the constitution of the Union.

2.3. The rights of Union members shall include the following:

- 2.3.1. The right to exercise freedom of speech at Forum meetings and Union functions, providing this does not break other college policies, for example on EDI, Safeguarding, or the Student Code of Conduct & College Contract.
- 2.3.2. The right to request access all 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 Forum meetings and vote in referenda.
- 2.3.5. The right to run for an Executive Seat.

3. Forum Meetings

- 3.1. Meetings can be attended by all members of the 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 strongly encouraged for Ambassadors ('Ambassadors' can encompass Tutor Group Ambassadors/Representatives or BHASVIC Ambassadors recruited outside of Tutorial).
- 3.4. The opportunity to stand as an Ambassador/Representative will be offered to first-year groups at the beginning of each academic year. Each Tutor Group can have as many Ambassadors as it wishes. Students can request to become Ambassadors/Representatives at any point during the academic year.
- 3.5. Meetings are to be held once a half-term mitigating any unforeseen circumstances or overriding Union business, to be agreed at the Executive meeting.
- 3.6. Any Union member present has the right to speak and submit an item of the agenda.
- 3.7. 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 Groups and Ambassadors.
- 3.8. The Student Liaison Governor is Chair of the Forum but does not have the right to make a final decision on a matter.
- 3.9. Each Forum shall be run according to the Rule Book (see appendix).
- 3.10. SLT will be invited to attend all Forum.

4. The Executive

'The role of The Executive is to support, represent and entertain the Members of the 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 Union according to this constitution.
- 4.7. The two Student Governors 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 Manager is invited to attend Executive meetings in an advisory role but can be requested to leave, before, during or at any point of the Executive meetings.
- 4.9. This step should be taken in exceptional circumstances only and a clear reason given. To ensure appropriate oversight of the SU as an organisation with public affiliation to BHASVIC, minutes should continue to be taken and made available as quickly as possible to the SU Manager, or other members of SLT.
- 4.10. The Executives shall convene an Executive meeting at least once a fortnight, or at the discretion of an Executive majority.
- 4.11. The quorum of an Executive meeting shall be 9 members of the Executive. No motions can be carried if not quorate.
- 4.12. The Executive may invite others, including the Principal or their representatives or any related party to such meetings. This shall be at the discretion of the Executive.
- 4.13. 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.
- 4.13.1. If the vote is tied then the President(s) must make the decision on the issue being discussed. If the President(s) cannot decide, the Executive shall consult the student body by appropriate means and a date agreed for another vote.
- 4.14. All Executive members must declare any interests in the subject under discussion. Such interests must be minuted.
- 4.15. 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

4.15.1. President(s)

Presidents shall act as spokespersons for the students to local, regional and national media. The President(s) will attend all Student Forum and Executive Meetings, mitigating unforeseen circumstances. The President(s) will regularly review all activities and decisions of the 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.

4.15.2. Governors

There shall be two Student Union Governors: the Student Liaison Governor and the Staff Link Governor. The Governors shall represent the Student Union on the College Governing Body, attend relevant Committees and sub-Committees where required, and communicate concerns raised by the Executive to the College Senior Management Team or Governing Board where appropriate. The Governors are not obliged to directly represent the views of individual Union members or the Executive.

4.15.3. Student Union Manager

The Student Union Manager 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 Manager shall act as an advisor to other members. The Student Union Manager cannot vote in the Union affairs and has a purely advisory and communication role between College staff and students. The Student Union Manager shall also act as Treasurer, and be responsible for the security, depositing and withdrawal of money belonging to the Union. The Student Union Manager, in their role as Treasurer, will keep a record of money received and money spent. See also 6.10.

4.16. Head of Student Experience

The Head of Student Experience will line manage the SU Manager. The Head of Student Experience will work to promote the Student Union and Tutor Ambassadors through Tutorial resources.

4.16.1. The Secretary

The Secretary shall take minutes of Executive and Forum 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.

4.16.2. Charities Officer

Charity Officer(s) will co-ordinate the raising and distribution of the 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 Union. The financial dealings must be reported to the 'Treasurer' regarding any and all financial transactions.

4.16.3. Events Officers

Events Officers shall be responsible for co-ordinating 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.

4.16.4. 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 online accounts (eg. social media like Instagram or TikTok). 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.

4.16.5. Environment Officer (s)

There shall be two Environment Officers: one responsible for Sustainability and one responsible for Physical Resources. Together, the Environment Officers shall work towards maintaining a pleasant environment for students to work and socialise within. They shall promote wider environmental and "green" issues both within and outside the College, oversee recycling programmes within the College, and regularly attend Sustainability Team meetings or other relevant environmental groups within the College and local community where deemed necessary. The Officers shall liaise with such groups and report back to the Committee. The Environment Officers shall also hold responsibility for matters relating to environmental sustainability and the management and improvement of the College's physical resources.

4.16.6. Equality, Diversity & Inclusion Officer (s)

Equality & Welfare Officer(s) shall be responsible for the promotion and maintenance of the wellbeing 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 EDI Officers will liaise with the College community to ensure that all individuals are treated fairly, with dignity and respect.

4.16.7. Enrichment Officer (s)

There shall be two Enrichment Officers: one responsible for Societies and one responsible for Ambassadors. The Officers shall organise Student Union events taking place during College enrichment activities, oversee the annual updating and implementation of the Student Union Societies budget, ensure appropriate induction and training for clubs and societies, coordinate venues and activities, and collect regular reports from club, society, and ambassador leaders.

4.16.8. Wellbeing Officer

The Wellbeing Officer shall promote and support the mental, physical, and emotional wellbeing of students within the College. The Officer shall work with relevant College services and student groups to raise awareness of wellbeing issues, encourage student participation in wellbeing initiatives, and help maintain a supportive and inclusive environment for all students.

5. Elections

- 5.1. Elections for Executive Members will take place in the Spring Term of each year. The election is organised 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 more full 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 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 16 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 digitally through Microsoft Forms and will remain open for 10 College days to accommodate two tutorial cycles. Each voter will be required to log into their College account to access the voting form, which will verify their identity. The existing Executive shall monitor and track the voting process.
 - 5.7.1. Each student shall get two votes on the form. 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. Election outcomes and procedures shall be available for scrutiny by any interested member; however, voting totals shall not be publicly released. Concerns regarding misconduct, corruption, or technical

error must be submitted in writing to the Executive within 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 may be supervised by the Head of Student Experience or their 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 stationery 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, with advice from the SU Manager and Head of Student Experience (HoSE).
- 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 Forum meeting.

6. Finance

- 6.1. The matters regarding the financing of the Union are the responsibility of the Union's 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 Forum and Executive Meeting.
- 6.3. The Treasurer may at all times be called upon to report in detail on the 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 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 SU Manager
- 6.6. Money held by the Union is held in trust by the Executive with the College for the benefit of the Union and its members. The Executive are responsible for that money.
- 6.7. The 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.
- 6.8. Any expenditure the Union intends to incur which is not a recognised administration cost must be the voted policy of Executive (see appendix).
- 6.9. The Union funds will be subject to annual audit by the College's appointed external auditors as part of the College's audit programme.
- 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 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. Due regard should be taken of the legitimacy of recipients, for example, charities should be registered organisations, and adhere to the principles of the Prevent Duty (fundamental British values, non-extremist, etc. – see also 7.7 below) If required, other appropriate checks should be made, seeking the advice of the College's Finance team, EDI and Safeguarding staff.
- 7.5. The Charity Officer may prioritise distributions but may not exclude any donation agreed by the Executive.
- 7.6. Section 7.3 may be temporarily overturned by a 2/3 majority of the Executive.
- 7.7. Under no circumstances will donations be made to anyone involved in actions, or that is associated with anything that is against the 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 BHASVIC is acceptable and adheres to Union policy. Close communication and co-operation 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 submitted to and discussed at a Student Union meeting, where it shall be voted upon by eligible members present.
- 9.3. Such a motion requires a two-thirds majority to be passed by the Executive
- 9.4. The attendance requirements of members are as follows:
 - 9.4.1. Any Executive member who misses over half of 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." 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. 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.
- 9.4.4. 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.
- 9.5. Any expelled member is banned from running for any position in future elections. However, those who resign may become candidates in future elections.
- 9.6. Executive members must retire from their role at the end of their year in office and may not stand for re-election.

10. Complaints

- 10.1. Complaints about ways in which the Union conducts its business may be given in writing to any member of the Executive for discussion at the next Executive or Forum Meeting
- 10.2. Any Union member may raise complaints in the Executive meetings and then in the subsequent Forum 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 SU Manager.
- 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 SU Manager shall assume the responsibility of the Chair.

11. Constitutional Amendments

- 11.1. Any form of amendment to the constitution of the Union must be placed before an Executive or Forum Meeting as a standard motion.
- 11.2. Such a motion requires at least a two-thirds majority 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 Union must be ratified by the College Governing Body before it is implemented.
- 11.5. The Constitution shall be reviewed by the Union, the Senior Leadership Team and the Principal at least once every five years.

Appendix

The Rule Book

Procedures of Forum and Executive Meetings

- 1.1. The Chair of Forum Meetings shall be the Student Liaison Officer 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 their absolute discretion powers of eviction on matters of unruly or offensive behaviour.
2. Student Forum - agenda and items for discussion
 - 2.1 Most of the business of the Student Forum 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 Leadership 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 Forum. 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 Forum 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 Forum 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 Ambassadors. Ambassadors can discuss the agenda with their own or other Tutor groups to inform their input to the meeting. Ambassadors 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 Forum.
 - 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 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 unamended.
- 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 Union, the Executive and Forum Meetings shall decide on the policy it adopts.
- 3.2. Any policy motion requires a simple majority of Ambassadors and of the Executive in the meeting to become the policy of The 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 Forum Meeting.
- 4.2. Such a motion must be submitted to the Chair before the Forum meeting, and as early as possible.
- 4.3. All emergency motions shall be displayed on the SU social Media accounts and SU page on SharePoint 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 Forum 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 Forum 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 Forum 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 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 stand down and that another Executive member take 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 be 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. Stationery 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.