

**Emergency Accommodation Proposal**

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| **Contact details**  |
| Your name (Proposer of the policy) | William Styles |
| Your email | william.styles@students.plymouth.ac.uk |
| The name of a person who supports the policy (Seconder of the policy) | Saffron DeemerDaniella MarleyIsabel Saxby |
| Seconder’s email | philippa.deemer@students.plymouth.ac.ukdaniella.marley@students.plymouth.ac.ukisable.saxby@students.plymouth.ac.uk |

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| **Student Impact**  |
| Have you consulted students about your proposal? Please explain how many students you have engaged with and how. | Motion began in response to feedback from a single student with dangerous house mates who found that emergency accommodation was no longer available. Following the war in the Ukraine speaking to our Ukrainian and Russian students it is clear they will become stranded and homeless this summer. |
| How does your proposal impact the students at the University of Plymouth, what difference will it make to students? | -Prevent student homelessness and associated vulnerability.-Provide housing security so students can focus on food and other issues affecting them during the conflict.-Provide lasting safety for students whose housing situation has become untenable because of violence, threats, abuse and other circumstances. |

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| **Policy Proposal**  |
| **The Union Notes** (Facts) This section should include facts, not reflection or opinions. Please provide references where possible. |
| 1. The University has previously, though no longer provides emergency accommodation to students.
2. The war in the Ukraine prevents Ukrainian students from returning home, receiving financial support from home, and has placed immeasurable stresses upon them.
3. The war in the Ukraine prevents Russian students from returning home, accessing their funds, receiving financial support from home, and has placed immeasurable stresses upon them.
4. Outside of the conflict, there is a need for emergency accommodation to insure student safety alongside the ability and freedom to escape harmful living arrangements in immediate and unplanned ways.
 |
| **The Union Believes** (Opinions/Beliefs) This section requires reflection on the facts stated in ‘The Union Notes’ |
| 1. In supporting and safeguarding all students.
2. That housing is a fundamental human need.
 |
| **The Union Resolves** (Actions) Here you will describe the action you want to be taken, be specific. |
| 1. To lobby the University to once again provide emergency accommodation alongside legal assistance in escaping former contracts.
2. To lobby the University to provide a support fund for students stranded as a result of the war in the Ukraine.

1. The Union shall recognise both Russian and Ukrainian students in the UK as refugees and lobby for all support as is required and necessary on their behalf.
2. To Union shall lobby with the goal to ensure any agreed emergency housing provision is sufficient, apt and non-discriminatory.
 |
| **Appendices/supporting information** Please include any supporting information relevant to your motion, this could include; consideration of how you would achieve any points in ‘The Union Resolves’, links to news articles or online publications |
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**Men’s Officer Proposal**

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| **Contact details**  |
| Your name (Proposer of the policy) | William Styles |
| Your email | william.styles@students.plymouth.ac.uk  |
| The name of a person who supports the policy (Seconder of the policy) | Saffron DeemerDaniella MarleyIsabel Saxby |
| Seconder’s email | philippa.deemer@students.plymouth.ac.ukdaniella.marley@students.plymouth.ac.ukisabel.saxby@students.plymouth.ac.uk |

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| **Student Impact**  |
| Have you consulted students about your proposal? Please explain how many students you have engaged with and how. | All original consultations around this role’s creation were relevant and pertain to this motion, that being 202 sample students 2020 113 self-identified male students 2019 |
| How does your proposal impact the students at the University of Plymouth, what difference will it make to students? | -Strengthens existing designated role for issues and campaigns-Be an unambiguous signpost for male issues-Allow simple groupings and collaborations |

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| **Policy Proposal**  |
| **The Union Notes** (Facts) This section should include facts, not reflection or opinions. Please provide references where possible. |
| 1. The existing Men’s Welfare Part Time Officer is not a mandated, designated role within any sub committees with other demographic roles due to lack of an equalities mandate and not belonging to the group operating within the category known as liberation as established by the NUS before UPSU became disaffiliated.
2. The identification as a “Welfare” role without comparison suggest it is a sub-category of the Welfare role creating disjointed thinking and broken collaboration between other demographic roles.
3. There has been much confusion among Students around the name of this role with such misnaming as “Men’s Health Officer”, “Deputy Welfare Officer” and “Men’s Mental Wellbeing Officer”.
4. Where “Men’s” roles exist in other universities, there is no distinction between them and the other roles with the UWE Men’s Welfare Officer being a liberation category role.
 |
| **The Union Believes** (Opinions/Beliefs) This section requires reflection on the facts stated in ‘The Union Notes’ |
| 1. Our Part-Time roles need to be clear, and transparent in their objectives and structure for ease of understanding and ease of locating the correct contact point.
2. It would be beneficial to mandate the engagement of the men’s role in the equalities, diversity and inclusion sub-committee to support and deliver the objectives therein for all students.
3. As with UWE, it would be beneficial to have a clear structuring to our Part-Time Officer roles.
 |
| **The Union Resolves** (Actions) Here you will describe the action you want to be taken, be specific. |
| 1. A name change of the “Part-Time Men’s Welfare Officer” role to become “Part-Time Men’s Officer” to be identified within 2.1.3 of UPSU Governing Documents Union Council Bye Law.
2. The role to include an equalities mandate.
3. The role to be “self-identified male” only with all members being eligible to vote.
4. To be mandated to run all campaign for its first year of existence under this new name in collaboration with at least 1 of the following: the Part-Time Transgender & Non-Binary Officer, Part-Time Women’s Officer or Part-Time LGBT+ Officer. This is to promote a high standard and set a precedent year of collaborative action.
 |
| **Appendices/supporting information** Please include any supporting information relevant to your motion, this could include; consideration of how you would achieve any points in ‘The Union Resolves’, links to news articles or online publications |
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**Union Equalities Stance Proposal**

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| **Contact details**  |
| Your name (Proposer of the policy) | William Styles |
| Your email | william.styles@students.plymouth.ac.uk |
| The name of a person who supports the policy (Seconder of the policy) | Saffron DeemerDaniella MarleyIsabel Saxby |
| Seconder’s email | philippa.deemer@students.plymouth.ac.ukdaniella.marley@students.plymouth.ac.ukisabel.saxby@students.plymouth.ac.uk |

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| **Student Impact**  |
| Have you consulted students about your proposal? Please explain how many students you have engaged with and how. | -Feedback from a Herald survey showed ~80% of ~6,000 people were opposed to the Unions stance (though not necessarily all students).-Verbal consultations took place in 2019 while gathering ~200 signatures showing a clear disgust at the stance. |
| How does your proposal impact the students at the University of Plymouth, what difference will it make to students? | Bring about a renewed campus landscape which would recognise Men’s applicability for equal treatment under the law would make a world of difference to Men’s Welfare and bring in an awareness to Men that their issues matter to their SU. |

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| **Policy Proposal**  |
| **The Union Notes** (Facts) This section should include facts, not reflection or opinions. Please provide references where possible. |
| 1. In 2017, it was highlighted to the Board of Trustees that the provision of a Part-Time men’s role was required under the UPSU Equal Opportunities Policy and Equality Act (2010) upon which it is based.
2. The response gave “*The UPSU Trustee Board noted that references in the UPSU Constitution to equal opportunities and the UPSU Equal Opportunities policy must be read in the context of the relevant equal opportunities legislation. That legislation, both in its initial form and as subsequently amended is specifically designed to address equal opportunities for groups which have suffered historic and ongoing discrimination. Those groups did not, and do not, include men (other than in the context of equal pay, which is a qualitatively different issue.)*” as the reasoning why this was not the case.
3. The suggestion that the Equality Act is not applicable to male(s) (students) caused national and cross campus outrage.
4. In 2022, the Women’s Officer, Men’s Welfare Officer, and Welfare Officer supported a letter to the Board of Trustees requesting a redaction of this stance.
5. The CEO issued a response clarifying the original statement was “factually accurate” and would therefore not be redacted. This was refuted immediately by the Men’s Welfare Officer.
 |
| **The Union Believes** (Opinions/Beliefs) This section requires reflection on the facts stated in ‘The Union Notes’ |
| 1. In equality under the law.
2. In supporting and representing all students.
3. In being a champion for equality and representation.
 |
| **The Union Resolves** (Actions) Here you will describe the action you want to be taken, be specific. |
| 1. To issue an independent statement outlining that the Union Council does support equal treatment under the law.

-and does recognise and support the applicability of the Equality Act to male students. |
| **Appendices/supporting information** Please include any supporting information relevant to your motion, this could include; consideration of how you would achieve any points in ‘The Union Resolves’, links to news articles or online publications |
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**Union Council Bye-law Update**

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| **Contact details**  |
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| The name of a person who supports the policy (Seconder of the policy) |  |
| Seconder’s email |  |

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| **Student Impact**  |
| Have you consulted students about your proposal? Please explain how many students you have engaged with and how. | Students attempted to engage with UPSU in the ASM, and vote for our candidates annually on two major occasions. Otherwise, there are often limits to the amount of engagement representatives get.  |
| How does your proposal impact the students at the University of Plymouth, what difference will it make to students? | Changes made to the bye-law will make the democratic processes of UPSU more accessible, and streamline immediate change at meetings that operate more frequently.  |

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| **Policy Proposal**  |
| **The Union Notes** (Facts) This section should include facts, not reflection or opinions. Please provide references where possible. |
| 1. That Union Council operates within the bye-law in which guidance and rules are stipulated.
 |
| **The Union Believes** (Opinions/Beliefs) This section requires reflection on the facts stated in ‘The Union Notes’ |
| 1. That the spirit of the bye-law can be adhered to without the overabundant detail given in it.
 |
| **The Union Resolves** (Actions) Here you will describe the action you want to be taken, be specific. |
| 1. Changes to the Union Council Bye-Law to be amended as outlined.
 |
| **Appendices/supporting information** Please include any supporting information relevant to your motion, this could include; consideration of how you would achieve any points in ‘The Union Resolves’, links to news articles or online publications |
| Revised Union Council Bye-Law changes.  |



UPSU Governing Documents Union Council Bye Law

# October 2018

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# Approval Details

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| **Approved by** | G&A Committee | **Date** | May 2018 |
| **Approved by** | Trustee Board | **Date** | June 2018 |
| **Ratified by** | Union Council | **Date** | October 2018 |
| **Ratified by** | SU UEG | **Date** | October 2018 |
| **Implementation date:** | February 2020 |
| **Review lead staff****member** | Director of Student Experience  |

**Reviewing this document**

This document may be amended with the permission of the Board of Trustees, following pre- approval by Governance and Appointments Committee.

Union Council will then review any significant changes to this Bye-law prior to any such change taking effect in order to permit the Council the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

SU UEG will then review any significant changes to this Bye-law prior to any such change taking effect in order to permit SU UEG the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

# Union Council

* 1. The composition and proceedings of the Union Council are set out within this Bye- Law. No Student Member (as defined in Part 11 of the Articles) may hold more than one seat on the Union Council at any one time.
	2. The Union Council shall have the authority to:
		1. Represent the voice of students, holding discussion regarding student experiences and ideas/feedback from the Forums;
		2. Subject to Articles 17 and 31.3 in the Memorandum and Articles of Association of the Union, set the political policies of UPSU and refer policies to a Referendum of the Student Members or to the Student Members at a Student Members’ Meeting;
		3. Make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Article 50 of the Memorandum and Articles of

Association of the Union;

* + 1. Receive report from the Trustees at each meeting; and
		2. Appoint Associate Members in accordance with Article 15 of the Memorandum and Articles of Association of the Union and the Bye-Laws

# Union Council Membership

* 1. Union Council shall consist of the following:
		1. Sabbatical Officers, as elected by Student Members of the Union in a secret cross-campus ballot:
			+ President,
			+ Vice President Education,
			+ Vice President Welfare and Diversity,
			+ Vice President Activities
		2. Part Time Officers as elected by Student Members of the Union in a secret cross-campus ballot:
			+ Part Time Postgraduate Officer
			+ Part Time Societies Officer
			+ Part Time International Students Officer
			+ Part Time Academic Officer
			+ Part Time Sports Officer
			+ Part Time Welfare Officer
			+ Part Time Faith and Belief Officer
			+ Part Time Mature Students Officer
			+ Part Time Environment and Sustainability Officer
			+ Part Time Volunteering Officer
			+ Part Time Men’s Welfare Officer
		3. Part Time Liberation Officers as elected by Student Members of the Union who self-define as belonging to the following liberation groups in a secret ballot:
			+ Part Time Black, Asian and Minority Ethnic (BAME) Officer
			+ Part Time Lesbian, Gay, Bisexual and Transgender + (LGBT+) Officer
			+ Part Time Women’s Officer
			+ Part Time Disabled Students’ Officer
			+ Part Time Trans and Non-Binary Officer
		4. Part Time Partner Institutions Officer as elected by Student Members from the University of Plymouth’s UK Partner

Institutions:

* + - * Part Time Partner Institutions Officer
		1. School Representatives as elected by Student Members of the Union in a secret cross campus ballot:
			- A School Representative from each School of the University
		2. Union Council Chair, as elected by Student Members of the Union in a secret cross campus ballot:
			- Union Council Chair
	1. All of the above, apart from the Union Chair, form the elected voting representatives. These are the members who count towards a quorum and are the only members with voting rights.
	2. The Chair of the Accountability Board shall also attend the meeting; they shall be impartial and will have no voting rights.

# Powers of the Union Council

* 1. The Union Council will be responsible for creating Political Policies for the Union and shall have the power to vote on and implement such Policies.
	2. Any member of the Union Council can propose a change to the Memorandum and Articles of Association or Bye-Laws of the Union.
		1. For proposals to change the Memorandum and Articles of Association of the Union, Article 9 of Part 1 shall be followed
		2. For proposals to change Bye-Laws of the Union, a majority vote of the Union Council will decide if it is reasonable to call for a change. If Union Council is in agreement, the President will report the proposed amendment at the next Governance and Appointments Committee for consideration.
	3. The Union Council will have the power to request non-confidential information from the Board of Trustees.
	4. Union Council will have the power to pass a motion of no confidence in a Trustee of UPSU which must be passed by a majority vote of the Union Council. Proceedings will be as laid out in Article 26 of the M&As and in the Trustee Board Bye Law.

# Union Council Meetings

* 1. The Union Council shall meet a minimum of four times per year.
	2. Whilst chairing the Union Council, the Chair will not be permitted to vote. However if the vote is tied, the Chair may have a casting vote as per 4.3 below
	3. In the case of tied vote the Chair of Accountability Board shall recommend if;
* a casting vote of the Union Council Chair is sufficient.
* the full membership of Union Council, including those who were not present at the meeting, shall be able to vote
* Union Council should consider whether further student consultation is needed
	1. the issue shall trigger the Referendum process as per the bye-law. This decision shall be made in agreement with the Union President or in their absence, their nominee from the Sabbatical Officer team. Meetings shall be conducted according to the [debating rules](https://www.upsu.com/resources/7138/Debating-Rules-ByeLaw/).

# Quorum

* 1. The quorum of the Union Council shall be 75% of its elected voting membership. The meeting cannot make any decisions on any matter until this has been established. In exceptional circumstances and with the majority agreement of the members present, an email vote of absent members may be used to establish quoracy after the meeting.
	2. If less than 50% of the Union Council membership attends any meeting, the Union Council shall be adjourned. The Chair of the Union Council reserves the right to adjourn the meeting if quoracy of 75% is not met.

# Voting

* 1. Should the need for a vote arise, the Union Council Chair shall call for a simple

show of hands.

* 1. The order of voting shall be;
* those in favour,
* those against,
* any abstentions.

The results of all votes shall be included in the minutes of the meeting and will be published to the student membership via our website.

* 1. In exceptional circumstances, a secret ballot may be requested by any member of Union Council, to the Accountability Chair, 2 days before the meeting, giving reasons for the request. The decision to hold a secret ballot will be determined by the Accountability Chair.
	2. Any member may request additional time for debate prior to voting or call for the deferment of voting pending further information. Agreement to do so shall be subject to a majority vote. The Chair of the Union Council retains the right to refuse requests for additional rounds of debate if they believe there was sufficient time spent on the issue.

# Accountability Board

* 1. The Accountability Board shall be comprised of a maximum of ten and a minimum of five elected representatives and a Chair.
	2. If less than five members are elected the scope and powers of the Accountability Board will be discussed by the Governance and Appointments Committee, taking into account advice from Student Voice.
	3. The Election of the Accountability Board Members will be as follows and as set out in the Elections Bye-Law;
		1. the Chair of the Accountability Board will be elected by Student Members of the Union in a secret cross-campus ballot,
		2. members of the Accountability Board will be elected by Student Members of the Union in a secret cross-campus ballot.
	4. Neither the Chair nor any member of the Accountability Board may be co- opted into their position.
	5. Neither the Chair nor any member of the Accountability Board may hold any other Part-time Officer, School Representative or Deputy position on Union Council
	6. The Board of Trustees may call for a bye-election of members of the Accountability Board (e.g. in circumstances such as multiple resignations or unfilled positions)
	7. All Members of the Accountability Board must declare any conflict of interest at the start of any meeting or discussion, as appropriate.
	8. The Chair of the Accountability Board shall attend the Union Council to act as an independent representative and ensure that any decisions made meet with the principles of democracy as defined in the Memorandum and Articles of Association. This may include but is not limited to;
		1. questioning the attendance and outcomes of any Union Council meetings attended or hosted by members,
		2. questioning the work of the elected representatives and if that work is representative of the student body that are eligible to vote for that position,
		3. scrutinising any decisions made by the Union Council. The Accountability Board will have the power to recommend whether an issue is debated and voted on at Union Council or to suggest an alternative course of action such as further research or student feedback.
	9. The Accountability Board shall be involved in reviewing the progress of student-led Policy and determining if further action is required and, if so, by whom.
	10. Any Student Member of the Union may submit a question or seek feedback about the work of any Sabbatical Officer, Part Time Officer or School Representative at any time. The request should be raised in confidence with the Chair of the Accountability Board who will respect confidentiality as appropriate, and who has a duty to respond in a timely manner.
	11. The Accountability Board shall have the power to recommend if an issue or Policy decision raised at Union Council needs further

consultation or should be deferred to the next meeting for further debate. This will be dependent on the quoracy of the meeting and the significance of the issue.

* 1. All calls for a censure or a vote of no confidence of either an Sabbatical Officer (in their role as a representative), Part Time Officer or School Representative shall be addressed to the Chair of the Accountability Board who, with the support of Student Voice, shall be responsible for leading an investigation and any subsequent appeals. The process shall follow in Section 10
	2. If the call for censure or vote of no confidence concerns the Chair of the Accountability Board, or there is no Chair elected then the issue shall be raised with the Union President who will follow procedures set out in Section 10. The President or their nominee from the Sabbatical Officer team will take the place of the Chair of Accountability Board where set out in those procedures.

# Policy

* 1. Policy proposals and ideas can be submitted using the Policy Proposal template (available on the [Student Voice pages](https://www.upsu.com/studentvoice/))
	2. The Board of Trustees may override any decision or Policy made by the Union Council which the Board of Trustees consider (at their absolute discretion):
* has or may have negative financial implications for UPSU;
* is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
* is not or may not be in the best interests of UPSU or in line with its charitable objects; or
* will or may otherwise affect the discharge of any of the duties related to the overall governance, budget or strategy or UPSU
	1. Policy proposals shall be reviewed by the Student Voice Department and CEO at the time of submission to ensure that they are compliant with any Union

process and adhere to current legislation governing Students’ Unions; the Proposal Impact Assessment (Appendix 1) will be utilised to support the review process.

* 1. Feedback regarding all Policy proposals will be sought from the student membership prior to discussion at Union Council.. Feedback from the membership should be utilised to assist Union Council debate and decision making.
	2. Any policy proposals not meeting the criteria set out above will not be accepted and shall be deferred pending amendment and resubmission.
	3. Any vote on Policy by the Union Council, will be binding for two years
	4. Once it has been discussed at Union Council (or Student Members’ Meeting) any Policy, either accepted or rejected, may not be discussed within two years from the date of the original proposal; this includes rephrasing or redressing the proposal in another guise unless an elected representative is able to demonstrate the significance of the proposal by submitting signatures totalling 1 % of student numbers from Student Members of the Union.
	5. Any policy may be subject to review from the Board of Trustees at any time within the two-year period following any changes to legislation or regulation.

# Election of Union Council Members

* 1. Elections for student representatives will take place as set out in the Elections Bye-Law;
	2. Co-option of Part Time Officers, School Representatives and Deputies outside of election periods will need approval by a majority vote from the body of student they represent where possible, and then formally appointed at the Union Council.

# Censure/ Resignations

* 1. Procedure for Censure
		1. Censure is the formal disapproval of the actions of an elected representative which will be debated and voted on at Union Council, the debate and outcome of the vote will be minuted and published
		2. Any calls for a censure must be initiated in accordance with 12.14 above.
		3. On receipt of a call for a censure, the Chair of the Accountability Board, with the support of Student Voice, shall advise the elected representative in question that a censure has been proposed and of their right to make representations.
		4. The Chair of the Accountability Board, in consultation with Student Voice, shall then determine whether there is a prima facie case to answer. In so doing they may seek additional information from either or both of the individual who initiated the call for a censure and/or the elected representative who is the subject of the proposed censure.
		5. Of, on the basis of the information provided, there is potentially a case to answer, the proposal will be included on the next Union Council agenda subject to meeting the conditions of section 5 above. The proposal will then be debated and voted on at the next Union

Council meeting, this will be recorded in the minutes.

* + 1. If a censure motion is carried, the elected representative concerned may appeal against the decision to the Chair of the Accountability Board, who will consult Student Voice to determine whether it is a valid appeal and if so the most appropriate mechanism for considering it. An appeal must be submitted within three working days of notification of the Union Council decision, and may be considered only on the grounds that there was a procedural flaw in the investigation or the proceedings at Union Council, or that there is relevant information which has not previously been considered, or any other reason considered valid by the Chair.
		2. If an appeal concludes that the censure should not stand, the Chair of the Accountability Board shall advise the elected representative and the Union Council of the decision and the reasons for it.
		3. If an elected representative is subject to two censures which have been upheld by Union Council, this will automatically trigger an Accountability Review
		4. Following the Accountability Review and consideration of any appeal against the outcome (as per Section 16 below), the Accountability Board will provide full feedback to Union Council who, following fair discussion are able to progress a motion of no confidence (as per section 17 below)
		5. An Accountability Review may be conducted at any time, to be decided by the Accountability Board

# Right of Appeal against the outcome of an Accountability Review

* 1. If the Sabbatical Officer, Part Time Officer or School Representative in question choose to appeal the decision of an Accountability Review they must inform the Chair of the Accountability Board in writing no later than three working days after they have been informed of the outcome of the Accountability Review.
	2. If an appeal is made, the Chair of the Accountability Board shall convene and Chair an independent panel to hear the appeal. The independent panel shall consist of:
* One student Trustee
* Five randomly selected Course Representatives
	1. The panel will be supported by the Student Voice team acting in an advisory and note taking capacity.

The appeal panel shall collectively decide whether the outcome of the Accountability Board review should stand or whether the appeal is upheld. This will be fed back to the Union Council by the Accountability Board Chair and recorded within the minutes.

# Removal from Office / vote of no confidence

* 1. An elected representative of Union Council shall be removed from office if they:
		1. Resign (or on death);
		2. Are removed from office as an elected representative by
			+ A motion of no confidence in the Elected representative passed by a simple majority of Student Members voting in a Referendum, provided at least 3% of the Student Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition signed or agreed to by at least 800 members; or
			+ A motion of no confidence in the elected representative is passed by a majority in a vote of the Union Council, following the procedures set out in Sections and above.
			+ Ceasing to be a student
	2. Provided that, in the case of a Sabbatical Officer, such removal shall be subject to UPSU having first carried out any steps it is required to take under the Sabbatical Officer’s contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice**.**
	3. All resignations must be submitted to the Student Voice Department in writing, and will take effect immediately. All resignations will be reported at the next Union Council meeting.
	4. The Board of Trustees will decide whether to hold a bye-election, whether the position can be co-opted or whether the position shall be vacant for the remainder of the year.

**Sub-Committees of Union Council**

* 1. Student led Sub-Committees exist to develop policy proposals passed by Union Council, to plan and carry out campaigning activity and to allow for members to give constructive feedback
	2. Actions set by the Chair of Union Council for the purposes of progressing policy should be completed by the relevant Part time or Sabbatical Officer and reported back to Union Council within an agreed timescale.
	3. Sub- Committees shall be chaired by the elected Part Time Officers, with assistance from Sabbatical Officers, the Student Voice Department, or other relevant staff members, as appropriate.
	4. All Sub-Committees will be open to every Student Member of the Union where they may contribute to debate and vote.
	5. Part-time roles that self-define may also hold their own meetings where only those Student Members of the Union who self- define as belonging to that liberation group may vote, other members may be invited to participate but may not have voting rights or may only be invited for timed business at the discretion of the Chair of the meeting.
	6. Whilst the purpose and running of the Union Council and Sub-Committees shall be in adherence to this document, for the purpose of promotion and engagement the exact title of the meetings may differ with the agreement of the Union Council Chair and President

**For further help and advice, please contact the Governance Team END OF DOCUMENT**