

Students' Union

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SUARTS Bye-Laws | Student Council

The Student Council brings together student representatives from around the six colleges to make sure the views of students are heard by the colleges and the University. ¹

Role & Powers

1. Its primary duties shall be
 - 1.1. the representative and campaigning voice of students at University of the Arts London
 - 1.2. an advocate of the Students' Union and generate involvement in all areas of Union activity
 - 1.3. to promote, defend and extend the rights of all members
 - 1.4. to carry out mandates as requested by the student body through policy being set
 - 1.5. to liaise with external organisations in furtherance of Union's aims as appropriate to individual responsibilities
 - 1.6. to reflect the opinions and requirements of students in all matters of the Students' Union
 - 1.7. to support, where appropriate, fellow student representatives in fulfilling their roles
 - 1.8. to work in accordance with and in furtherance of Union policy
 - 1.9. to scrutinise the decisions made by the Union's Trustee Board

Composition

2. The composition of the Student Council is as follows:
 - 2.1. The Officer Trustees:
 - 2.1.1. Activities Officer
 - 2.1.2. Campaigns Officer
 - 2.1.3. Education Officer
 - 2.1.4. Welfare Officer
 - 2.2. The College Officers
 - 2.2.1. Camberwell, Chelsea & Wimbledon Officer (CCW Officer)
 - 2.2.2. Central Saint Martins Officer (CSM Officer)
 - 2.2.3. London College Communication (LCC Officer)
 - 2.2.4. London College of Fashion (LCF Officer)
 - 2.3. The Liberation Officers
 - 2.3.1. Black Students' Officer
 - 2.3.2. Disabled Students' Officer
 - 2.3.3. LGBTQ+ Officer
 - 2.3.4. Womens' Officer
 - 2.4. Other Part-Time Officers
 - 2.4.1. International Students' Officer
 - 2.4.2. Further Education Officer

¹ The Student Council is the successor to the Student Executive and Democracy Scrutiny Committee, so references to these two bodies will be found in the Memorandum & Articles of Association

- 2.4.3. Mature & Part-Time Students' Officer
- 2.4.4. Postgraduate Students' Officer
- 2.5. Representatives of Colleges
 - 2.5.1. Three representatives from Camberwell, Chelsea & Wimbledon
 - 2.5.2. Three representatives from Central Saint Martins
 - 2.5.3. Three representatives from London College of Communication
 - 2.5.4. Three representatives from London College of Fashion
- 2.6. Representatives of the liberation campaigns
 - 2.6.1. A student elected by the Black Students' Group
 - 2.6.2. A student elected by the Disabled Students' Group
 - 2.6.3. A student elected by the LGBTQ+ Students' Group
 - 2.6.4. A student elected by the Womens' Group
- 2.7. Representatives of Clubs & Societies
 - 2.7.1. Three students elected by societies
 - 2.7.2. Three students elected by sports clubs
- 3. One position shall be equal to one vote.
- 4. Individuals may not hold more than one position at any one time
- 5. The election process for these posts shall be reported by the Returning Officer to the Student Council at the earliest opportunity

Liberation Groups

- 6. The following four groups shall exist and will elect a member from within their number to attend the Student Council
 - 6.1. Black Students' Group
 - 6.2. Disabled Students' Group
 - 6.3. LGBTQ+ Students Group
 - 6.4. Womens' Group
- 7. These groups will provide the space for students who define into that liberation group to discuss issues they believe are relevant

Conditions

- 8. The Student Council as a collective, and as individuals, shall be accountable to others on the Student Council and ultimately the student body of University of the Arts London.
- 9. Student Council Members shall be elected and remain in office in accordance with the Union's Articles of Governance and Election Guidance

Duties of Student Council Members

10. Collective Duties of Student Council Members shall be as follows:

- 10.1. Attend relevant training & undertake own administrative tasks where appropriate.
- 10.2. Engage in a handover with predecessors prior to the commencement of their role & give a comprehensive handover to successors at the end of term in office.

11. Duties of all Officer Trustees shall be as follows:

- 11.1. Be a Trustee of the Union, as further defined in the Union's Memorandum & Articles of Association
- 11.2. Act as a representative and campaigning voice of all members
- 11.3. Lobby for change for members and head up major Union Campaigns
- 11.4. Organise and support student led campaigning
- 11.5. Develop and contribute to the organisational strategy and generate ideas for improvements

- 11.6. Take a lead on Union events relevant and appropriate to individual responsibilities
- 11.7. Take responsibilities in addition to those of individual role remits
- 11.8. Maintain a presence across the University throughout term in office

Individual Duties of Officer Trustees

12. Duties of the Activities Officer are:

- 12.1. Lead responsibility for championing extra-curricular/co-curricular activities.
- 12.2. Lead the Union's strategy and approach to creative opportunities, sports clubs and societies
- 12.3. Chair the Trustee Board

13. Duties of the Campaigns Officer are:

- 13.1. Lead the Union's campaigning and democratic work
- 13.2. Lead the Union's work to ensure a greater level of involvement in the Union
- 13.3. Lead the Union's strategy to communications

14. Duties of the Education Officer are:

- 14.1. Lead responsibility on academic matters and academic representation
- 14.2. Lead responsibility for lobbying the University to ensure students get the highest quality of teaching, feedback and assessment.
- 14.3. Lead responsibility for championing student involvement in shaping the content, curriculum and design of their courses and learning experience.
- 14.4. Lead responsibility for ensuring the Union works effectively with course reps

15. Duties of the Welfare Officer are:

- 15.1. Lead on the Union's student welfare & support work
- 15.2. Lead responsibility for championing student integration, cultural interactions & exchange
- 15.3. Lead responsibility for ensuring that the Union supports improvements and support for students in halls

16. The following Duties shall be allocated to one of the Officer Trustees at the beginning of each term in office through consultation with all Officer Trustees.

- 16.1. Attendee to University of the Arts Court of Governors
- 16.2. Be the NUS 'lead contact'
- 16.3. Be the contact for University emergencies
- 16.4. If there should be a lead for press contacts
- 16.5. Lead on Freshers' Festival planning, activities & developments.
- 16.6. Lead on SUARTS' Ethical & Environmental work and chair the SUARTS' Green Group
- 16.7. Lead on the Union's Commercial Activity; bars, retail and catering.
- 16.8. Lead on work relating to Creative Arts students representation nationally.

16.9. Duties of Officer Trustees may be reallocated by the Student Council or Board of Trustees during their term in Office.

16.10. Duties and Responsibilities of the Officer Trustees are further defined in the Memorandum & Articles of Association, the Officer Trustees Conditions of Office Bye Law and the Officers & Representatives Code of Conduct Bye Law.

17. Duties of the College officers are:

- 17.1. Be the lead representative of all members at relevant College.

- 17.2. Promote a culture of student representation and feedback at relevant College.
- 17.3. Coordinate the work of the College Committee.
- 17.4. Chair relevant College Committee Meetings.

18. Duties of the Liberation officers and other Part-Time Officers are:

- 18.1. Be the lead representative on issues relating to those students
- 18.2. Identify improvements the University and the Union could introduce to improve the lives of those students within the university
- 18.3. Attend meetings in the Union and nationally as appropriate to increase their understanding or represent the views of the students they represent

19. Chair of the Student Council

- 19.1. There should be a member of the Student Council elected at the first Student Council of the year to act as Chair. The Campaigns Officer will oversee this election. Officer Trustees can not chair items relating to their accountability or work.
- 19.2. There should be a member of the Student Council elected at the first Student Council of the year to act as Deputy Chair. Their role shall include supporting the Chair and deputising for the Chair in their absence

20. Proceedings of Student Council Meetings

- 20.1. Student Council meetings shall be convened by the Chair of the Council or their nominee.
- 20.2. Items for discussion should be submitted at least SEVEN working days before the meeting. Items submitted within SEVEN working days shall be considered emergency items but require at least 66% of members in attendance to agree to accept the item to be discussed
- 20.3. The Chair will ensure the meeting agendas are circulated to members ahead of the meeting.
- 20.4. The Chair or their nominee shall chair the meetings of the Student Council
- 20.5. Student Council Meetings shall cover the following items unless the meeting agrees to change this structure;
 - 20.5.1. INTRO: Apologies, announcements, minutes of the last meeting and matters arising
 - 20.5.2. REPORTS: Receive updates from Student Council Members, Trustee Board and University or College Committees
 - 20.5.3. PRIORITY CAMPAIGNS UPDATE: Receive reports on the Union's priority campaign progress to date and discuss future action.
 - 20.5.4. UNION POLICY: Discuss lapsing policy, any new policy mandates and updates on policy implementation and action.
 - 20.5.5. AGENDA ITEMS FOR STRATEGIC DISCUSSIONS: Discuss any items submitted by Student Council Members for consideration and action.
 - 20.5.6. OTHER: Any Other Business
- 20.6. Meetings of the Student Council shall normally be conducted as open sessions unless the Student Council votes by a simple majority to discuss an item in a closed session.
- 20.7. Voting should ordinarily be through majority voting, with the exception of preferential voting for elections
- 20.8. An item discussed in a closed session shall be minuted, but the minutes shall be held in a confidential manner by the Chair or their nominee.
- 20.9. The public minutes shall record that the item has been discussed and resolved but the details will not be recorded. Observers will normally be asked to leave the meeting during discussion of Closed Business.

- 20.10. All Student Council members must sign a confidentiality agreement regarding items discussed in closed sessions.
- 20.11. The Student Council may from time to time invite other persons to attend Student Council meetings for an item, for a meeting or for a period of time. Such a person shall not have voting rights and shall not contribute to the quorum.

Quorum and Frequency of Student Council Meetings

21. The Student Council shall meet at least twice during Autumn HE term, twice during Spring HE term, and once during Summer HE term
22. Quorum shall be 50% of filled positions plus one member

Delegated Authority

23. Outside of UAL HE Term Time the Officer Trustees shall have the authority to approve items of emergency business on behalf of the Student Council. Any emergency business so conducted shall be reported to the first meeting of the Student Council at the start of the next term for ratification.
24. The Officer Trustees have the delegated powers on behalf of the Student Council if the Student Council it fails to reach quorum on two subsequent occasions

Removal from Office

25. In the event of a member of Council failing to attend two consecutive meetings of the Student Council without presenting accepted apologies, they shall be deemed to have resigned. An appeal against such a decision may be heard by the Council
26. Any member wishing to resign from their position must do so in writing to the Chair. Resignations shall take effect immediately, and be reported to the next scheduled meeting of the Student Council
27. With the exception of the Officer Trustees, members of Student Council can be removed from their post through a vote of the Student Council. Resolutions require a simple majority to be carried, and shall take effect immediately.
28. A vacancy arising by any of the above means may be re-elected subject to the conditions of the Elections Bye Law

Bye-Law Conditions

29. This Bye-Law is in addition, but pursuant, to the Union's Memorandum & Articles of Association.
30. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Union's Memorandum & Articles of Association.
31. This Bye-Law was last updated and approved in October 2015