



**YORK ST JOHN
STUDENTS' UNION**

BYELAW 4: SENATE

REVIEWED AND REVISED JULY 2016

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1. Membership

1.1. Senate shall consist of a maximum of 30 voting members and the Leader of Senate, and shall fulfil the role of Student Council.

1.2. The voting members of the group shall be:

- The Three Sabbatical Trustees
- The nine Chairs of Schools
- Up to three representatives from each of the Union Zones as set out in Byelaw 5

1.3. The Leader of Senate

1.3.1. The Leader of Senate will be recruited via the Appointments Committee. This role can only be held by a full member of the Students' Union.

1.3.2. Their role shall include:

- Chairing all meetings of Senate
- Attending all other events where representatives are expected to attend
- Attending the Executive Committee where the Senate agenda is set
- Ensuring that all meetings are conducted in a fair and proper manner
- Calling additional and emergency Senate meetings as required
- The Leader of Senate shall be impartial and shall have no vote apart from in the event of a tied vote when the Leader of Senate would have the casting vote.

1.3.3. At the start of the first Senate meeting of the academic year, or as and when required, a Deputy Leader of Senate shall be elected, by a simple majority, from the three Sabbatical Trustees and nine Chairs of Schools by the members of Senate present.

1.3.4. In the event that the Leader of Senate is unable to attend or has a conflict of interest the Deputy Leader of Senate shall take on the role of the Leader of Senate.

2. Term of Office

2.1. The Sabbatical Trustees and the nine Chairs of Schools shall hold their posts on Senate from 1st July in the year in which they are elected for a full year.

2.2. Elected members of Senate shall remain in post for the duration of the individual Senate meeting for which they are elected.

3. Vacancies

3.1. Should a vacancy arise for a place on Senate, the Executive Committee has the right to call for an emergency election, by any means, to ensure that positions are filled.

3.2. If an elected member of Senate should resign or be unable to fill their post prior to the first day in term, nominations shall be reopened and new election occur at the first available opportunity.

4. Resignation

4.1. Any member of Senate may resign their role and responsibilities by submitting their resignation, in writing, to the Leader of Senate.

5. Removal from Office

5.1. Any Representative may be removed from post or have some of their responsibilities removed from their role by a two thirds majority vote of Senate.

5.2. If Senate cannot agree on a suitable course of action they should move to a vote of no confidence in relation to the Representative in question.

5.2.1. If a vote of no confidence is called, the Representative in question shall be suspended from duty until after the vote has been completed.

5.3. When a vote of no confidence is taking place, the Representative in question must leave the room for the vote.

6. Attendance at Senate

6.1. If a Representative misses two Senate meetings without submitting written apologies to the Leader of Senate an immediate vote of no confidence is triggered.

6.2. Any student is entitled to attend Senate and speak at the discretion of the Leader of Senate. They are also welcome to submit motions. However, they do not have a right to vote, and cannot be present during any reserved business.

7. Role of Senate

7.1. Senate has responsibility for:

7.1.1. Ensuring the expansion and implementation the Students' Union vision, values and objectives set within the Students' Union Strategic Plan;

7.1.2. Creating motions for action and policy for implementation to improve University life for students;

7.1.3. Offering advice and policy to the Trustee Board and receiving recommendations from the Trustee Board;

7.1.4. Considering and recommending any motions for NUS annual conference and making suggestions as to how the delegates should vote throughout the conference;

7.1.5. Ensuring student issues are discussed and the Executive Committee are mandated to take action.

7.1.6. To receive and scrutinise activity reports from the members of the Executive Committee and hold the Executive Committee accountable.

8. Meetings of Senate

- 8.1. There shall be a minimum of three meetings of Senate across each Academic year.
- 8.2. In order for a meeting to be valid there must be at least 50% of voting members plus one and the Leader of Senate present.
- 8.3. Special meetings of Senate can be called at the agreement of the Executive Committee
- 8.4. Notice of meetings shall be circulated at least seven full days prior to an ordinary meeting, and at least three clear days prior to an extraordinary meeting. This shall include the publishing of the Agenda and any papers.
- 8.5. Minutes of all Senate meetings shall be taken, detailing present and absent members, record of votes and apologies. Minutes shall be publicly available.
- 8.6. In the case of any dispute the Chair shall have final ruling on the interpretation of the Memorandum and Articles of Association, Bye-Laws and Policies.
- 8.7. Reserved Business will be carried out in camera. A record of the reserved business will be kept and actions noted, but this will not be published.
- 8.8. The Leader of Senate shall chair all debates and use judgement to determine the number and duration of all debates around motions.

9. Procedural Motions

- 9.1. A procedural motion may be heard between speeches by a Representative if supported by 50% of the quorum.
- 9.2. Procedural motions shall have priority over all other business. No procedural motion may be moved while a procedural motion is being considered.
- 9.3. The following procedural motions shall require a simple majority to be effected:
 - a) That the meeting move immediately to the summation and the vote on the main motion or amendment;
 - b) That the motion or question be referred to a Committee, Zone or Collective of the Union for consideration;
 - c) That a guest speaker be invited to address the meeting for a specified period at a specified point in the meeting.
- 9.4. The following procedural motions shall require a two-thirds majority to be effected:
 - d) That this meeting has no confidence in the Leader of Senate and that s/he shall therefore be removed from the chair for the remainder of the meeting, followed by an immediate vote for another Representative to take up the role of the chair for the remainder of the meeting;
 - e) That the motion be amended/re-written at a specified point in the Senate meeting.

10. Sub Committees and Working Groups

- 10.1. From time to time it may be necessary for Senate to commission sub- committees or working groups to resolve specific issues or for a specific purpose. The Leader of Senate can propose the creation of a sub-committee or working group that will stand by a simple majority vote.
- 10.2. Sub-committees and working groups should only be commissioned for a specific purpose, or in response to a specific issue. When the purpose and/or issue have been addressed the sub-committee or working group should be disbanded.