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| **Student council** **2014-2015** | http://worcsu.dev.worcestermedialab.com/images/logo_full.png |

## What is Student Council?

* Student Council is the primary representative forum of the Students' Union. It provides any student with the opportunity to try to influence the policies, priorities, campaigns and activities of the Students’ Union. Each member of council is referred to as a Student Councillor and is allocated a vote. Their job it is to represent different demographics of university students. Student Councillors are invited to contribute according to the wishes of the students that they represent, for example students living in University accommodation, LGBT+ students, student members of clubs and societies.
* Student Council is designed to hold all of the elected executive officers to account by requiring all officers to submit monthly reports to council for discussion. Student Council also has the authority to expel students from membership of the SU, call a referendum and remove trustees. It also has responsibility for the election of student trustees, the policy of the SU and (together with the trustees) making and amending by-laws.
* Any University of Worcester student is welcome to attend Student Council, and submit an item/proposal/motion for discussion. After discussions, however, only elected Student Councillors can vote to approve/reject these ideas/motions/proposals. These decisions give direction and shape the activities of to the Executive Officers.
* There are 44 places on Student Council, so there are lots of opportunities to get involved. Meetings are held every three to four weeks, chaired by an independent, elected chair person that has responsibility for ensuring that discussions are conducted in an open, inclusive and democratic manner and that votes are properly taken and recorded. All elected Executive Officers have places on Student Council (marked in blue in the table below).  All other Student Council positions are applied for and elected by the students whose interests they represent (marked in Green for committee election or Orange for application form submission).

**2014-15 Student Council meetings**

All meetings of Student Council will take place on Tuesday evenings, 17:15 - 19:15, in EE1107 (Cotswold B), on the following dates:

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| 23rd September 201414th October 201428th October 2014AGM - 11th November 2014 | 25th November 201413th January 201510th March 201521st April 2015 |

**How to submit an item for discussion**

There are two options for submitting an item or issue to discuss at Student Council:

Email the Chair summarising the item/action for discussion. This could be related to an academic concern, a campaign you'd like to start, a national controversy - whatever you like, as long as it's related to your experience at university.

Fill out a motion template and email it to the Chair. A motion is a more formal description of action that you would like the Students' Union to take. If passed, a motion becomes policy.

**Student Council Members 2014-2015**

**Executive Officer positions**

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|  |  **Position** | **Recruitment process**  | **Brief description of role** |
|  | Chair of Student Council  | SU all-student elections | To chair student council meetings in a diplomatic, unbiased and neutral fashion. Does not hold a vote |
|  | President | SU all-student elections | To lead the Student Union Executive and speak on behalf of the student body |
|  | Vice President Education | SU all-student elections | Represent students' concerns, aspirations and problems in relation to education provision and student representation |
|  | Vice President Student Activities | SU all-student elections | Represent students' concerns, aspirations and problems in relation to student activities |
|  | Mature Students' Officer | SU all-student elections | Represent the interest of mature students  |
|  | Non-UK Students' Officer | SU all-student elections | Represent the interest of non-UK students |
|  | RAG Officer | SU all-student elections | Represent and lead the Students’ Union Raise and Give (RAG) fundraising activities  |
|  | Diversity Officer | SU all-student elections | Represent students who may feel they are disadvantaged as a result of their disability, sexuality or ethnicity including LGBT students, BAME students  |
|  | Sustainability Officer | SU all-student elections | Lead the SU to maintain its Gold Green Impact Award , Energize Worcester project, and improvements to the environmental, social and financial sustainability of the SU |
|  | Welfare Officer | SU all-student elections | Represent and highlight Student health and welfare  issues  |
|  | Women’s Officer | SU all-student elections | Represent the interests of female students  |
|  | **Student Disability Officer** | **All student by--election**  |  |
|  | **Ethnic Minority Officer** | **All student by--election** |  |
|  | **LGBT Officer** | **All student by--election** |  |

**STUDENT COUNCIL POSITIONS AVAILABLE FOR CURRENT UNIVERSITY OF WORCESTER STUDENTS TO APPLY FOR:**

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|  | **Position** | **Recruitment process** | **Brief description of role** |
|  | LGBT students |  Elected by the LGBT community / LGBT society organized by Diversity Officer | Represent the interests of LGBT students |
|  | Mature students |  Elected by the mature students committee/network organized by Mature Officer | Represent the interests of mature students  |
|  | Non-UK students |  Elected by the international committee/network organized by Non-UK Student Officer | Represent the interests of non-UK students  |
|  | Postgraduate students |  Elected by postgraduate society organized by Vice President Education | Represent the interests of postgraduate students  |
|  | RAG |  Elected by RAG committee/network organized by RAG Officer | Represent the interest of Raise and Give fundraising activity  |
|  | RAG |
|  | Events and entertainment |  Elected by the SU entertainment and events committee/network  | Representing the interests of entertainment and events held in the Students’ Union  |
|  | SU sports |  Elected from SU Sports committee members at committee training by Vice President Student Activities  | Two students representing the interest of students involved in SU sports |
|  | SU sports |
|  | SU societies | Elected from SU Societies committee members at committee training by Vice President Student Activities | Two students representing the interest of students involved in SU societies |
|  | SU societies |
|  | Community volunteering |  Elected by volunteering network – online vote  | Two students representing the interests of students involved in community volunteering |
|  | Community volunteering |
|  | Institute of Education |  Elected from student academic reps (StARs), by StARs, organized by Institute Reps | Represent students interest in the institute of Institute of Education |
|  | Institute of Health and Society |  Elected from student academic reps (StARs), by StARs, organized by Institute Reps | Represent students interest in the institute of Institute of Health and Society |
|  | Institute of Humanities and Creative Arts |  Elected from student academic reps (StARs), by StARs, organized by Institute Reps |  Represent students interest in the institute of Institute of Humanities and Creative Arts |
|  | Institute of Science and the Environment |  Elected from student academic reps (StARs), by StARs, organized by Institute Reps | Represent students interest in the institute of Institute of Science and the Environment |
|  | Institute of Sport and Exercise Science |  Elected from student academic reps (StARs), by StARs, organized by Institute Reps | Represent students interest in the institute of Institute of Sport and Exercise Science |
|  | Worcester Business School |  Elected from student academic reps (StARs), by StARs, organized by Institute Reps | Represent students interest in the institute of Worcester Business School |
|  | Black and minority ethnic students (BAME) | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student self-defining as BAME representing the interests of BAME students |
|  | Students with a disability | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student self-defining as having a disability, representing the interests of students with a disability |
|  | Sustainability issues | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | Two students with an interest in sustainability issues, representing the Students’ Union practices of environmental, financial and social sustainability |
|  | Sustainability issues |
|  | Part-time students | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student who studies part-time, representing the interests of part-time students |
|  | Block placement students | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student whose course entails block placements, representing the interests of students undertaking block placements |
|  | Commuting students | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student who commutes at least ten miles to University, representing the interests of commuting students |
|  | Students living in St Johns halls of residence | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student living in University accommodation at St Johns campus, representing the interests of students living in St Johns campus halls of residence |
|  | Students living in City campus halls of residence | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student living in University accommodation in the city centre, representing the interests of students living in city centre halls of residence |
|  | Students living in University-managed off-site accommodation | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student living in University-managed off-site accommodation, representing the interests of students living in University-managed off-site accommodation |
|  | Students living in private rented accommodation in Worcester | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* | One student living in private rented student accommodation in Worcester, representing the interests of students living in local private rented student accommodation |
|  | Co-opted | By application [form](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx)\* |  Four students who would like to contribute to student council but do not represent any of the above roles |
|  | Co-opted |
|  | Co-opted |
|  | Co-opted |

\*Membership openings via application form will be selected by current members of student council through a face to face procedure/vote. To download a Student Council application form please click [HERE](http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx) or copy and paste the following link into your web browser. <http://www.worcsu.com/pageassets/yourvoice/studentcouncil/Student-Council-application-form-2014-general-places.docx>

Please return all application forms to the Students Union via email: studentsunion@worc.ac.uk by 5 p.m. Monday October 6th 2015

**Basic Rules of Student council**

* During discussions, a member must raise their hand and be recognized by the Chair before he or she can speak
* No one can speak twice on a matter until all have had opportunity to speak
* The Chair may set time limits for discussion
* No disrespect towards others will be tolerated
* Declarations of interest must be addressed
* The Chair does not vote with the other members

**Common Terms and Phrases used in Meetings**

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| **Ad hoc**  | from Latin, meaning 'for the purpose of', as for example, when a sub-committee is set up specially to organise a works outing. |
| **Adjourn** | to hold a meeting over until a later date. |
| **Adopt minutes** | minutes are 'adopted' when accepted by members and signed up by the chairman. |
| **Advisory** | providing advice or suggestion, not taking action |
| **Agenda** | a schedule of items drawn up for discussion at a meeting |
| **AGM** | Annual General Meeting all members are usually eligible to attend |
| **Apologies** | excuses given in advance for inability to attend a meeting |
| **Articles of Association** | rules required by Company law which govern a company's activities |
| **Attendance list** | in some committees a list is passed round to be signed as a record of attendance |
| **Bye-laws** | rules regulating an organisation's activities |
| **Casting vote** | by convention, some committee chairmen may use a 'casting vote' to reach a decision, if votes are equally divided |
| **Chairman** | leader or person given authority to conduct a meeting |
| **Chairman's Agenda** | based upon the committee agenda, but containing explanatory notes |
| **Collective Responsibility** | a convention by which all committee members agree to abide by a majority decision |
| **Committee** | a group of people usually elected or appointed who meet to conduct agreed business and report to a senior body |
| **Consensus** | agreement by general consent, no formal vote being taken |
| **Constitution** | set of rules governing activities of voluntary bodies |
| **Convene** | to call a meeting |
| **Declaration of interest** | Announcing that a discussion topic has the potential to undermine the impartiality of the person because of the possibility of a clash between the persons self, professional or public interest. The member should declare interest and abstain from the vote  |
| **Decision** | resolution minutes are sometimes called 'decision minutes' |
| **Eject** | remove someone (by force if necessary) from a meeting |
| **Executive** | having the power to act upon taken decisions |
| **Extraordinary Meeting** | a meeting called for all members to discuss a serious issue affecting all is called an Extraordinary General Meeting; otherwise a non-routine meeting called for a specific purpose |
| **Ex officio** | given powers or rights by reason of office |
| **Guillotine** | cut short a debate – usually in Parliament |
| **Honorary post** | a duty performed without payment, e.g. Honorary Secretary |
| **Information, Point of**  | the drawing of attention in a meeting to a relevant item of fact |
| **Intra vires** | within the power of the committee or meeting to discuss, carry out |
| **Lie on the table** |  leave item to be considered instead at the next meeting (see table) |
| **Lobbying** | a practice of seeking members' support before a meeting |
| **Minutes** | the written record of a meeting; resolution minutes record only decision reached, while narrative minutes provide a record of the decision-making process |
| **Motion** |  the name given to a 'proposal' when it is being discussed at a meeting |
| **Mover** | one who speaks on behalf of a motion |
| **Nem con** | from Latin, literally, 'no one speaking against' |
| **Opposer** | one who speaks against a motion |
| **Order, point of** | the drawing of attention to a breach of rules or procedures |
| **Other business** | either items left over from a previous meeting, or items discussed after the main business of a meeting |
| **Point of order** | proceedings may be interrupted on a 'point of order' if procedures or rules are not being kept to in a meeting |
| **Proposal** | the name given to a submitted item for discussion (usually written) before a meeting takes place |
| **Proxy** | literally 'on behalf of another person' - proxy vote |
| **Quorum** | the number of people needed to be in attendance for a meeting to be legitimate and so commence |
| **Refer back** |  to pass an item back for further consideration |
| **Resolution** | the name given to a 'motion' which has been passed or carried; used after the decision has been reached |
| **Seconder** | one who supports the 'proposer' of a motion or proposal by 'seconding' it |
| **Secretary** | committee official responsible for the internal and external administration of a committee |
| **Secret ballot** | a system of voting in secret |
| **Shelve** | to drop a motion which has no support |
| **Sine die**  | from Latin, literally, 'without a day', that is to say indefinitely, e.g. 'adjourned sine die'. |
| **Standing Committee**  | a committee which has an indefinite term of office |
| **Standing Orders** | rules of procedure governing public sector meetings |
| **Table** | to introduce a paper or schedule for noting |
| **Taken as read**  | to save time, it is assumed the members have already read the minutes |
| **Treasurer**  | committee official responsible for its financial records and transactions |
| **Ultra vires**  | beyond the authority of the meeting to consider |
| **Unanimous**  | all being in favour |

**Student council 2014-2015 member contact lists**

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| --- | --- | --- | --- | --- |
|  | **Representative Position** | **Person** | **Email address and**  | * **Facebook Group**
 |
|  | **Chair of student Council** | Ellen Joyce | studentcouncilchair@worc.ac.uk  |  |
|  | **President** | Wes Hudson | w.hudson@worc.ac.uk  |  |
|  | **Vice President Education** | Tom Clarke | t.clarke@worc.ac.uk  |  |
|  | **Vice President Student Activities** | Abi Clarke | a.clarke@worc.ac.uk  |  |
|  | **Mature Students' Officer** | Helen Manners | Sumature@worc.ac.uk  | <https://www.facebook.com/groups/209029845965488/> |
|  | **Non-UK Students' Officer** | Savannah Ju | jupe1\_13@uni.worc.ac.uk  |  |
|  | **RAG Officer** | Jack Buczynski | Surag@uni.worc.ac.uk  | <https://www.facebook.com/profile.php?id=100007357548305> |
|  | **Student Disability Officer** | **Open to by-election**  |  |  |
|  | **Ethnic Minority Officer** | **Open to by-election** |  |  |
|  | **LGBT Officer** | **Open to by-election** |  |  |
|  | **Sustainability Officer** | Vanessa Gordon  | gorv1\_12@uni.worc.ac.uk  |  |
|  | **Welfare Officer** | Georgie Bull | bulg1\_13@uni.worc.ac.uk  |  |
|  | **Women’s Officer** | Chantal Vinyard | suwomen@worc.ac.uk   | <https://www.facebook.com/chantalwomensofficerwsu?fref=ts><https://www.facebook.com/groups/WomensnetworkUoW/>  |
|  | **LGBT students** |   |  |  |
|  | **Mature students** |  Ben Norris | norb1\_13@uni.worc.ac.uk  |  |
|  | **Non-UK students** |  Claudia Călin | Calm1\_13@uni.worc.ac.uk  |  |
|  | **Postgraduate students** |   |  |  |
|  | **RAG** |  Thomas Beale | Beat1\_12@uni.worc.ac.uk  |  |
|  | **RAG** |  Allie Gentle | Gena1\_13@uni.worc.ac.uk  |  |
|  | **Events and entertainment** |   |  |  |
|  | **SU sports** |  Joshua Ware | Warj5\_12@uni.worc.ac.uk  |  |
|  | **SU sports** |   |  |  |
|  | **SU societies** | Joe Hayes | HayJ1\_13@uni.worc.ac.uk  |  |
|  | **SU societies** | Tina Wootton-Porter | Woot1\_12@uni.worc.ac.uk  |  |
|  | **Community volunteering** |  |  |  |
|  | **Community volunteering** |  |  |  |
|  | **Institute of Education** | Alice Underhill | unda1\_13@uni.worc.ac.uk  |  |
|  | **Institute of Health and Society** | Sarah Meyrick | meys1\_14@uni.worc.ac.uk  |  |
|  | **Institute of Humanities and Creative Arts** |  |  |  |
|  | **Institute of Science and the Environment** |  Nicki Le Page | Lepn1\_13@uni.worc.ac.uk  |  |
|  | **Institute of Sport and Exercise Science** |   |  |  |
|  | **Worcester Business School** |  Mihaela Getzova | Getm1\_13@uni.worc.ac.uk  |  |
|  | **Black and minority ethnic students (BAME)** |  Munifa Rauf | raum1\_14@uni.worc.ac.uk |  |
|  | **Students with a disability** |  Connor Allen  | allc1\_14@uni.worc.ac.uk |  |
|  | **Sustainability issues** | Jane Abbott  | abbj1\_07@uni.worc.ac.uk |  |
|  | **Sustainability issues** | Rebecca Jones | jonr1\_13@uni.worc.ac.uk |  |
|  | **Part-time students** |  |  |  |
|  | **Block placement students** |  |  |  |
|  | **Commuting students** | Jeremy Hanley-Keeley   | hanj1\_14@uni.worc.ac.uk |  |
|  | **Students living in St Johns halls of residence** | Morgan Koronis   | korm1\_14@uni.worc.ac.uk |  |
|  | **Students living in City campus halls of residence** |  |  |  |
|  | **Students living in University-managed off-site accommodation** | Luke Hysted   | hysl1\_14@uni.worc.ac.uk |  |
|  | **Students living in private rented accommodation in Worcester** | Victoria Maybury  | mayv1\_14@uni.worc.ac.uk |  |
|  | **Co-opted** | Val Turner | turv1\_12@uni.worc.ac.uk  |  |
|  | **Co-opted** | **Phillip Brookes** | brop1\_11@uni.worc.ac.uk  |  |
|  | **Co-opted** |  |  |  |
|  | **Co-opted** |  |  |  |