

AGENDA 23 OCTOBER 2024

1. Terms of Reference – agree and approve
2. Elect the Chair
3. President Reports;
 1. Canterbury - Verbal, not submitted
 2. Epsom - Verbal, not submitted
 3. Farnham – Verbal, not submitted
4. Campus Officer Reports
 1. Canterbury – Verbal, not submitted
 2. Epsom – Verbal, not submitted
 3. Farnham – Verbal, not submitted
5. Motions and Ideas - none submitted
6. Campaign Budget Proposals - none submitted

University for the Creative Arts Students' Union - Union Council - Terms of Reference

1 MEMBERSHIP

1.1 Union Council comprises of:

Number of positions	Representative role
3	Full-time elected sabbatical officers
3	Campus Officer - Canterbury
3	Campus Officer - Epsom
3	Campus Officer - Farnham

1.2 Union Council will elect a Chair and Deputy in the first quorum meeting by a majority vote - it can be decided that a rolling Chair and Deputy is voted in.

1.3 In the event of the Chair being in conflict or alleged to be in conflict with an item under discussion, the Chair should be resigned for the duration of the discussion to a Deputy Chair.

1.4 Campus Officers will cease to continue in the role should they not attend two meetings without prior apologies at least 24 hours in advance.

2 TERMINOLOGY

2.1 "Campaign" refers to an organised series of activities which seek to modify or change the actions, behaviours, or attitudes of others.

2.2 "Union Council" refers to an elected group of students and sabbatical officers who represent the student voice, hold Sabbatical officers to account, and oversee the Union by-laws.

3 PURPOSE

3.1 The purpose of Union Council is to propose motions and campaigns as areas of work to be undertaken by members of Union Council and / or Union staff members.

3.2 Union Council is an elected group of officers who represent student voice, hold sabbatical officers to account and oversee the Union by-laws.

1 MEETINGS

1.1 Union Council will meet a minimum of 5 times in an academic year. Dates are organised by the Union Engagement Team.

- 1.2 Union Council Chair may ask the group to convene further meetings to discuss particular issues on which they want the group's advice and/or response.

2 STATUS AND AUTHORITY

- 2.1 Union Council shall conduct its business in accordance with the Constitution of the University for the Creative Arts Students' Union and its By-Laws.

3 TERMS OF REFERENCE

The duties of Union Council shall be;

- 3.1 To propose and submit motions for consideration.
- 3.2 To develop campaigns for consideration and action.
- 3.3 To act as a focus group and feedback on required insights from their representative roles.
- 3.4 To ensure the students they represent are considered at all times within meetings and proposals.
- 3.5 To hear, consider, and vote upon sabbatical officer reports and support the dissemination of information to respective students.
- 3.6 Execute policy and be responsible for ensuring it is carried out.
- 3.7 Promote and defend the rights of Union members.
- 3.8 To decide upon an individual spend over £150 within the Campaigns budget (budget set and approved by UCASU Board of Trustees).
- 3.9 Represent the voice of students

5 REPORTING PROCEDURES

- 5.1 Union Council minutes will be made available to all members of the union within one of their approval.
- 5.2 The Chair shall report on the minutes and matters arising from the Union Council to the University of Creative Arts Student's Union Board of Trustees where appropriate

Taylor Kane - Student Engagement Manager
25 September 2024
(to be reviewed by 24 September 2026)