

BYE LAWS B

TERMS OF REFERENCE AND MEMBERSHIP OF STUDENT FORUMS

Membership of Student Forums

1. The membership of Student Forums shall be:

Voting Members:

Method of Election:

The Chair of every Union ratified Society	Ex-Officio
All Student Academic Reps (StARs)	Ex-Officio
Academic Officer	Ex-Officio
Equality and Campaigns Officer	Ex-Officio
Events and Activities Officer	Ex-Officio
RaG and Community Officer	Ex-Officio
Societies Officer	Ex-Officio
Sports Officer	Ex-Officio

Non-Voting Members:

Method of Election:

President	Ex-Officio
Vice-President	Ex-Officio

2. Any other Newman Student can attend and speak at a Student Forum but shall not have voting rights
3. Society Chairs may nominate another committee member to attend and vote on their behalf. The Chair of Forum should be made aware of this prior to the start of the meeting

Timing of Meetings and Quorum

1. Student Forums shall be held no less than 3 times per year.
2. Forums shall be called no less than two weeks in advance and shall be at a time that is most convenient for members to attend.
3. The Quorum for Student Forums shall be half of the voting membership positions plus one.
4. In the event of a Society Chair is unable to attend a Student Forum, their nominated individual will be counted towards Quorum at the beginning of the meeting.

Terms of Reference of Student Forum Members

1. All Student Forum members shall play a full and active part in Student Forum meetings by making reports; submitting motions and amendments; contributing to discussions; questioning and scrutinising the actions of the Executive
2. A Student Forum Member who is absent without apologies from two entire Union meetings during their time of office (excluding meetings called with less than two weeks' notice) shall cease to hold their role which determines their position within the Forum.
3. All members and attendees shall follow the Student Forum Code of Conduct below.

Code of Conduct

1. The Chair will warn Student Forum Members who break this code of conduct. Those who continue to break it will be excluded from the meeting.

Code of Conduct: The Chair

1. The Chair must be shown respect at all times;
2. Student Forum Members must be silent when the Chair is speaking; and

3. Student Forum Members must abide by the process implemented by the Chair, including waiting for the Chair to signal to them before speaking.

Code of Conduct: Members' behaviour:

1. Student Forum Members should be mindful of who they are representing, while recognising and appreciating the wider membership;
2. Student Forum Members must show mutual respect for each other's' views;
3. Student Forum Members should listen and attempt to empathise with each other;
4. Student Forum Members must be patient by allowing others to finish speaking before speaking themselves;
5. Student Forum Members should never boo, shout, jeer or patronise each other; Student Forum Members should treat each other as they wish to be treated; and
6. Student Forum Members should exercise restraint if they disagree with each other, and look to seek a mutual agreement.

Code of Conduct: Student Forum Meetings Should Contain:

1. Factually accurate information;
2. Professional conduct (with particular regard to whispering, moving around the room whilst the Forum is in session and eating) to be regulated by the Chair;
3. Accessibility provisions to ensure that all Student Forum Members can participate in all Forum activities;
 - a. A positive regard for observers;

- b. Accountability and credibility; and
- c. Debate between Student Forum Members that serves the interests of the wider student population by seeking to inform the decision making process.

Code of Conduct: Student Forum meetings should not contain:

1. Disrespect;
2. Personal discussion between Student Forum Members;
3. Mobile phone calls;
4. Deliberate disruption of Forum proceedings by Student Forum Members, or observers;
5. Threats, blackmail or otherwise aggressive language; or
6. Digression from the subject of the agenda item.

Election of the Chair of Student Forum

1. The election of the Chair of Student Forum shall be determined by secret ballot at the first quorate Forum meeting of the year.
2. The President shall be Deputy Chair of Student Forums.
3. The President shall Chair the first Student Forum until a vote has taking place.
4. The President shall continue to Chair Student Forum meetings until a quorate meeting where a vote will be held.

Terms of Reference for the Chair of Student Forums

1. The Chair shall prepare the agenda for and Chair all Student Forum meetings, in accordance with the schedule for the organisation of NSU meetings.
2. The Chair shall ensure that all members, particularly non-Executive members, are able to participate fully in Forum meetings.
3. Ensure that Student Forum is informed by Executive members of: NSU business; the implementation of policy; and that Student Forum may question Executive members..
4. Report any breaches of the Constitution, regulations or policy by the Executive to Student Forum and, where necessary, to the Board of Trustees.

Elections

1. All members of Student Forum shall be elected by the membership of NSU by secret ballot in accordance with the Election regulations set out in Bye Laws D.