

Summit – Terms of Reference 2024-25

1. Summit Membership

- a) The members will be:
- Summit Chair.
 - Summit Vice-Chair.
 - The SU Officers.
 - Student Senate Representative.
 - All elected NUS National & Liberation Conference Delegates.
 - At least one, and up to two, representatives from each Executive Committee (Activities, Sports, Academic, Diversity & Support, Doctoral, PGT, International, Media).
 - Up to two Hall Reps.
 - Up to one representative from each of the SU Liberation groups (LGBT+, Feminism & Gender Equality, Race Equality, Mature Students, Disability Action Group).
 - One Senior Peer Mentor.
 - One Senior PAL Leader.
 - Up to twenty Open-place student positions (elected by cross campus ballot).
 - *The SU Chief Executive, Head of Student Voice or their deputies, and other relevant SU staff will also be in routine attendance.*
 - *A member of the SU Voice Team will act as Secretary for Summit.*
- b) An Executive Committee can nominate a member from an appropriate Student Group committee or in the case of an Exec which does not represent Student Groups a relevant student representative, if the Exec is unable to fill all its assigned places on Summit.
- c) Up to 10 student observer seats will be reserved for each Summit meeting to increase visibility, transparency, and to create a learning opportunity for those interested in getting involved. These are first come, first served, and can be requested through the Chair / Vice-Chair.
- d) If Open-place positions are not filled on the first election, one by-election is to be organised. Any unfilled spaces after by-election can be filled by co-option agreed by the Chair at the next Summit meeting.

2. Chair and Vice-Chair

- a) The Summit Chair is appointed through a selection process via a nominations panel – any student (including any existing student leader, Exec member, or representative) will be able to nominate themselves for this position.
- b) The Summit Chair's responsibilities include, but are not limited to, the following:
- Chair each meeting of Summit.
 - Work with Summit members and SU staff to ensure the smooth running of Summit meetings and its functions, as well as encourage networking opportunities between members.

- Work with SUMmit members, Execs, and staff to support the Standpoint process.
- c) The SUMmit Vice-Chair is elected by members of SUMmit from the members of SUMmit via a simple majority vote. Quoracy must be met (at least 50%+1 of the total SUMmit members needs to cast a vote).
- d) The SUMmit Vice-Chair's responsibilities include, but are not limited to, the following:
- Step in to cover on Chair business and decisions where required, including chairing SUMmit meetings when required.
 - Work with the Chair and SUMmit members to ensure the smooth running of SUMmit and its functions, as well as encourage networking opportunities between members.
 - Provide advice to the Chair where possible to support the operation of SUMmit and the Standpoint process.

3. Expectations of SUMmit Members

- a) SUMmit members will be required to attend all meetings of SUMmit. If a member is unable to attend a meeting, they must submit apologies (in the form of an email) to the Chair or relevant staff member before the meeting, or within 24 hours after the end of the meeting. Members who fail to provide an apology will receive a reminder to do so in the future.
- b) If a SUMmit member fails to provide appropriate apologies for two consecutive meetings, the SUMmit Chair and Vice-Chair can agree to remove the member from SUMmit and initiate recruitment for a relevant replacement.
- c) Voting on Standpoints and actions will open and close within the SUMmit meeting. SUMmit members are expected to vote on all Standpoint proposals where possible. SUMmit members will need to be present at the meeting to vote.
- d) SUMmit members who are also representatives should consider the needs and beliefs of those they are representing, and bring the perspective of their electorate (e.g., group members, Exec, etc) to SUMmit meetings. This should also influence their decision making when considering how to vote on Standpoints.
- e) SUMmit's membership list will be accessible to SU members to display which representatives are on SUMmit.

4. SUMmit Meeting Procedures

4.1 Standard procedures

- a) Quoracy for Summit meetings to undertake voting will be a simple majority of appointed members (50% + 1) rather than number of available positions. Meetings may go ahead without quoracy, but no voting on a Standpoint and actions will take place.
- b) Summit will usually meet 4 times per year, and additional votes on single issues or urgent matters may be required outside a meeting.
- c) The meeting's secretary, or delegate, will arrange meetings in accordance with [Articles 84 to 87](#) of The SU's Articles of Governance.
- d) Any vote Summit makes in relation to the approval of a new Standpoint will only pass if the following two conditions are met:
 - Quoracy must be met (at least 50%+1 of the total Summit members needs to cast a vote, i.e. meeting must be quorate).
 - A 'super majority' of the votes cast are in favour (super majority means at least 66%+1).

5. Statement of Issues and Standpoints

5.1 Enacting new Standpoints

- a) One of Summit's core functions is to receive and consider Statement of Issues (Sol) which proceeds the creation of a Standpoint and resulting actions. The Sol proposer(s) can attend the meeting or nominate another SU member(s) to attend in their place.
- b) The process and timeline for student submission of a Statement of Issue (Sol), which proceeds the creation of a Standpoint is outlined in Summit and Standpoint Guidance.
- c) A Statement of Issue (Sol) must adhere to the following conditions before it can be considered for a Standpoint:
 - It must not breach UK law
 - It must be in line with The SU's charitable objectives
 - The Sol cannot be 'Ultra Vires' – it must adhere to the Charity Commission's expectation of The SU (e.g. it cannot be party political)
 - It must not contravene the University's regulations or Dignity and Respect Policy
 - It must not contravene The SU's Values
 - It must not contravene an existing Article of SU Governance or SU Policy
 - It must not contradict an existing SU Standpoint (existing Standpoints can be challenged and amended, see 5.2)
 - It must not mention an individual by name.
- d) Summit members will discuss and debate Sol proposals agreed prior to the meeting to be discussed (process outlined in the Summit and Standpoint Guidance), including the wording of the resulting Standpoint. The final wording will be agreed by the Chair and Summit members based on discussion and agreement. The final wording must be fully supported by the original proposer or sponsor. All actions accompanying the Standpoint

must be agreed by those actioned for them to be included in the final Standpoint documentation.

- e) At a meeting of SUMmit, the members can decide to enact one of the following options in relation to a Statement of Issue:
- Proceed to vote on the Standpoint and accompanying actions (which will open and close in the meeting).
 - Call for statements from the wider student community and discuss at next meeting.
 - Recommend to the Board of Trustees that a referendum be held to determine student opinion.
- f) As per the standard procedures, a Standpoint and actions may only be passed if quoracy is met and a super majority of the votes cast are in favour. Standpoints and actions that are approved will be added to the SU Standpoints Document.
- g) The SU Board of Trustees will have the authority to overturn a Standpoint. If a Standpoint is rejected by the SU's Board of Trustees, a written response will be sent to SUMmit to allow the proposer(s) to amend their proposal and resubmit to the SUMmit for consideration/approval.
- h) Once a Standpoint is approved by SUMmit, it cannot be changed or challenged by SUMmit for at least 2 meetings from the meeting of its approval. New Standpoints are valid indefinitely unless specified otherwise, or if it is challenged at a later date.
- i) SUMmit members can recommend assigning new Standpoints with an 'expiry date' or 'date of review'. Standpoints due to expire, or due for review, will be brought to SUMmit and subject to a vote to either; confirm its continuation or discontinuation, or make amendment(s). Final decisions on these matters are at the discretion of the Chair.

5.2 Existing Standpoints

- a) An existing Standpoint can be 'challenged' by any SUMmit member in order to raise it as an item for discussion at a SUMmit meeting. When an existing Standpoint is brought as a discussion item, the members can decide to enact one of the following options:
- Proceed to re-vote on the Standpoint online.
 - Refer to the Head of Student Voice to provide a briefing (at the following meeting) on new or existing research data, student engagement activity feedback, sector activity or other relevant evidence on the issue.
 - Call for statements from the wider student community and discuss at next meeting.
 - Recommend to the Board of Trustees that a referendum be held to determine student opinion.
 - Determine that the Standpoint should no longer exist and initiate a vote to remove an existing Standpoint, as per point 4.3 (d).

- b) Any existing Standpoint can be 'challenged' by a SUMmit member, for this to occur, the following conditions must be met:
- The Standpoint in question was approved at least 2 meetings ago.
 - One additional SUMmit member must support the challenge.
 - The Chair must approve the challenge and agree that it will become an item at the next possible SUMmit meeting.
- c) Any existing Standpoints can be *amended* in the following ways.
- The SU's Board of Trustees decide to amend a Standpoint.
 - SUMmit votes to amend an existing Standpoint following a 'challenge', in accordance with 4.3 (b).
 - A valid referendum vote passes which requires the changing of a Standpoint, in accordance with [Articles 28 to 31](#) of The SU's Articles of Governance, and subject to approval from the SU's Board of Trustees.
- d) Any existing Standpoints not due to expire, can be *removed* in the following ways:
- The SU's Board of Trustees decide to remove a Standpoint.
 - SUMmit makes a vote to remove an existing Standpoint, in accordance with 4.3 (b).
 - A valid referendum vote passes which requires the removal of a Standpoint, in accordance with [Articles 28 to 31](#) of The SU's Articles of Governance, and subject to approval from the SU's Board of Trustees.

6. Additional Summit Functions

- To discuss topical issues related to the student experience.
- To provide insight and direction for the Officer team and other relevant representatives on key issues.
- To receive updates from student groups, project teams or other groups of students on campaigns, projects or other pieces of work that may be of interest to SUMmit's members.
- Create a network of student leaders and encourage collaboration between areas.

Terms of Reference agreed by SUMmit Chair and SU President: Jimena Alamo SU President 2024/25

Terms of Reference agreed by SU Board of Trustees: Jimena Alamo SU President and Chair of the Board of Trustees 18 September 2024

Terms of Reference to be next reviewed: April 2025