

Regulations of the Council

Regulations of the Council relating to Procedure at Meetings of the Court

1. A notice of a meeting of the Court stating generally the nature of the business to be transacted, and in the case of the Annual General Meeting, the Annual Report from the Council and Senate, the audited annual financial statements of the Council, and the annual report of the Union of Students, together with an invitation to members to give notice of any other motion to be moved at the meeting shall be circulated by the Secretary of the Court not less than twenty-one days before the date of the meeting.
2. An agenda paper setting out all the business proposed to be transacted at the meeting, including all motions required to be moved under these Regulations and any other motions of which notice has been given by any member of the Court not less than fourteen days before the date fixed for the meeting and which are in order, together with any other report or paper, shall be circulated not less than seven days before the meeting.
3. No business shall be considered at the Annual General Meeting of the Court other than that specified in the agenda paper or directly arising therefrom, and no business shall be considered at a Special Meeting of the Court other than that specified in the notice of the Special Meeting or directly arising therefrom.
4. A meeting of the Court shall be presided over by the Chancellor or in his absence the Chairman of the Council, failing whom another Pro-Chancellor, failing whom a person elected by the meeting.
5. At the Annual General Meeting of the Court, the following motions shall be moved, either from the chair or by a person designated by the Chairman:
 - (a) That the Minutes of the last Annual General Meeting be approved;
 - (b) (if appropriate) That the Minutes of the Special Meeting of the Court held on [date] be approved;
 - (c) That the annual report of the Council and the Senate on the conduct of the affairs of the University be received;
 - (d) That the audited annual financial statements of the Council for the year ending 31st July last be received;
 - (e) That the annual report of the Union of Students be received.
6. The annual report of the Council and the Senate shall be presented by the Vice-Chancellor or another Officer designated by the Vice-Chancellor; the annual financial statements of the Council by the Treasurer, another member of the Council designated by the Treasurer or the Director of Finance; and the annual report of the Union of Students by the President of the Union of Students or another Officer of the Union designated by the President.
7. Any other motion included in the agenda paper shall be moved by a member of the Court.
8. A motion shall not require a seconder.
9. It shall be in order for any member of the Court to speak to any motion. A member may move an amendment to any motion which has been duly moved and shall at the request of the Chairman deliver a written text of any such amendment to the Secretary of the Court. The Chairman shall determine the order in which members are to speak, and may invite the mover of a motion or the person presenting a report or financial statements or another officer to respond as appropriate.
10. A motion for the election of a Chancellor shall be moved from the chair on behalf of the Council in the form "That [name] be elected Chancellor of the University". No amendment to this motion shall be in order. If the motion is defeated the matter shall automatically be referred back to the Council.
11. A motion for the election of a Life Member of the Court shall moved in the form "That [name] be elected a Life Member of the Court". No amendment to this motion shall be in order.
12. Subject to these Regulations, the Chairman shall regulate the proceedings at any meeting of the Court and shall determine finally all questions of order.

Regulations of the Council on the Delegation of Powers prescribed by Statutes and Ordinances

THE COUNCIL AND THE SENATE

Powers shall be delegated as follows, subject to the provisions of Ordinance XXVII, paragraph 2:

<i>Power delegated</i>	<i>Body whose power is delegated</i>	<i>Officer or committee to whom the power shall be delegated</i>
1. The power to issue receipts for any moneys payable to the University.	The Treasurer	The Director or Deputy Director of Finance or interim authorised designate

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| 2. | The power to invest moneys belonging to the University in accordance with the terms of Section 4.7 of the Statutes and in accordance with the Financial Regulations approved by the Finance Committee. | Council | The Director or Deputy Director of Finance or interim authorised designate |
| 3. | The power to borrow money and to give security on behalf of the University, within the limits prescribed by Section 4.10 of the Statutes and in accordance with the Financial Regulations approved by the Finance Committee. | Council | The Director or Deputy Director of Finance or interim authorised designate |
| 4. | The power to approve application of the seal of the University to particular documents. | Council | The Chairman of Council or The Vice-Chancellor or The Treasurer |
| 5. | Any request from an Officer or member of staff of the University that the Council exercise its power under section 4.16 of the Statutes shall be referred to the Chairman of the Council who shall determine, having regard to any resolutions of the Council as to the exercise of the power, whether the grievance is to be entertained and if so shall refer the matter to a Grievance Committee to consider the grievance and make recommendations to the Council, and to that extent the power of the Council under Section 4.16 of the Statutes to entertain grievances is delegated, without the need seek the confirmation of the Council, to the Chairman of the Council. | Council | The Chairman of Council |
| 6. | Any request from a student or graduate of the University that the Council exercise its power under section 4.16 of the Statutes shall be referred to a Pro-Vice-Chancellor who shall determine, having regard to any resolutions of the Council as to the exercise of the power, whether the grievance is to be entertained and if so shall refer the matter to a Case Review Panel to consider the grievance and make recommendations to the Council, and to that extent the power of the Council under Section 4.16 of the Statutes to entertain grievances is delegated, without the need seek the confirmation of the Council, to a Pro-Vice-Chancellor. | Council | A Pro-Vice-Chancellor other than that of the student's or graduate's Faculty |
| 7. | The power to co-opt such members as may be necessary to ensure that the senior members of the academic staff, as defined by Ordinance, shall constitute the majority of the Senate. | Senate | The Vice-Chancellor |
| 8. | The power to approve recommendations of the Faculties concerning the reports of examiners and the award of degrees, diplomas and certificates and of the Faculties, Committees or assessors concerning the award of fellowships, prizes, medals and other awards. | Senate | The Vice-Chancellor |
| 9. | The power to impose fines and other penalties as set out in the Library Regulations. | Council and Senate | The Librarian |
| 10. | The power to review, amend or disallow any decision of a Faculty Student Review Committee concerning the progress of a student. | Senate | Appeals Committee of Senate |
| 11. | The power to review, amend or disallow any decision of the Senate concerning the progress of a student. | Council | Appeals Committee Council |
| 12. | The power in accordance with the Discipline Regulations to suspend or expel any student when thought necessary or take such other action as the Discipline Regulations shall provide. | Senate | Discipline Committee or Disciplinary Appeals Committee of the Senate |
| 13. | The power to make all Regulations for giving effect to the Statutes and Ordinances of the University relating to programmes of study, fellowships, scholarships, prizes and other distinctions. | Senate | The Vice-Chancellor or a Pro-Vice-Chancellor other than one responsible for a Faculty |
| 14. | The power to withdraw any Degree (other than an Honorary or Ex Officio Degree) Diploma Certificate Associateship or Distinction which has been awarded or conferred upon any person. | Senate | The Vice-Chancellor |
| 15. | The power to withdraw an Honorary or Ex Officio Degree conferred upon any person. | Council | The Chairman of Council |

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16. To appoint Professors and equivalent level staff.	Senate and Council	The Vice-Chancellor
17. To appoint all other employees of the University and to issue all contracts of employment.	Council	Director of Human Resource Management
18. To re-grade/promote employees, subject to authorised and approved recommendations, taken by approved bodies/office holder.	Council	Director of Human Resource Management, following recommendation by the approved body/office holder
19. To approve promotions of Lecturers to the grade of Senior Lecturer.	Senate and Council	Academic Promotions Committee
20. To approve promotions of all other staff.	Council	Human Resource Management Committee through approved procedures
21. To approve the conferment of the title of Reader and promotions to Personal Chair.	Senate and Council	Readerships & Personal Chairs Committee
22. To terminate employment contracts and to dismiss employees (with the exception of those covered by the University Statutes).	Council	Director of Human Resource Management
23. To authorise retirements (including ill-health and early retirements).	Council	Director of Human Resource Management in accordance with agreed procedures
24. To issue agreements for services with contractors/non-employees.	Council	Director of Human Resource Management
25. To reach settlements and make payments relating thereto including statutory redundancy and other ad hoc payments in line with employment legislation and internal agreed procedures.	Council	Director of Human Resource Management
26. To request and receive reports of criminal checks under the Criminal Records Bureau in line with approved procedures.	Council	Director of Human Resource Management
27. To negotiate and agree terms and conditions of employment.	Council	Director of Human Resource Management and the Human Resource Management Committee
28. To develop and introduce new and revised HR strategies and policies.	Council	Human Resource Management Committee with day-to-day responsibility delegated to the Director of Human Resource Management
29. To confer visiting, honorary and emeritus (and other) academic titles on non-employees in line with agreed procedures.	Senate	Director of Human Resource Management following approved recommendations
30. To confirm appointments of academic and other staff following successful probationary period.	Senate and Council	Director of Human Resource Management following approved recommendation by Pro-Vice-Chancellor of Faculty or Head of Administrative Department
31. To appoint Heads of Academic Departments.	Senate and Council	The Vice-Chancellor
32. The power to approve the University's Financial Regulations (level 1, including the University's Treasury Management Policy).	Council	Finance Committee
33. The power to approve the University's Financial Regulations (levels 2 & 3).	Council	Director or Deputy Director of Finance or interim authorised designate

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| 34. The power to enter into derivative transactions, including but not limited to swaps, options, forward contracts and combinations of forward and options contracts, in accordance with the approved treasury strategy (in order to deal with the risks associated with exporting goods and services; to give protection against the risks associated with holding currency and variable rate loans, and in certain circumstances to fulfil a requirement to convert a fixed rate loan to floating and vice versa; to protect the University from adverse movements in financial markets), provided that in no circumstances may the Director of Finance enter into derivative transactions for the purpose of speculating on movements in the underlying financial markets. | Council | Director or Deputy Director of Finance or interim authorised designate |
| 35. The power to delegate to an external party the authority to buy and sell investments and/or invest surplus funds on behalf of the University in accordance with the Treasury Management Policy contained within the Financial Regulations. | Council | Investment Group |

THE FACULTIES

Powers shall be delegated as follows, subject to the provisions of Ordinance XXVII, paragraph 2:

<i>Power delegated</i>	<i>Body whose power is delegated</i>	<i>Officer or committee to whom the power shall be delegated</i>
1. The power to recommend to the Senate upon the award of first Degrees, Diplomas and Certificates, undergraduate prizes and other distinctions and examination results within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Faculty Pro-Vice-Chancellor, Faculty Director of Learning and Teaching or designate authorised by the Faculty
2. The power to recommend to the Senate upon the award of higher Degrees, Diplomas, Certificates and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Faculty Pro-Vice-Chancellor, Faculty Director of Learning and Teaching, Faculty Director of Research and Innovation or designate authorised by the Faculty
3. The power to recommend to the Senate upon Regulations relating to programmes of study or research, examinations or other requirements for Degrees, Diplomas, Certificates and other distinctions and upon Regulations relating to Fellowships, Scholarships and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculty	The Faculty Pro-Vice-Chancellor, Faculty Director of Learning and Teaching, Faculty Director of Research and Innovation or designate authorised by the Faculty
4. The power, in accordance with Regulations made by the Senate, to review the progress of students registered in the Faculty and to suspend or exclude any such student from further attendance at lectures, classes and examinations in the Faculty or to take such other action as may be prescribed by those Regulations, without the need to report on action taken or seek the confirmation of the Faculty.	The Faculties	The Student Review Committee of the Faculty in which the student concerned is registered
5. The power to recommend to the Senate upon the award of first Degrees, Diplomas and Certificates, undergraduate prizes and other distinctions and examination results within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The International Faculty	The Principal, any Vice-Principal or designate authorised by City College
6. The power to recommend to the Senate upon the award of higher Degrees, Diplomas, Certificates and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty.	The International Faculty	The Principal, any Vice-Principal or designate authorised by City College

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| 7. The power to recommend to the Senate upon Regulations relating to programmes of study, examinations or other requirements for Degrees, Diplomas, Certificates and other distinctions and upon Regulations relating to Fellowships, Scholarships and Prizes within the Faculty, without the need to report on action taken or seek the confirmation of the Faculty. | The International Faculty | The Principal, any Vice-Principal or designate authorised by City College |
| 8. The power, in accordance with Regulations made by the Senate, to review the progress of students registered in the Faculty and to suspend or exclude any such student from further attendance at lectures, classes and examinations in the Faculty or to take such other action as may be prescribed by those Regulations, without the need to report on action taken or seek the confirmation of the Faculty. | The International Faculty | The Student Review Committee of City College |
| 9. The power to recommend to the Senate upon the award of first degrees, diplomas and certificates, undergraduate prizes and other distinctions, examination results and the award of higher degrees, diplomas and postgraduate prizes. | The Board of Collaborative Studies | The Chairman of the Board |
| 10. The power to recommend to the Senate upon changes to the Regulations relating to programmes of study or research, examinations or other requirements for Degrees, Diplomas, Certificates and other distinctions and to the Regulations relating to the award and tenure of Fellowships, Scholarships and Prizes. | The Board of Collaborative Studies | The Chairman of the Board |

Regulation of the Council relating to Financial Regulations

All Officers and members of staff of the University shall, in any actions concerning or affecting the property or finances of the University, and in any dealings (whether with the University or with third parties) which do or might concern or affect the property and finances of the University, observe the Financial Regulations approved and published by the Finance Committee of the Council from time to time, subject to the provision of Ordinance XXVII paragraph 2.

Regulations of the Council relating to the Constitution of the Union of Students

1. NAME

- 1.1 The name shall be the University of Sheffield Union of Students, or Sheffield University Students' Union.

2. AIMS AND OBJECTIVES

- 2.1 The Union shall represent the students of the University locally and nationally, organise services and activities to meet their needs, and provide opportunities for their involvement and personal development.
- 2.2 The Union shall take positive measures to encourage and build a student community which respects and celebrates the diversity of its membership, and seek to create an environment in which individuals and groups of students are free from discrimination, harassment and intimidation on Union premises or in events and activities organised by the Union. In meeting the needs of all students, the Union may provide services and activities for the exclusive use of specific groups.
- 2.3 The Union shall act in furtherance of the educational aims of the University.

3. MEMBERSHIP

3.1 Full Membership

- 3.1.1 All persons who are registered students of the University, as full-time or part-time candidates for Degrees, Diplomas and Certificates shall, subject to this Constitution, be Full Members of the Union provided that a candidate for a Higher Degree by research who is required to pay the University a writing up fee shall cease to be a full member on the expiry of twelve months from the date on which that fee first becomes payable.
- 3.1.2 All persons who are full-time registered students of the University for at least fifteen weeks at the English Language Teaching Centre on Erasmus, visiting or study abroad programmes shall, subject to the Constitution, be Full Members of the Union.
- 3.1.3 All persons who are provisionally registered students of the University, as defined above, shall be deemed to be Provisional Members and shall be entitled to all the rights of Full Members for the period of their provisional registration.

- 3.1.4 Any student who wishes not to be a member, or who decides to withdraw from membership, of the Union shall inform the President of the Union and the Registrar and Secretary of the University in writing. Any such student shall not be entitled to take up, or renew, membership until the end of the academic session.
- 3.1.5 Students who are eligible for Full Membership, but who choose not to be members of the Union shall be entitled to access to the services and activities provided by the Union on the same basis as Full Members, except that they may be charged a differential rate for such services and activities as are agreed between the Union and the University, and that they may not participate in the government of the Union as defined in Clause 4 of this Constitution or hold office in any Union working committee, club or society.
- 3.1.6 Full Members shall be entitled to participate in the government of the Union, subject to any provision made in the Bye-Laws limiting eligibility to stand or vote in elections to specific categories of students.
- 3.1.7 Full Members who are employed by the Union and who are registered as part-time students of the University shall not be eligible to hold office as Union Officers or members of the Union Assembly.
- 3.1.8 Full Members who are employed by the Union and who are registered as full-time students of the University, may be required not to hold office on any Committee relating to their area of employment.
- 3.1.9 Full Members shall be entitled to participate in the activities, and use the facilities, of the Union in accordance with the arrangements specified by the Bye-Laws.
- 3.1.10 Any rights of Full Members may be withdrawn, or suspended, in accordance with the disciplinary regulations specified in the Bye-Laws.

3.2 *Other Membership*

- 3.2.1 The Bye-Laws may make provision for Associate, Affiliate, Extended, Honorary and Reciprocal Members.
- 3.2.2 Such members shall be entitled to participate in such activities, and use such facilities, of the Union as determined by the Union Assembly or other Committees of the Union.
- 3.2.3 Such members may not participate in the government of the Union.
- 3.2.4 Such membership, or any rights of such membership, may be withdrawn, or suspended, in accordance with the disciplinary regulations specified in the Bye-Laws.

4. GOVERNMENT OF THE UNION

4.1 *Referenda*

- 4.1.1 Referenda may determine the policy of the Union, changes to the Union's Constitution and Bye-Laws and the removal of Officers and may resolve disputes between the Officers and Students' Union Council, subject to the Bye-Laws. Bye-Laws shall specify the circumstances in which Referenda shall be organised. They shall be conducted by a secret ballot of all Full Members in accordance with the Bye-Laws.
- 4.1.2 Referenda shall have a quorum of 10% of Full Members.

4.2 *Committees and Union Assembly*

- 4.2.1 Representative Committees shall represent, and organise services and activities for categories of Full Members as specified in the Bye-Laws.
- 4.2.2 Union Assembly shall have authority over Representative and Working Committees, as specified in the Bye-Laws. Representative Committees shall be bound by any decision made by a two-thirds majority at Union Assembly.
- 4.2.3 Union Assembly shall have authority over clubs, societies, and other bodies established under the provisions of Constitution and Bye-Laws, although such responsibility may be delegated to appropriate Working and Representative Committees.
- 4.2.4 Union Assembly may establish sub-committees and Select Committees, in accordance with the Bye-Laws.

4.3 *Officers of the Union*

- 4.3.1 The posts and duties of the Officers shall be specified in the Bye-Laws.
- 4.3.2 The posts shall be full-time for the period of office, and the postholders shall receive a salary determined by the Union Assembly which shall be reviewed each year at the beginning of the Spring Semester. Unless she/he has completed her/his academic course before taking up office, the postholder must seek leave of absence from the University for the period of office.
- 4.3.3 All Full Members shall be eligible to vote in the elections for the posts.
- 4.3.4 Candidates for the posts shall be Full Members at the time of the election, and shall be deemed to be Full Members during their periods of office.
- 4.3.5 No Full Member shall be eligible to serve as a Sabbatical Officer for more than one term of office or part thereof.

4.4 Policy

- 4.4.1 Policy may be established by referenda, in accordance with the procedure outlined in Bye-Law 2, or by the Students' Union Council, in accordance with the procedure outlined in Bye-Law 3. If there is a conflict between policy approved by referendum and that approved by Council, the decision of the referendum shall take priority..
- 4.4.2 Policy shall be binding on all Committees, Officers, Officials or employees acting on behalf of the Union.
- 4.4.3 Policy shall remain valid until the first General Meeting convened in the third academic year following its adoption. It shall then lapse, unless re-affirmed in accordance with the procedure specified in the Bye-Laws.
- 4.4.4 A document detailing all valid policy shall be maintained by the President and shall be available to all Full Members.

4.5 Trustees of the Union

- 4.5.1 The Trustee Board of the Union shall consist of the Union Officers, as specified in Bye-Law 4, and three external trustees, as specified in Bye-Law 5.
- 4.5.2 The responsibilities of the Trustee Board and the method of selecting the external trustees shall be specified in Bye-Law 5.

4.6 Elections

- 4.6.1 Elections shall be conducted in accordance with regulations specified in the Bye-Laws and approved by the University Council.
- 4.6.2 The Union Assembly shall appoint a Returning Officer, or Officers, who shall be responsible for all matters relating to the conduct of elections. Returning Officers shall be Full Members of the Union and shall not be candidates in any election for which they are responsible. Any decision of Returning Officers shall be subject to appeal to Union Assembly. Any decision of Union Assembly shall be subject to appeal to the University Registrar and Secretary, whose decision shall be final.

5. FINANCES AND AUTONOMY

- 5.1 Subject to the provisions of this Constitution, the Union shall be entitled to act independently of the University; and the University, its officers and employees shall have no authority to intervene in the conduct of the affairs of the Union or the management of its services and activities.
- 5.2 Subject to the provisions of this clause, the Union shall be entitled to determine the use of its own funds.
- 5.3 Subject to the provisions of this clause and the terms of any lease licence or other agreement between the Union and the University, the Union shall have full authority to manage and control the use of all premises of the Union.
- 5.4 An annual budget for all activities of the Union and its companies shall be prepared by Union Officers and submitted to the Students' Union Council for consideration. Students' Union Council may then make amendments and shall submit a budget to the Trustee Board for approval. The budget shall then be submitted not later than one month before the commencement of the relevant financial year to the University Council for ratification, in accordance with the Education Act 1994. Any amendment to the budget subsequently made in accordance with the Bye-Laws shall be submitted as soon as practicable to the Trustee Board for approval and to the University Council for ratification.
- 5.5 Annual audited accounts of the Union and its companies, including details of all affiliations to external bodies, shall be presented to the Trustee Board for approval, and subsequently shall be presented to the Students' Union Council and University Council.
- 5.6 The Union shall take any action required by the University to comply with the Education Act 1994 or any subsequent amendment of that Act.

6. LIABILITY AND INDEMNITY

- 6.1 No Officer, Official or employee of the Union shall be liable for any loss, damage or misfortune which may be incurred by the Union as a result of the proper execution of her/his duties, except where otherwise stated in the Bye-Laws.
- 6.2 This indemnity does not cover liability for the consequences of any act which is malicious, or contrary to the Constitution, Bye-Laws or policy of the Union.

7. DISCIPLINE

- 7.1 The Union shall be responsible for maintaining discipline in the Union premises and in relation to the services and activities organised by the Union.

7.2 Disciplinary regulations shall be specified in the Bye-Laws and approved by the University Senate.

8. CONSTITUTION AND BYE-LAWS

8.1 Amendments

8.1.1 Amendments to the Constitution, Bye-Law 1 Membership, Bye-Law 2 Referenda, Bye-Law 3 Students' Union Council, Bye-Law 4 Union Officers, Bye-Law 5 Trustees of the Union, Bye-Law 17 Election Regulations, Bye-Law 18 Policy and Bye-Law 19 Ethical Policy may only be made by referenda in accordance with the procedure outlined below.

8.1.2 Proposals for the amendment of the Constitution and Bye-Laws specified above may be submitted by petition of 1,000 Full Members or by the Union Assembly in accordance with the Bye-Laws.

8.1.3 A proposal for amendment shall require a two-thirds majority in a Referendum to be approved.

8.1.4 Amendments to Bye-Laws other than those specified above may be made by Students' Union Council in accordance with procedures outlined in Bye-Law 3, or by referenda as specified above. Any decision taken by referenda shall have precedence over a decision of Students' Union Council in relation to these Bye-Laws.

8.1.5 Amendments shall take immediate effect unless otherwise specified in the proposal approved in the Referendum, or in the case of these amendments requiring the approval of the University, as specified below.

8.1.6 Amendments to the Constitution and to Bye-Laws concerning elections, shall be effective only when approved by University Council. Amendments to Bye-Laws concerning discipline shall be effective only when approved by University Senate. Other Bye-Law changes, dependent on amendments to Constitution or Bye-Laws specified in this Clause, shall only take effect when those amendments have received the necessary approval.

8.1.7 The University Council may at any time review this Constitution in accordance with the Education Act 1994 and make amendments by Regulation.

8.1.8 Amendments to the Union's Aims and Objectives shall only be effective when approved by the Charity Commission.

8.2 Interpretation

8.2.1 In any matter of interpretation in which there may appear to be a conflict between clauses of the Constitution and clauses of the Bye-Laws, the clauses of the Constitution shall take precedence.

8.2.2 The Union Assembly may rule on the interpretation of the Constitution and Bye-Laws, subject to the Charter and Statutes of the University.

8.2.3 Voting shall be by simple majority unless otherwise stated.

8.2.4 The President of the Union shall have the authority to rule on any matter of interpretation of the Constitution and Bye-Laws, pending a meeting of the Union Assembly.

8.3 Definitions

8.3.1 "Day" shall mean a period of 24 hours, excluding Saturday, Sunday, Bank Holidays and any day outside the academic sessions of the University.

8.3.2 "Employee" shall mean any person employed by the Union, except the Officers.

8.3.3 "Full Member" shall mean Full Member of the Union.

8.3.4 "Officer" shall mean Officer of the Union.

8.3.5 "Official" shall mean any person, other than a Union Officer, who is a member of any Committee of the Union or who represents the Union to the University or any other body.

8.3.6 A "Petition" shall require the names, registration numbers and signatures of the appropriate number of full members.

8.3.7 "Quorum" shall mean the least number of Full Members whose presence at a meeting, or participation in a Referendum, is necessary to make valid decisions. In a Referendum the quorum shall be determined by a count of votes cast for, against and in abstention, but shall not include spoilt papers.

8.3.8 "Simple majority" shall mean the greater number of votes cast, excluding abstentions.

8.3.9 "Two-thirds majority" shall mean at least two-thirds of the votes cast, excluding abstentions.

8.3.10 "Union" shall mean the University of Sheffield Union of Students, or Sheffield University Students' Union.

8.3.11 "University" shall mean the University of Sheffield.

8.3.12 'Publish' shall mean to place a notice on a designated noticeboard in the Union Building and in such other places as deemed appropriate.

8.3.13 'Women students' shall mean self-defining women students.

Regulations of the Council relating to membership of the Court

1. For the purposes of Ordinance X paragraph II(p) the Officers of the Union of Students shall be the President, the Welfare Officer and the Women's Officer.

2. For the purposes of Ordinance X paragraph, III(f) the professional and academic bodies which shall appoint a representative shall be as follows:

Arts Council
British Academy
British Computer Society
Chartered Institute of Library and Information Professionals (Yorkshire and Humberside Branch)
Chartered Management Institute
Decorative and Fine Arts Society
Engineering and Technology Board
General Medical Council
Hunter Archaeological Society
Incorporated Society of Musicians
Institute of Biology
Institute of Chartered Accountants
Institute of Materials, Mining and Metallurgy
Institute of Physics
Institution of Chemical Engineers
Institution of Civil Engineers
Institution of Engineering and Technology
Institution of Mechanical Engineers
Institution of Structural Engineers
Royal Academy of Engineering
Royal Aeronautical Society
Royal Geographical Society
Royal Historical Society
Royal Institute of British Architects
Royal Society
Royal Society of Chemistry
Royal Town Planning Institute
RSA
Science Council
Sheffield and District Incorporated Law Society
Sheffield Galleries and Museums Trust
Sheffield Metallurgical and Engineering Association
Sheffield Society of Architects
Sheffield Theological Society
Yorkshire Arts

3. For the purposes of Ordinance X paragraph, III(g) the industrial, trade and commercial bodies which shall appoint a representative shall be as follows:

Confederation of British Industries
Engineering Employers' Sheffield Association (S Yorkshire and North Midlands)
Institute of Directors
Sheffield Chamber of Trade
Sheffield and District Trades Council
Sheffield Junior Chamber of Commerce
Trades Union Congress

4. For the purposes of Ordinance X paragraph III(h) of the Statutes the community interest bodies which shall appoint a representative shall be as follows:

British Federation of Women Graduates
Racial Equality Council for Sheffield
Voluntary Action Sheffield

5. For the purposes of Ordinance X paragraph III (i) the educational bodies which shall appoint a representative shall be as follows:

Association of School and College Leaders
National Institute of Adult Continuing Education
Secondary Heads Association
Worker's Educational Association

6. For the purposes of Ordinance X paragraph III(j) the health authorities which shall appoint a representative shall be as follows:

South Yorkshire Strategic Health Authority

7. For the purposes of Ordinance X paragraph III(k) the representatives of the staff of the University shall be elected as follows:

(a) fifty persons, not more than twenty-five of whom shall be Professors, appointed by and from the academic and academic related staff of each Faculty other than those holding administrative appointments. The number of representatives from each Faculty shall be as follows:

	Professorial	Non-Professorial
Arts and Humanities	4	4
Science	5	5
Medicine, Dentistry and Health	4	4
Engineering	3	3
Social Sciences	9	9

A member of the non-professorial staff who is appointed as a Professor during the period of office for which they were appointed shall continue in office but the appointment shall not be classed as increasing the number of professorial members for this purpose.

(b) two persons elected by and from the Administrative Staff.

(c) two persons elected by and from the Technical Staff.

(d) two persons elected by and from the Clerical and Secretarial Staff.

(e) two persons elected by and from the Manual and Ancillary Staff.

Regulations of the Council relating to Membership of the Council

1. For the purposes of Section 3.12 of the Statutes the Officer of the Union of Students appointed by the President shall be the Finance Officer.

Regulations of the Council relating to Membership of the Senate

1. Under Ordinance XIII paragraph 1(d) the Directors of Learning and Teaching and the Directors of Research and Innovation of each Faculty or University-wide research theme shall be members of the Senate.

2. For the purposes of Ordinance XIII paragraph 1(e) the Heads of the following Departments or the Acting Heads of those Departments appointed for one semester or more shall be members of the Senate:

Animal and Plant Sciences, Archaeology, Architecture, Automatic Control and Systems Engineering, Biblical Studies, Biomedical Science, Business Administration and Economics (International Faculty), Cardiovascular Science, Chemistry, Chemical and Biological Engineering, Civil and Structural Engineering, Computer Science, Computer Science (International Faculty), Dentistry, East Asian Studies, Economics, Education, Electronic and Electrical Engineering, English, French, Geography, Germanic Studies, Health and Related Research, Hispanic Studies, History, Human Communication Sciences, Human Metabolism, Infection and Immunity, Information, Journalism Studies, Landscape, Law, Lifelong Learning, Management, Materials Science and Engineering, Mathematics and Statistics, Mechanical Engineering, Medical School, Modern Languages and Linguistics, Molecular Biology and Biotechnology, Music, Neuroscience, Nursing and Midwifery, Oncology, Philosophy, Physics and Astronomy, Politics, Psychology, Psychology (International Faculty), Russian and Slavonic Studies, Sociological Studies and Town and Regional Planning.

3. The members of the Senate under Ordinance XIII paragraph 1(h) shall be elected by the members of staff in Grades 8 and above, from such of the aforesaid members of staff who are not otherwise members of the Senate. They shall hold office for three years.

Regulations of the Council

4. For the purposes of Ordinance XIII paragraph 1(i) the Officers of the Union of Students shall be the President, the Education Officer, the International Students' Officer, the Welfare Officer and the Women's Officer, and two postgraduate students, one mature student and one student from each faculty nominated by the Union of Students.
5. For the purposes of Ordinance XIII paragraph 2 senior academic staff shall be the Vice-Chancellor, the Pro-Vice-Chancellors, the Principal of City College, the Vice-Principals of City College, Faculty Directors of Learning and Teaching, Faculty and University-wide Directors of Research and Innovation, Professors and Heads of Department.
6. A member of the Senate entitled under Ordinance XIII paragraph 4 to appoint a deputy to attend a meeting of Senate may do so subject to the following conditions:
 - (a) a Head or acting Head of Department may only appoint a member of the academic staff of the Department concerned, provided that a Head or acting Head of Department nominated to be a member of the Senate by a group of Heads of Department may appoint another Head of Department within that group;
 - (b) the Librarian may only appoint the Deputy Librarian;
 - (c) an Officer of the Union of Students who is a member under Ordinance XIII paragraph 1(i) may only appoint a member of the Union of Students Council nominated for this purpose by the President of the Union of Students under arrangements approved by the Senate.
7. In these Regulations "Head of Department" means the Head or Chairman of the relevant Department, and "Department" includes, where appropriate, Centre, Division, School or Unit.