



Bye-Law Appendices of De Montfort University Students' Union

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Contents

- Appendix A: Student Voice Leader Job Descriptions 3
- Appendix B: DSU Volunteer Role Descriptions 9
 - Liberation Officer..... 9
 - Faculty Lead Representatives13
 - Course Representatives.....15
 - Student Council Chair/Co-Chair17
 - Scrutiny Panel Committee Member19
 - Student Council Member21
- Appendix C: Vote of No Confidence Procedures.....23
 - Formal Procedure for Vote of No Confidence in Student Voice Leaders, Liberation Officers and Faculty Lead Representatives23
 - Formal Procedure for Vote of No Confidence in Course Representatives24
 - Formal Procedure for Vote of No Confidence in Student Group Committee Members25
- Appendix D: Student Policy Template28

Appendix A: Student Voice Leader Job Descriptions

Job titles:

- Student Voice Leader (Academic Experience)
- Student Voice Leader (International Experience)
- Student Voice Leader (Inclusion and Wellbeing)
- Student Voice Leader (Employability)
- Student Voice Leader (Communities)

Department: Membership Services

Hours of work: 37 hours per week

Location: De Montfort Students' Union, Leicester

Responsible to:

- DMU student body via Student Council and Scrutiny Panel, in capacity as an elected student representative
- Head of Membership Services, in capacity as a DSU staff member

Purpose of post:

- Representing the DMU student body in all matters relating to the designated remit.
- Working collectively as part of the De Montfort Students' Union (DSU) Trustee Board alongside Student Trustees and External Trustees.

Team Duties and Responsibilities:

Trustee Board Membership

- Make sure DSU follows the law, stays true to its charitable purpose, and benefits the DMU student community.
- Keep the organisation's money, property, and reputation safe from misuse or damage.
- Help set long-term goals and plans for the organisation, oversee how DSU is managed, and identify potential problems before they happen.
- Make decisions as a team and make sure they benefit the organisation, not personal interests. Be fair and neutral.
- Monitor how well DSU is doing and make sure information is openly shared with students

and other stakeholders, when appropriate.

Miscellaneous and Other Duties

- Cooperate with the Membership Services department and all other departments within DSU.
- Represent DSU and the student body at DMU graduation ceremonies.
- Develop good professional connections with people inside DSU and external partners, particularly colleagues at DMU.
- Complete other similar tasks as needed, when requested by Student Council, the Head of Membership Services, or the Chief Executive Officer (CEO).

Role Specific Duties and Responsibilities

Student Voice Leader (Academic Experience) Duties and Responsibilities

- Complete the academic experience projects you stated in your election manifesto, as well as tasks that Student Council officially ask you to do
- Report on your progress regularly in writing and deliver presentations to students, staff, and fellow trustees as required. This includes updating the Scrutiny Panel, so they can see how you are meeting the responsibilities of your role.
- Support students who represent others in academic matters, such as Course Representatives, and Faculty Lead Representatives. Encourage them to take action and help solve their concerns.
- Organise and facilitate a minimum of 10 hours of student consultation per month. The purpose of the consultations is to understand what students think and feel about topics that are discussed in meetings with DMU and DSU staff. Student consultation can include; drop-in sessions, focus groups, informal interviews with students, other similar activities where you talk to a wide range of students and gather their opinions
- Be the link between students and university leaders. Make sure student concerns, needs and ideas reach DMU leadership and get addressed.
- Attend important meetings, actively participate in the conversations and feed in student opinions on the topics discussed. These meetings include, but are not limited to; DMU Academic Board, DMU Education Committee, DMU Academic Quality Subcommittee and DSU Leadership Team Meeting, DSU and DMU Joint Team Meeting
- Be the main point of contact within the Student Voice Leaders team, for DMU's work

- on the National Student Survey, Teaching Excellence Framework, Postgraduate Research/Taught Experience Surveys
- Be the main contact within the Student Voice Leaders team, for supporting academic experience related projects happening at DSU and DMU
 - Make sure all students know about the academic help and support services available to them through DMU, DSU and approved external partners
 - Provide frequent Academic Experience remit related updates to the DMU student body through the DSU website and social media platforms, in collaboration with the relevant DSU colleagues

Student Voice Leader (Communities) Duties and Responsibilities

- Complete the student community projects you stated in your election manifesto, as well as tasks that Student Council officially ask you to do
- Report on your progress regularly in writing and deliver presentations to students, staff, and fellow trustees as required. This includes updating the Scrutiny Panel, so they can see how you are meeting the responsibilities of your role.
- Support students in student community-related areas, such as Student Groups, to encourage action and to address their concerns.
- Organise and facilitate a minimum of 10 hours of student consultation per month. The purpose of the consultations is to understand what students think and feel about topics that are discussed in meetings with DMU and DSU staff. Student consultation can include; drop-in sessions, focus groups, informal interviews with students, other similar activities where you talk to a wide range of students and gather their opinions
- Be the link between students and university leaders. Make sure student concerns, needs and ideas reach DMU leadership and get addressed.
- Attend important meetings, actively participate in the conversations and feed in student opinions on the topics discussed. These meetings include, but are not limited to; DMUsport meetings, DMU Civic & Community Advisory Group, DMU Sustainability committee, DSU Opportunities Team Meetings, DSU Leadership Meetings, Student Experience Action Group (DSU and DMU) and Joint Team Meetings (DSU and DMU)
- Be the main point of contact within the Student Voice Leaders team, for the British Universities and Colleges Sport Association (BUCS) and the National Student Fundraising Association (NaSFA)

- Be the main point of contact within the Student Voice Leaders team, for supporting community related projects within DSU and DMU
- Make sure all students know about the extracurricular opportunities available to them through DMU, DSU and approved external partners
- Provide frequent Communities remit related updates to the DMU student body through the DSU website and social media platforms, in collaboration with the Marketing and Communications staff team

Student Voice Leader (Employability) Duties and Responsibilities

- Complete the employability projects you stated in your election manifesto, as well as tasks that Student Council officially ask you to do
- Report on your progress regularly in writing and deliver presentations to students, staff, and fellow trustees as required. This includes updating the Scrutiny Panel, so they can see how you are meeting the responsibilities of your role.
- Support the development of student volunteers in relation to their roles within DSU, to encourage skill development and tailoring training which addresses their needs
- Organise and facilitate a minimum of 10 hours of student consultation per month. The purpose of the consultations is to understand what students think and feel about topics that are discussed in meetings with DMU and DSU staff. Student consultation can include; drop-in sessions, focus groups, informal interviews with students, other similar activities where you talk to a wide range of students and gather their opinions
- Be the link between students and university leaders. Make sure student concerns, needs and ideas reach DMU leadership and get addressed.
- Represent students at DSU and DMU committees and meetings, this includes, but is not limited to; DMU Academic Board, DMU Civic & Community Advisory Group, DSU Leadership Team Meeting, Student Experience Action Group (DSU and DMU) and Joint Team Meeting (DSU and DMU)
- Be the main point of contact within the Student Voice Leaders team for volunteering, careers and employability related projects and work
- Make sure all students know about the skill and careers development opportunities available to them through DMU, DSU and approved external partners
- Provide frequent Employability remit related updates to the DMU student body through the DSU website and social media platforms, in collaboration with the Marketing and

Communications staff team

Student Voice Leader (Inclusion and Wellbeing) Duties and Responsibilities

- Complete the inclusion and wellbeing projects you stated in your election manifesto, as well as tasks that Student Council officially ask you to do
- Report on your progress regularly in writing and deliver presentations to students, staff, and fellow trustees as required. This includes updating the Scrutiny Panel, so they can see how you are meeting the responsibilities of your role.
- Support the development and delivery of projects led by the student representatives for underrepresented communities, supporting their roles within DSU. Encourage them to take action and help solve their concerns.
- Organise and facilitate a minimum of 10 hours of student consultation per month. The purpose of the consultations is to understand what students think and feel about topics that are discussed in meetings with DMU and DSU staff. Student consultation can include; drop-in sessions, focus groups, informal interviews with students, other similar activities where you talk to a wide range of students and gather their opinions
- Be the link between students and university leaders. Make sure student concerns, needs and ideas reach DMU leadership and get addressed.
- Represent students at DSU and DMU committees and meetings, this includes, but is not limited to: DSU Leadership Team Meeting, Student Experience Action Group (DSU and DMU), Joint Team Meeting (DSU and DMU) and DMU Celebratory Working Groups
- Be the main point of contact within the Student Voice Leaders team for DMU's work on student support services including; Single Point of Access (SPA), No Space for Hate, Mandala and DMU Security. Additionally, take responsibility for gathering and addressing student feedback on Mental Health, Wellbeing, and Inclusion policies
- Be the main point of contact within the Student Voice Leaders team for supporting Inclusion and Wellbeing related projects within DSU and DMU
- Make sure all students know about the support services available to them through DMU, DSU and approved external partners
- Provide frequent Inclusion and Wellbeing remit related updates to the DMU student body through the DSU website and social media platforms, in collaboration with the Marketing and Communications staff team

Student Voice Leader (International Experience) Duties and Responsibilities

- Complete the international experience projects you stated in your election manifesto, as well as tasks that Student Council officially ask you to do
- Report on your progress regularly in writing and deliver presentations to students, staff, and fellow trustees as required. This includes updating the Scrutiny Panel, so they can see how you are meeting the responsibilities of your role.
- Support the work of International related Student Communities and Societies with a focus on promoting cultural exchange and belonging within the broader university community
- Organise and facilitate a minimum of 10 hours of student consultation per month. The purpose of the consultations is to understand what students think and feel about topics that are discussed in meetings with DMU and DSU staff. Student consultation can include; drop-in sessions, focus groups, informal interviews with students, other similar activities where you talk to a wide range of students and gather their opinions
- Be the link between students and university leaders. Make sure student concerns, needs and ideas reach DMU leadership and get addressed.
- Represent students at DSU and DMU committees and meetings, this includes, but is not limited to: DSU Leadership Team Meeting, Student Experience Action Group (DSU and DMU) and Joint Team Meeting
- Be the main point of contact within the Student Voice Leaders team for DMU's work on international student services including International Welcome, DMUIC, Visa Advice and Immigration as well as International Partners. Additionally, take responsibility for gathering and addressing student feedback on International Student related policies
- Be the main point of contact within the Student Voice Leaders team, for supporting International Student Experience related projects within DSU and DMU
- Make sure all students know about the international support services available to them through DMU, DSU and approved external partners
- Provide frequent International Student Experience related updates to the DMU student body through the DSU website and social media platforms, in collaboration with the Marketing and Communications staff team

Appendix B: DSU Volunteer Role Descriptions

Liberation Officer

Roles

- Disabled Students'
- Mature Students'
- LBGTQ+ Students'
- Parents, Careers and Guardians'
- Global Majority
- Women Students'

Role Title: Liberation Officer

Hours of the role: 1-5 Hours a week

Summary

- As a Liberation Officer, you are a student volunteer democratically elected by the student body to represent and amplify the voices of underrepresented communities at De Montfort University (DMU).
- In this role, you'll work closely with students who identify within your liberation remit, fellow Liberation Officers, and the Student Voice Leader (Inclusion and Wellbeing). Your goal is to ensure that student voices are heard, valued, and embedded into university and Students' Union decision-making, especially where those decisions affect equity, diversity, and inclusion.
- Being a Liberation Officer will strengthen your confidence, empathy, resilience, and ability to problem solve. You'll develop as a leader while campaigning, lobbying, and influencing change at DMU and Nationally

Duties:

- Champion and deliver your manifesto priorities, demonstrating integrity, accountability, and a positive work ethic
- Monitor and maintain the joint Liberation Officer email account
- Keep the Volunteer Rota up to date

- Attend and report to the DSU Student Council and Scrutiny Committee, applying skills in critical thinking and communication
- Participate in Liberation Officer Catch ups and maintain regular contact with your peers and communities
- Communicate progress and actions clearly to your community, supporting transparency and collaboration
- Provide regular written reports on the work undertaken as part of this role to Student Council, DMU's Equality, Diversity and Inclusion Committee (EDIC) and any other meetings as requested.
- Represent your group at the Student Experience Action Group (SEAG) and relevant University Project Meetings
- Join and contribute to DMU Liberation Working Groups, sharing insights and challenging inequalities
- Organise and lead campaigns, events, and initiatives tailored to the needs and experiences of your community
- Actively engage in relevant university and national conversations, demonstrating agility and self-awareness
- Seek support from the Student Voice Team, including training and campaign resources
- Complete mandatory training, helping build your resilience and growth mindset
- Gather and present feedback from your underrepresented community, using empathy and system thinking to represent effectively

What you will gain:

- Through this role, you will develop key employability skills that will benefit your academic, personal, and professional journey, including:
- Empowerment: Build resilience, grow in self-awareness, and embrace a growth mindset as you represent others and challenge issues
- Professionalism: Learn to manage your representational responsibilities with integrity, accountability, and strong organisational skills
- Confidence: Enhance your ability to speak up, lead change, and inspire action across the university, nationally and the wider community
- Connection: Strengthen your empathy, improve your collaboration, and develop your

communication style while you inspire your community

- Curiosity: Apply critical thinking and problem solving to shape inclusive policy and drive student led initiatives
- Enterprising: Lead creative campaigns and adapt to evolving issues with agility

Role Specific Duties:

Disabled Students' Liberation Officer

- Lead the implementation and promotion of Disabled Students campaigns and awareness raising events such as mental health and disability access
- Engage and increase participation of the Disabled Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Disabled Students' Network to coordinate campaigns and gauge student opinion on Disabled Students' related issues.
- Ensure students are aware of disabled students' support mechanisms within the union and university for students such as the Transitions Team.

Mature Students' Liberation Officer

- Lead the implementation and promotion of Mature Students' campaigns and awareness-raising events that highlight the experiences, challenges, and achievements of mature students within the university.
- Engage and increase participation of the Mature Students' community at DSU, and represent their interests and concerns to the Students' Union and University bodies.
- Chair and govern all meetings of the Mature Students' Network to coordinate campaigns, support initiatives, and gather feedback on issues affecting mature students.
- Work collaboratively with key university services such as the Library (to promote study support resources and inclusive learning spaces) and the Transitions Team (to assist with academic and social integration), ensuring mature students are aware of the support available to them.

LGBTQ+ Students' Liberation Officer

- Lead the implementation and promotion of LGBTQ+ campaigns and awareness raising

events such as Pride Month and transgender rights.

- Engage and increase participation of the LGBTQ+ Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the LGBTQ+ Students' Network to coordinate campaigns and gauge student opinion on LGBTQ+ related issues.
- Ensure students are aware of LGBTQ+ support mechanisms within the union and university for students.

Student Parents, Carers and Guardians Liberation Officer

- Lead the development, implementation, and promotion of campaigns and awareness-raising events that focus on the needs and experiences of student parents, carers, and guardians, including issues related to integration, caring responsibilities, and adjusting to university life.
- Engage and foster increased participation from the Student Parents, Carers, and Guardians community at DSU, ensuring their voices are heard and their best interests are represented within both the Union and the University.
- Chair and facilitate all meetings of the Student Parents, Carers, and Guardians Network, coordinating campaigns, gathering feedback, and representing the perspectives of students with caregiving responsibilities, including those relating to mature students.
- Raise awareness of the support mechanisms available to student parents, carers, and guardians at the union and university, such as the transitions department, ensuring these students have access to the resources they need to thrive.

Global Majority Liberation Officer

- Lead the implementation and promotion of global majority campaigns and awareness raising events within DSU such as Black History Month.
- Engage and increase participation of the global majority students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Global Majority Students' Network to coordinate campaigns and gauge student opinion on global majority related issues.
- Ensure students are aware of support mechanisms within the union and university

Women's Liberation Officer

- Lead the implementation and promotion of Women's campaigns and awareness raising events such as gender equality and the gender pay gap.
- Engage and increase participation of the Women's community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Women's Network to coordinate campaigns and gauge student opinion on Women's related issues.
- Ensure students are aware of women's support mechanisms within the union and university for students such as Mandala.

Support and Training

- You will be supported by the Student Voice Team at DSU. They will be your main point of contact within the Students' Union for any Liberation Officer related query.
- You will also be offered a variety of in-person and online training and development opportunities throughout the academic year. To support and introduce you to the role.
- If you have any further questions about this role, please contact the Student Voice Team at voice@dmu.ac.uk

Faculty Lead Representatives

Roles:

- Technology, Arts & Culture (TAC) – x1 Undergraduate and x1 Postgraduate
- Business & Law (BAL) – x1 Undergraduate and x1 Postgraduate
- Health and Life Sciences (HLS) – x1 Undergraduate and x1 Postgraduate

Hours of the role: 1-2 Hours a week

Summary:

As a Faculty Lead Representative, you are a student volunteer democratically elected by your peers to represent and amplify the student voice across your faculty.

You will work in partnership with Course Reps, university staff, and the DSU to improve the

academic experience at faculty level. This role requires leadership, confidence, and the ability to listen, communicate clearly, and inspire others to make change. You'll grow in areas such as resilience, critical thinking, and collaboration, all while playing a key role in university decision-making.

Faculty Lead Reps contribute to a range of important meetings and events, including:

- Faculty Academic Committees
- The Education Committee
- DSU Course Rep Catch-ups (which you will Chair)
- The Student Experience Action Group
- Student Council
- The Student Choice Teaching Awards panel

Duties:

- Gather and represent student feedback from across your faculty
- Monitor and maintain the joint Faculty Lead email account
- Keep the Volunteer Rota up to date
- Lead and inspire Course Reps, supporting them to influence programme level improvements
- Attend and contribute to key Academic University Committees, including the Faculty Academic Committee and Education Committee
- Chair DSU Course Rep Catch-ups, demonstrating strong communication, organisational skills, and confidence
- Keep the Student Voice Log updated for your faculty, helping track progress and accountability
- Provide clear and constructive feedback to both the University and DSU
- Participate in validation events, applying your critical thinking and problem-solving skills
- Liaise with the Department of Academic Quality (DAQ) to understand and input into validation and committee processes
- Seek support and guidance from the Student Voice Team for training, campaigns, and queries
- Complete mandatory training, helping develop self-awareness, integrity, and a growth mindset

What you will gain:

This role offers a unique opportunity to develop essential employability skills and leadership experience that can boost your CV and future prospects. As a Faculty Lead Rep, you will:

- Strengthen your leadership, organisation, and accountability by representing an entire faculty
- Build communication, collaboration, and empathy through peer and staff engagement
- Grow in resilience, independence, and confidence by navigating challenges and leading change
- Develop problem-solving and critical thinking skills through committee involvement and feedback processes
- Enhance your professionalism and ability to adapt in complex environments

Support and Training:

You will be supported by the Student Voice Team at DSU and the Student Voice Leader for Academic Experience. They will be your main point of contact within the Students' Union for any Rep related query.

You will also be offered a variety of in-person and online training and development opportunities throughout the academic year. To support and introduce you to the role.

To support in your role there will be a list of resources to help you succeed in your role which can be accessed all year round on Share Point. If you have any further questions about this role, please contact the Student Voice Team at voice@dmu.ac.uk

Course Representatives

Summary:

As a Course Representative, you are a student volunteer democratically elected by your cohort to represent and amplify the student voice on your programme and year of study.

You will play a key role in shaping the student experience by gathering feedback, raising issues, and working collaboratively with staff and students to influence positive change. As a rep, you'll develop core skills such as communication, collaboration, and critical thinking, while building your

confidence and professionalism through active involvement in university and students' union structures.

Course Reps chair the programmes Student Voice Committees, sit on Programme Management Boards, attend DSU Course Rep catch-ups, take part in the Student Experience Action Group and contribute to Student Council offering the chance to build networks, problem-solve, and make lasting friendships.

Duties:

- Gather and represent student feedback from your course
- Co-chair one Student Voice Committee (SVC) per teaching block, demonstrating confidence and leadership
- Maintain the Student Voice Log on your course's Learning Zone Shell
- Attend and contribute to Programme Management Board meetings to raise programme level feedback
- Raise student voice through constructive dialogue, building skills in critical thinking and system thinking
- Attend DSU Course Rep Catch up meetings and engage in ongoing discussions about the student experience
- Provide feedback to your [Faculty Lead Representative](#) on Student Voice developing your organisational and communication skills
- Seek support from the DSU Student Voice Team where needed, including for training, campaigns, and any questions
- Complete mandatory training, helping you grow in self-awareness, resilience, and integrity

What you'll gain:

This role will support your personal and professional development by helping you:

- Strengthen your communication and collaboration skills through student staff partnerships
- Develop a positive work ethic, grow in independence, and become a more confident contributor
- Apply problem solving and critical thinking skills in real academic settings
- Build resilience and a growth mindset as you represent your peers and navigate challenges

Support and Training:

You will be supported by the Student Voice team who will be your main point of contact within the Students' Union for any Course Rep related query.

You can also speak to the dedicated Academic Staff member who Co-Chairs the Student Voice Committee (SVC) on your programme.

You will also be offered a variety of in-person and online training and development opportunities throughout the academic year to support and introduce you to the role.

To support in your role there will be a list of resources to help you succeed in your role which can be accessed all year round in your Microsoft Teams Channel. If you have any further questions about this role, please contact the Student Voice Team at voice@dmu.ac.uk

Student Council Chair/Co-Chair

Role Title: Student Council Chair

Hours of the role: 10 hours a month

Summary:

As Student Council Chair, you are elected in the Student Leadership Elections in Term 2, ready to start chairing Student Council meetings the following academic year. In this leadership role, you will oversee the main decision-making body of De Montfort Students' Union (DSU), ensuring that meetings are fair, inclusive, and student focused.

Your responsibilities include facilitating debate, guiding discussions with impartiality, and ensuring democratic processes are followed. This role will help you build confidence, develop strong organisational skills, and refine your ability to lead with integrity, empathy, and clarity.

You'll also represent DSU on a national level at the NUS England Conference, voting on student policy and contributing to wider discussions. The role requires tight collaboration with Student Leaders including the Liberation Officers and Student Voice Leaders.

Duties:

- Facilitate Student Council meetings, ensuring balanced, respectful, and productive discussion
- Always remain impartial and neutral, unless stepping aside due to a conflict of interest
- Prepare and circulate the Council agenda at least five working days before each meeting, demonstrating organisation and professionalism
- Accept and communicate amendment proposals and notices, maintaining integrity and transparency
- Decide whether to allow emergency agenda items, using sound judgement and problem-solving
- Ensure meetings follow the agreed structure, including:
- Represent DSU at the NUS England Conference, voting on behalf of students and providing feedback to members
- Deliver written and verbal updates on Council outcomes to student members and the DSU Trustee Boards
- Work collaboratively with:
 - Student Council Co-Chair
 - The Student Voice Team
 - Liberation Officers
 - Scrutiny Panel members
 - The Student Voice Leaders

What you will gain:

The Chair role is an excellent opportunity to develop leadership, communication, and strategic thinking while supporting democratic decision-making. Through this experience, you will:

- Grow in confidence, build a positive work ethic, and act with accountability in high responsibility spaces
- Develop empathy, emotional intelligence, and collaborative leadership while working with a diverse group of representatives
- Strengthen your critical thinking, problem-solving, and system thinking as you lead discussion and decision-making platforms
- Enhance your organisational and digital skills by managing agendas, communications, and Council records
- Build resilience, self-awareness, and a growth mindset through navigating challenges,

feedback, and public speaking

Support and Training:

You will be supported by the Student Voice Coordinator at DSU. They will be your main point of contact within the Students' Union for any Student Council or NUS England related query.

You will also be offered a variety of in-person and online training and development opportunities throughout the academic year. To support and introduce you to the role.

If you have any further questions about this role, please contact the Student Voice Team at voice@dmu.ac.uk

Scrutiny Panel Committee Member

6 members made up of at least 1 of the following:

- Course Representative
- Sport Club Committee Member
- Society Committee Member

Role Title: Scrutiny Committee Panel Member

Hours of the role: 2 hours a month

Summary:

As a Scrutiny Panel Member, you are part of the key democratic body that holds Student Leaders to account on behalf of the student community.

You will become familiar with Student Leaders' goals and manifestos, attend Student Council meetings, and work as part of a panel to ensure elected representatives are acting in the best interests of students and achieving their manifesto promises. Through this role, you'll build essential skills in critical thinking, communication, and professionalism, all while strengthening your confidence and ability to contribute to meaningful discussions.

You will also update the Student Council on Scrutiny Panel activity, and proactively seek input from students to make the process transparent, inclusive, and effective.

Duties:

- Seek input from student members before Scrutiny Panel meetings to inform discussion and decision making
- Review student consultation data, applying critical thinking and problem-solving skills to understand trends and needs
- Work collaboratively as part of the Scrutiny Panel team to schedule and facilitate meetings, building organisational skills and teamwork
- Lead and contribute to panel discussions with emotional intelligence, empathy, and a focus on constructive feedback
- Hold Student Leaders to account, offering challenge and support to help them achieve their manifesto priorities
- Update the Student Council and DSU members on the panel's work, enhancing your communication and confidence
- Send meeting apologies in advance, demonstrating accountability and professionalism
- Build working relationships with the Student Leadership Team, supporting shared goals and priorities
- Seek ongoing support from the Student Voice Team, including training, advice, and resources
- Complete mandatory training, helping develop your self-awareness, integrity, and a growth mindset

What you will gain:

- This role offers an excellent opportunity to develop key employability skills through active student engagement and democratic scrutiny. As a panel member, you will:
- Strengthen your communication, collaboration, and ability to offer constructive challenge
- Build confidence and independence through member discussion and leadership accountability
- Apply critical thinking and problem solving in the context of holding Student Leaders accountable to their manifesto priorities
- Develop emotional intelligence and empathy, in the context of holding Student Leaders accountable to their manifesto priorities
- Learn the value of integrity, professional conduct, and resilience in a leadership supporting role

Support and Training:

You will be supported by the Governance and Democracy Student Voice Coordinator at DSU. They will be your main point of contact within the Students' Union for any Scrutiny Panel related query.

You will also be offered a variety of in-person and online training and development opportunities throughout the academic year. To support and introduce you to the role.

If you have any further questions about this role, please contact the Student Voice Team at voice@dmu.ac.uk

Student Council Member

Role Title: Student Council Member

Hours of the role: 2 hours a month

Summary:

As a Student Council Member, you are part of the main democratic decision making body of De Montfort Students' Union (DSU). You will contribute to important discussions, submit motions and vote on policy that help shape decisions that directly impact the student experience.

All students who are democratically elected to a role within DSU automatically become voting members of Student Council. Students who are not elected but wish to take part can join the Council by being voted in by its members.

This role offers the chance to develop your confidence, improve your critical thinking, and strengthen your ability to communicate effectively in a collaborative setting. You'll gain experience in democratic processes while representing student priorities and holding elected representatives to account.

Duties:

- Attend Student Council meetings (minimum of four per academic year), contributing to key decisions that affect the student body
- Submit motions for discussion and consideration, applying problem solving and creativity

- Take part in debates and discussions, building your confidence, communication, and collaboration skills
- Vote on motions, proposals, and priorities put forward by Student Leaders, exercising critical thinking and accountability
- Send apologies in advance if you cannot attend, demonstrating professionalism and responsibility
- Seek guidance and support from the Student Voice Team for training, questions, or campaigning advice
- Complete mandatory training, helping develop self awareness, a growth mindset, and resilience

What you will gain:

As a Student Council member it gives you the opportunity to make a difference at DSU while developing a broad set of employability skills, including:

- **Communication:** Express your views clearly and engage in debate
- **Critical Thinking:** Analyse proposals and motions to make informed voting decisions
- **Confidence:** Share your ideas and stand up for student interests
- **Professionalism:** Commit to regular meetings, follow procedures, and act with integrity
- **Empathy:** Work with a diverse student group toward shared goals
- **Problem Solving:** Consider creative solutions and engage with complex topics
- **Accountability:** Help hold Student Leaders to their commitments and priorities

Support and Training:

You will be supported by the Governance and Democracy Student Voice Coordinator at DSU. They will be your main point of contact within the Students' Union for any Student Council related query.

You will also be offered a variety of in-person and online training and development opportunities throughout the academic year. To support and introduce you to the role.

If you have any further questions about this role, please contact the Student Voice Team at voice@dmu.ac.uk

Appendix C: Vote of No Confidence Procedures

Formal Procedure for Vote of No Confidence in Student Voice Leaders, Liberation Officers and Faculty Lead Representatives

Purpose: This procedure outlines the steps required to initiate and conduct a vote of no confidence against a Faculty Lead Rep, Liberation Officer or Student Voice Leader, ensuring a transparent and fair process.

1. Initiation of Vote of No Confidence
 - 1.1. A vote of no confidence can be initiated by any student
 - 1.2. Submission of Petition - A Student shall bring a petition to the Upcoming Student Council as an agenda item, explaining the rationale for the vote of no confidence.
 - 1.3. The affected elected representative will be informed in advance of the Student Council meeting regarding the impending vote.
2. Collection of Signatures
 - 2.1. Open Petition - The petition will be made available at Student Council for all voting members present at the Student Council to sign in agreement.
 - 2.2. Signature Requirements - The petition will be held by the Student Voice team and must collect signatures from at least 25 Voting members present at the council meeting. All signatures must include P numbers for verification.
3. Verification and Voting
 - 3.1. Submission to Voice Team - Once the petition is complete, the Voice Team will verify all signatures.
 - 3.2. Formatting for Online Vote - The Voice Team will format the verified petition into an online voting format.
 - 3.3. 3.3 Timeline for Voting - The vote will occur within the next 10 working days. During this period, the officer in question will continue in their role.
4. Conducting the Vote
 - 4.1. Notification to Eligible Voters - the online vote will be communicated to eligible voting

members.

- 4.2. Officer's Statement - The officer facing the vote may submit a statement in their defense, limited to 300 words, which will be sent alongside the vote via email.
- 4.3. Voting Question - The voting question will be framed as follows: "Should [NAME] be removed from their role as a Faculty Lead Rep/Student Voice Leader/Liberation Officer?"
- 4.4. Voting Options - Voting options will include 'Yes,' 'No,' and 'Abstain.'
- 4.5. Supervision of Vote - The vote will be supervised by the Deputy Returning Officer in accordance with the Elections Bye-Law.

5. Results and Appeals

- 5.1. Announcement of Results - If the majority (50% + 1) of the votes cast are in favour of no confidence, the elected representative will be required to resign from their position.
- 5.2. Appeal Process - The elected representative or the student who brought forward the vote of no confidence, may appeal the decision within 5 working day of the release of the results if they believe;
 - 5.2.1. There were demonstrable errors in the election process that are likely to have affected the outcome of that process; or
 - 5.2.2. There have been errors in the vote count.
- 5.3. The appeal needs to be sent to the Deputy Returning Officer, who will then inform the independent Returning Officer of the appeal request. The independent Returning Officer's decision will be final.

Formal Procedure for Vote of No Confidence in Course Representatives

Purpose: This procedure outlines the steps required to initiate and conduct a vote of no confidence against a Course Representative, ensuring a transparent and fair process.

1. Initiation of Vote of No Confidence

- 1.1. Petition Requirements – A petition must be presented, signed by at least 10% of the cohort or a minimum of 5 student members of that programme, whichever is greater. All signatures must include P numbers for verification.
- 1.2. Submission to Voice Team - The completed petition must be submitted to the Voice Team of the Students' Union, who will facilitate the vote in an online format.

2. Verification and Voting Timeline

- 2.1. Verification of Signatures - The Voice Team will verify the petition numbers prior to initiating the vote.
 - 2.2. Timeline for Voting - The vote will take place within the next 10 working days following the verification of the petition. During this period, the Course Representative will continue to fulfil their duties.
3. Conducting the Vote
- 3.1. Statements from Parties - The Course Representative and the petition owner will be invited to provide a written statement (limited to 300 words), which will be sent to the electorate
 - 3.2. Voting Question - The voting question will be framed as follows: "Should [NAME] be removed from their role as Course Representative for [COURSE NAME]?"
 - 3.3. Voting Options - Voting options will include 'Yes,' 'No,' and 'Abstain.'
 - 3.4. Oversight - The vote will be supervised by the Deputy Returning Officer in accordance with the Elections Bye-Law
4. Results and Appeals
- 4.1. Announcement of Results - If the majority (50% + 1) of the votes cast are in favour of no confidence, the elected representative will be required to resign from their position.
 - 4.2. Appeal Process - The elected representative or the student who brought forward the vote of no confidence, may appeal the decision within 5 working day of the release of the results if they believe;
 - 4.2.1. There were demonstrable errors in the election process that are likely to have affected the outcome of that process; or
 - 4.2.2. There have been errors in the vote count.
 - 4.3. The appeal needs to be sent to the Deputy Returning Officer, who will then inform the independent Returning Officer of the appeal request. The independent Returning Officer's decision will be final.

Formal Procedure for Vote of No Confidence in Student Group Committee Members

Purpose: This procedure outlines the steps required to initiate and conduct a vote of no confidence against a Student Group Committee Member, ensuring a transparent and fair process.

1. Initiation of Vote of No Confidence

- 1.1. A vote of no confidence can only be called by the Opportunities Team after they have received a complaint, and other methods have failed to resolve the complaint; have not yielded positive outcomes; or are not appropriate to resolve the complaint.

2. Verification and Voting Timeline

- 2.1. The vote will be facilitated in an online format by the Opportunities Team within 10 working days following the confirmation to proceed. During this period, the Student Group Committee Member will continue to fulfil their duties.

3. Conducting the Vote

- 3.1. Statements from Parties - The Student Group Committee Member and the initiator of the Vote of No Confidence will be invited to provide a written statement (limited to 300 words), which will be sent to the electorate.
- 3.2. Voting Question - The voting question will be framed as follows: "Should [NAME] be removed from their role as Student Group Committee Member for [STUDENT GROUP NAME]?"
- 3.3. Voting Options - Voting options will include 'Yes,' 'No,' and 'Abstain.'
- 3.4. Oversight - The vote will be supervised by the Deputy Returning Officer in accordance with the Elections Bye-Law.

4. Results and Appeals

- 4.1. Announcement of Results - If the majority (50% + 1) of the student group's membership vote in favour of no confidence, the elected representative will be required to resign from their position with immediate effect.
- 4.2. Appeal Process - The Student Group Committee Member or the student who brought forward the vote of no confidence, may appeal the decision within 5 working day of the release of the results if they believe;
 - 4.2.1. There were demonstrable errors in the election process that are likely to have affected the outcome of that process; or
 - 4.2.2. There have been errors in the vote count.
- 4.3. The appeal needs to be sent to the Deputy Returning Officer, who will then inform the independent Returning Officer of the appeal request. The independent Returning



Officer's decision will be final.

Appendix D: Student Policy Template

1. Purpose and Scope

- 1.1. State what the aim of the policy is, who it applies to, and the key principles and values behind it. *E.g. This Zero Plastic Straws Policy aims to ensure the Union is demonstrating its environmental commitment and responsibility with reducing its waste of plastic in all Union outlets.*

2. Background

- 2.1. A brief background on any relevant legislation or external issues, and any definitions of words which may lead to confusion so to provide avoidance of doubt. *E.g. single-use plastics such as plastic straws have a huge effect on the environment and wildlife, with it recently found to affect marine life in particular...*

3. Existing Policies

- 3.1. Briefly mention any relevant policies the Union and University may have and if linked with this one. *E.g. The University's Environmental Impact Policy [fictional]*

4. Responsible Party

- 4.1. Outline which Elected Representative is responsible for the implementation of this policy. *E.g. Academic Experience Student Voice Leader*

5. Policy Content

- 5.1. This section needs to include the policy's full information on what the Union is committing to and/or acting on. *E.g. The Union will not supply plastic straws in any of the outlets it owns. It will instead use paper-based straws [...]*

6. Policy Review Date

- 6.1. Student policies will expire after two years of being passed. Before they expire, the Student Council will debate whether the Policies should be retained or should lapse (expire).