SUmmit – Terms of Reference 2026-27

1. SUmmit Membership

a) The members will be:

- SUmmit Chair.
- SUmmit Vice-Chair.
- The SU Officers.
- Student Senate Representative.
- At least one, and up to two, representatives from each Executive Committee (Activities, Sports, Academic, Diversity & Support, Doctoral, PGT, 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, Bath 93% Club, Student Parents).
- One Senior Peer Mentor.
- One Senior PAL Leader.
- One Sustainability Rep
- 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 and 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 and Vice-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 recommendations will open and close within the SUmmit meeting. SUmmit members are expected to vote on all Standpoint proposals where possible. SUmmit members must 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 recommendations will take place.

b) SUmmit will usually meet 4 times per year, but 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 two-thirds).

e) In all SUmmit votes requiring a simple majority or supermajority, abstentions shall not be included in the calculation of votes cast. A motion is carried if it achieves the requisite percentage of 'for' votes from the total of 'for' and 'against' votes recorded.

5. Standpoints

5.1 Enacting new Standpoints

a) One of SUmmit's core functions is to receive and consider Standpoints which if adopted, result in recommendations to the SU. The Standpoint proposer(s) can attend the meeting or nominate another SUmmit member to attend in their place.

b) The process and timeline for students to submit a Standpoint, prior to its adoption by Summit, are set out in the Summit and Standpoint Guidance.

c) Authors of Standpoints are encouraged to seek consultation with relevant SU staff or elected Officers during the proposal development phase. This support exists to offer guidance on the feasibility, potential impact, and alignment of the proposed recommendations. Standpoint with existing SU policies and strategic objectives.

d) A Standpoint 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 SoI 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.

e) SUmmit members will discuss and debate Standpoint 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 must be fully supported by the original proposer or sponsor.

f) 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 recommendations (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.

g) As per the standard procedures, a Standpoint and recommendations may only be passed if quoracy is met and a super majority of the votes cast are in favour. Standpoints and recommendations that are approved will be added to the SU Standpoints Document.

h) The Standpoints and recommendations passed will be noted quarterly by The SU Board of Trustees.

i) 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. All approved Standpoints shall be subject to a periodic review, occurring at least every two (2) academic years from their date of approval, or sooner if a specific review date or expiry condition was set at the time of adoption. This review, to be initiated by the Chair, will assess the Standpoint's continued relevance and efficacy. Following the review, SUmmit may vote (by simple majority) to a) reaffirm the Standpoint (with recommendations), b) amend the Standpoint, c) designate the Standpoint as 'passive' (indicating it remains a held position of The SU but does not necessitate ongoing active pursuit of its original vision), or d) retire the Standpoint through a super majority vote. Decisions on these matters, including the definition of 'passive' status, will be guided by operational procedures.

j) Proposers of a Standpoints are strongly encouraged to include a recommended review date or sunset conditions for the resulting Standpoint recommendations as part of their

submission. Notwithstanding any such recommendations, all Standpoints will be subject to the formal periodic review cycle detailed in section 5.1.i.

k) Standpoints represent the official positions and recommendations of SUmmit on a specific issue and may include recommendations items intended to guide the work of SU Officers and staff. Proposers should note that while Standpoints should shape SU priorities, they are not binding guarantees of specific actions. Standpoints recommend a vision, value or suggestion, giving SU Officers and staff the full autonomy to determine the strategy and tactics used to deliver that vision.

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.

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'.
   - 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 4.1 (d).

- 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.

Advocacy Groups

Purpose and Remit

a) Following the approval of a Standpoint, Advocacy Groups can be created to serve as the primary space for students to suggest, develop, and participate in methods for achieving the Standpoint's overarching vision.

b) Advocacy Groups will be structured around specific, overarching themes and topics (e.g., 'Housing', 'Transport', 'Accessibility') rather than individual Standpoints.

c) An Advocacy Group can be established by five or more students, including three Summit members, with the agreement of the Chair and the relevant SU Officer. Advocacy Groups should be open to all students with an interest in the relevant topic, providing a link between Summit and the wider student body and supporting broader student engagement.

d) These groups function as advisory bodies. They are encouraged to brainstorm actionable tactics (e.g., campaigns, protests, surveys) and changes and present these as formal recommendations to the relevant SU Officers and SU Staff.

e) These groups function as advisory bodies, bringing students together through active collaboration to work towards shared goals. They can help translate the recommendations within a Standpoint into practical suggestions for action, working with relevant SU Officers and staff to explore how they can be taken forward. Any recommendations made by an Advocacy Group are advisory and do not create operational obligations for the Students' Union, its staff or its Officers.

f) While these groups will be supported by The SU, they are primarily organised and driven by students.

g) Each Advocacy Group will be formally attached to the SU Officer whose remit most closely aligns with the group's topic. These students will support the relevant officer in achieving a favourable outcome for students.

h) A single Advocacy Group will deal with and advise on all active Standpoints that fall under its specific purview.

7. 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 (Jackson Peace) and SU President 2025/26 (Benjamin Orford Thompson)

Terms of Reference agreed by SU Board of Trustees (Pending).

Terms of Reference to be next reviewed: April 2027