

Byelaw 03 - How you set the Direction of the Union

The Union is student led and there are a number of ways you can tell your elected officers what you want them to achieve and how they should reflect the student voice.

- 300 There are the following ways that campaigning and representative policy can be set by students within the Union:
- a) All Student Members Meetings
 - b) Referenda of all Student Members
 - c) Student Council
- 301 Campaigning and Representative policy is a stance on an issue that impacts University of Gloucestershire students' education, welfare, personal development or the way they interact with the world around them.
- 302 Policy relating to the finance, administration and staffing of the Union is the responsibility of the Trustee Board as outlined in the Articles.

All Student Members meetings

- 303 There will be at least one Student Members' meeting once in each academic year. The annual Student Members' meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Student Members to attend. Additional meetings may be held on request from the Trustee Board, Executive Committee or Student Council.
- 304 At least 14 days' notice will be given of any Student Members meeting (not including the day the notice was sent and the day of the meeting). For the avoidance of doubt, publication on the website will count as notice.
- 305 The notice must state the time, date and location of the Student Members Meeting as well as the business to be transacted and the method by which motions can be submitted. The Student Members' Meeting may take place at one or more locations simultaneously including online so long as all present can communicate with each other.
- 306 The business at the Annual Student Members meeting shall be:
- a) ratification of minutes of the previous Student Members' meeting;
 - b) receiving the report of the Trustees on the Union's activities since the last Student Members' meeting;
 - c) formally presenting the accounts of the Union to the Student Members;
 - d) approving the list of affiliations of the Union;
 - e) open questions to the Trustees by the Student Members; and
 - f) Any motions for discussion.
- 307 The business at other Student Members meetings shall be:
- a) ratification of minutes of the previous Student Members' meeting;
 - b) receiving the report of the Trustees on the Union's activities since the last Student Members' meeting; and
 - c) Any motions for discussion.
- 308 Any motions for discussion must be submitted at least 8 days before the Student Members' Meeting and circulated to Students via the website at least 7 days before the Student Members' meeting. The Trustees shall ensure that there is a clear process for submission of motions.
- 309 The quorum for a Student Members Meeting shall be 50 Student members. If a quorum is not present within 30 minutes of the start of the meeting it will be adjourned to the same time and

place one week later. If 50 Student Members are not present within 30 minutes of the start of the reconvened meeting then quorum shall be those Student Member present.

- 310 The Student Members meeting shall be chaired by the Student Council Chair or Deputy Chair. If they are not present within 10 minutes of the start of the meeting then the meeting will choose another Student Member from among those present to chair the meeting.

Changes to Articles

- 311 The period of time during which any amendments to a proposal to change the Articles may be submitted to the Board of Trustees under Article 7 before a meeting of a Student Members Meeting or Referenda shall be 14 days.

Referenda

- 312 Referenda are votes which are open to the entire student body for them to decide on a specific question. A referendum shall be held to debate any issue by any of the following
- a) a Secure Petition signed by 4% of members in accordance with Articles or
 - b) a simple majority vote of the Trustee Board or
 - c) a simple majority vote of Student Council.
- 313 The quorum for a referendum will be set by the Returning Officer but shall not be less than 2% or more than 5%.
- 314 The regulations for the Referendum shall be set by the Returning officer but shall include:
- a) A notice period of the referendum of at least 14 days
 - b) Provision held by secret ballot outlining the process for voting including how many days it shall be open for.
 - c) The date and time where the count will take place and how the result will be publicised.
 - d) The procedure for submitting complaints and how they will be dealt with.
- 315 There will be an Appeals process concerning the outcome of the referenda and the conduct of the Returning Officer. Appeals should be submitted to the Board of Trustees no later than 5 days following receipt of a response from the Returning Officer. The Board's decision is final.

Student Council

- 316 Student Council will have the following powers
- a) To receive reports from the Executive Committee
 - b) To receive reports from the Zones
 - c) To approve Campaigning and Representative policy
- 317 For the avoidance of doubt Student Council will not have any of the powers reserved for the Trustee Board within the Articles.

Administration of Council

- 318 There shall be at least four meetings of Student Council a year with dates set for the following in May or June to best coincide with key university meetings for the following Academic Year. Additional meetings can be called by resolution of the Executive Committee.
- 319 Notice of the time, date and place of all Student Council meetings, along with an invitation for items to be included on the agenda will be sent to all Student Council members at least two weeks before each meeting. For the avoidance of doubt notice can be given by placing a prominent message on the SU Website. The deadline for motions and additional items requested by the Executive Committee and Zones shall be one week before the meeting and such items shall be accepted at the discretion of the chair. All items shall be circulated to Student Council members at least 5 days before the meeting.

- 320 The quorum for Student Council shall be 50% plus 1 of the members one week before the Council is due to be held.
- 321 The meeting can take place at any location that maximises engagement. This may include online meetings.
- 322 The agenda of each Student Council shall be
- a) Approving Minutes of the last meeting and discussing Matters arising
 - b) Executive Committee Report
 - c) Reports from Zones
 - d) Reports from other bodies
 - e) Motions from Zones for debate
 - f) Other business approved by the Chair

Reports from the Executive Committee

- 323 See byelaw 04 for information about the reports from the Executive Committee.

Reports from the Zones

- 324 Each Zone will submit a short (2 page) written report of any discussions that has taken place between its members and an update on any campaigning or representation work on policy that has been undertaken since the last Student Council.

Campaigning and Representative Policy submission and debate

- 325 Each Zone and the Executive Committee may submit 2 motions for debate at each Student Council. These should be submitted by the deadline for papers at Student Council and in a format set by the Chair at the start of each academic year. Each motion must outline which Zone of work it fits under
- 326 A member of the Zone or Executive Committee (“the Proposer”) will introduce the motion and the reason that they believe it should become the policy of the Union. The chair may set a time limit for this discussion.
- 327 The Chair may select one other member of Student Council to object to the passing of the motion if anyone wishes to do so. The chair must set a time limit for this discussion that is the same as the proposing speech.
- 328 The Chair will see if there are any Student Council members who wish to propose amendments to the motion as proposed. If so the Chair may allow them to introduce their amendments for two minutes.
- 329 The Proposer may take one of the following steps for each amendment:
- a) Agree to the amendment as proposed. This will be added to the motion proposal
 - b) Disagree with the amendment as proposed. If so they will be able to speak against the amendment for two minutes.
- 330 If the amendment was not agreed by the Proposer then Student Council will vote on whether the amendment should be added to the motion. This will be done by a simple majority vote.
- 331 Once all amendments have been discussed Student Council will vote on whether the motion should become Union policy. This will be done by a simple majority vote.
- 332 Once approved a motion becomes Union policy for 3 years and is added to the work of that Zone.

Student Council Chair and Vice Chair

- 333 At the first Student Council meeting of the year, the members will elect a Chair and Vice Chair for the rest of the year from among its members.

- 334 The duties of the Chair & Vice Chair shall be:
- a) To create an environment for informed and open debate among members present at the meeting.
 - b) To ensure a balance debate during meetings and promote accessibility.
 - c) To ensure a safe environment within meetings
 - d) To promote Student Council and its workings to Student Members
- 335 To enact these duties, but for no other reason, and in line with other byelaws the Chair shall have the following powers:
- a) To refer an item to another body within the Union
 - b) To call the meeting to vote on an item by a show of hands
 - c) To request a count on the show of hands of people present at a meeting
 - d) To confirm the outcome of a vote on a specific item at a meeting
 - e) To confirm a break in the meeting for up to 15 minutes
 - f) To remove an item from the agenda and for it not to be discussed
 - g) To close the meeting
 - h) To adjourn the meeting to another time and place.

Students Unhappy with a chair's decision in a meeting

- 336 The Chair will grant a debate for 2 minutes on any of the following points of order as long as 10 or more Student members present wish for the discussion to be had by a show of hands.
- a) That the last decision of the Chair be reversed
 - b) That the Chair be removed from their position for the rest of this meeting
 - c) That the Chair enact one of their powers as outlines in 335 above
- 337 The Chair will be able to speak against the motion and a simple majority of members present at the meeting will be able to approve the point of order with a show of hands vote.

Zones

- 338 There will be the following Zones
- a) Education and Community Zone
 - b) Welfare and Diversity Zone
 - c) Activities and Opportunities Zone
- 339 The role of the Zones will be
- a) To prioritise the work set in Union policy.
 - b) To support the Officer in enacting Union policy.
 - c) To act as a representative forum to inform the Full Time Officer in their work
 - d) To provide a space to encourage collaboration and support between Networks
 - e) To propose motions to Student Council relevant to their Zone
 - f) To communicate the work of the Union to Networks
 - g) To approve an appointment for the appointment of course reps (for the Education and Community Zone)
 - h) To approve the constitution for new Student Groups or amendments to existing groups (for the Activities and Opportunity Zone)
- 340 The membership of the Education and Community Zone shall be
- a) The Education and Community Officer
 - b) Campus Experience Network Lead
 - c) Chair and Vice Chair of the Postgraduate Networks
 - d) 2 Course Representatives elected from their peers

341 The membership of the Welfare and Diversity Zone shall be

- a) The Welfare and Diversity Officer
- b) Black, Asian and Minority Ethnic Plus Network Lead
- c) Disabled Students Network Lead
- d) International Students Network Lead
- e) LGBTQ+ Network Lead
- f) Mature Students Network Lead
- g) Mental Health Network Lead
- h) Parents and Carers Network Lead
- i) Womens+ Network Lead

342 The membership of the Activities and Opportunities Zone shall be

- a) The Activities and Opportunities Officer
- b) Chair and Vice Chair of Sports Network
- c) Chair and Vice Chair of the Volunteers Network
- d) Chair and Vice Chair of Societies Network
- e) Chair and Vice Chair of Sustainability Network

343 The Zones shall appoint a chair from among their members. This will not be a Full Time Officers.

344 The Zones shall meet at least four times a year in a way that optimises engagement and allows them to submit motions to the Student Council. Otherwise they may set their own terms of meeting.

Networks

345 Networks provide space to discuss community successes, issues and ideas to different types of students.

346 There will be the following Networks

- a) Black, Asian and Minority Ethnic Plus Network
- b) Campus Network
- c) Disabled Students Network
- d) International Students Network
- e) LGBTQ+ Network
- f) Mature Students Network
- g) Mental Health Network
- h) Parents and Carers Network
- i) Postgraduate Network
- j) Sports Network
- k) Societies Network
- l) Sustainability Network
- m) Volunteers Network
- n) Womens+ Network

347 Networks will be an informal space for students with an interest in the community they reflect to come and discuss their concerns and bring suggested motions to the Zones.

348 The Networks will be chaired by the Part Time Officer elected to them or from a member elected at the first meeting of the year. A Vice chair will be elected from among the other members at the first meeting of the year.

349 Networks may meet in a manner that enables maximum participation for students within their community.