

Byelaw 1 – Membership Rights and Benefits

The Students' Union exists for its student members, and so we outline here the Rights and Benefits you can expect from being a part of UGSU. The best parts of the Union come from working together with other students to improve life at university and in our world.

Types of Membership

100 There will be the following three types of membership

- a) Student Members who shall be all current students of the University of Gloucestershire who have not opted-out in line with the 1994 Education Act. This will also include the Full Time Officers.
- b) Associate Members who shall be individuals approved by the Trustee Board for recognition of their work for the Union, University staff members and others as agreed by the Trustees of the Union.
- c) Company Law Members who shall be the Trustees of the Union as described in the Articles.

Membership Rights & Benefits

102 Student members shall have the following rights

- a) The right for representation from the Union within the University, including on academic, welfare and disciplinary issues.
- b) The right to vote in referenda and at Student Members Meetings.
- c) The right to vote in elections for all Full Time Officer positions.
- d) The right to vote in all other elections subject to these byelaws.
- e) The right to stand in elections subject to these byelaws.
- f) The right to attend student democratic events subject to these byelaws.

103 Student & Associate members shall have the following benefits:

- a) To join clubs and societies of the Union, subject to any membership conditions for those groups.
- b) To utilise the social facilities administered by the Union.

104 Student, Associate & Company Law Members shall all be subject to the Union's Code of Conduct.

105 The Trustee Board shall have the power to suspend or withdraw benefits of membership in the event of a member failing to comply with the Code of Conduct or other requirements of membership.

106 The Trustees may set additional fees for associate members for access to the Students' Union's services and student groups. These shall be used to further the Union's main charitable purposes for its principal beneficiaries, the student members.

Opting Out of Student Membership

107 Student members may opt-out of membership as allowed by the 1994 Education Act. To do so they should contact the Union or University with their intention to do so.

108 Opting out will mean the removal of the rights outlined in section 102. They may still have access to the benefits outlined under section 103 at the Trustee Board's discretion and may be subject to additional fees different from Student members.

109 For the avoidance of doubt, students who have opted out of Union membership may still be subject to the Union's Code of Conduct when accessing the services outlined in 103.

110 The University has an obligation to ensure that no student is disadvantaged in their dealings with the University if they have chosen not to be a member of the Students' Union.

Byelaw 02 – Your representatives

The main purpose of the Union is to represent your views to the university and the outside world. This Byelaw explains who does this and what you can expect from them.

- 200 The Union shall have the following types of representatives
- Full Time Officers, who shall by Major Union Office Holders as outlined in the 1994 Education Act
 - ~~Part Time Officers~~
 - Course Representatives
 - Student Group chairs as described in Byelaw 05
- 201 The following duties shall apply to all representatives
- To seek out student opinion and report it to relevant University and Union staff members.
 - To attend relevant meetings that allow the students you represent to have their voices heard
 - To encourage students to work together to improve student life
 - To promote engagement in the Union's activities
 - To uphold the policies of the Students' Union
 - To attend any training and read any information required of them to be representatives

Full Time Officers

- 202 The following shall apply to the Full Time Officers in addition to the duties outlined under 201 above.
- To lead on campaigning and representation work set through the Union's democratic structures (see Byelaw 03)
 - To be the main representatives of students within the university and local communities
 - To encourage work between all other representatives
 - To invite accountability from the Union's democratic structures
 - To be a Trustee of the Students' Union
- 203 There shall be the following Full Time Officer positions
- Education and Community Officer
 - Welfare and Diversity Officer
 - Activities and Opportunities Officer
- 204 The Education and Community Officer shall advance the Education of students at the University of Gloucestershire by being the lead representative and campaigner on academic issues and in the local area.
- 205 The Welfare and Diversity Officer shall advance the Education of students at the University of Gloucestershire by being the lead representative and campaigner on student wellbeing issues and inclusion.
- 206 The Activities and Opportunities ~~Officer~~ shall advance the Education of students at the University of Gloucestershire by being the lead representative and campaigner on issues that promote personal development outside of the academic work of students.
- 207 Full Time Officers shall be paid employees of the Union and subject to a contract of employment as approved by the Trustee Board.

~~Network Representatives~~ Network Leads

- 208 There shall be the following ~~Network Leads~~ Representatives
- Black, Asian and Minority Ethnic Plus ~~Network Lead~~ rep
 - Campus Experience ~~Network Lead~~ rep

- c) Care Leavers [Network Leadrep](#)
- d) Disabled Students [Network Leadrep](#)
- e) International Students [Network Leadrep](#)
- f) LGBTQ+ [Network Leadrep](#)
- g) Mature Students [Network Leadrep](#)
- h) Mental Health [Network Leadrep](#)
- i) Parents and Carers rep
- j) Womens+ rep

- 209 Each [Network](#) rep shall have responsibility to represent the views of a network of students with the same title as the Officer (e.g. Black, Asian & Minority Ethnic Plus students). They must identify as a member of this Network and will be elected by and from that cohort of students.
- 210 [Network](#) reps ~~not beare not~~ Major Union Office Holders for the benefit of the 1994 Education Act and will not be paid elected representatives.
- 211 Their role shall be to fulfil the duties outlined in Byelaw 201 ~~for their Network~~. In addition, they will have the following duties:
- a) ~~To chair meetings of their Network~~
 - b) To report to their network on their activities as a representative
 - c) To attend meetings of the Union's democratic Structures as outlined in Byelaw 03
 - d) To encourage work with members of ~~other networks~~[the su](#)
 - e) To work with other representatives on Union projects

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Course Representatives

- 212 Each Course shall appoint a representative. The rules for the appointment shall be set by the Education and Community [Zone sub-committee](#) before the end of the Summer Term for the next academic year.
- 213 The role of Course Representatives shall be to fulfil the duties outlined in Byelaw 201 for their course.

Replacement of Representatives

- 214 If a Full Time Officer resigns before the start of the Academic Year the Trustee Board will decide how to replace them. They may do this by recounting the election ballots with the Officer who resigned removed but need not do so. Any action on the replacement of a Full Time Officer shall require the approval of the University of Gloucestershire.
- 215 If a Full Time Officer resigns, is disqualified or is removed from office after the commencement of the Academic Year the vacancy shall remain until the next elections are held.
- 216 If any other representative resigns, is disqualified or is removed from office a bye-election shall usually be held.

The Executive Committee

- ~~217 — The Full Time Officer and Part Time Officers shall be the Executive Committee. They shall meet fortnightly in term time. Dates and times shall be set in the last week of term for the following term.~~
- ~~218 — Papers shall be circulated at least 3 days in advance of the meeting to all members. This will include the location of the meeting. Participants will be able to take place in person or via online means.~~
- ~~218 — The quorum shall be six including at least 2 Full Time Officers.~~

~~219 — The Chair will be appointed from among the Full Time Officers.~~

~~220 — Any Union Staff may attend as agreed by the Chair except that the Chief Executive shall always be entitled to attend.~~

~~221218 The role of the Executive Committee shall be the oversight and implementation of representative and campaigning policy as set by the Student Council. It shall also discuss any emergency issues raised between meetings of Student Council.~~

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) ~~a~~All Student Members Meetings
 - b) ~~r~~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) ~~a~~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) ~~a~~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) a) To receive reports from the ZonesSub-Committees~~
 - ~~e) b) 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 sub-committees~~ 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 Participants of student council shall be

- ~~a) The Activities and opportunities Officer~~
- ~~b) 4 Club Committee members elected by the activities and opportunities sub committee~~
- ~~c) 4 Society Committee Members elected by the activities and opportunities sub committee~~
- ~~d) The Welfare and Diversity Officer~~
- ~~e) Black, Asian and Minority Ethnic Plus Rep~~
- ~~f) Students with Disabilities Rep~~
- ~~g) International Students Rep~~
- ~~h) LGBTQ+ Rep~~
- ~~i) Mature Students Rep~~
- ~~j) Mental Health rep~~
- ~~k) Parents and Carers Rep~~
- ~~l) Womens+ Rep~~
- ~~m) Care Leavers Rep~~
- ~~n) The Education and Community Officer~~
- ~~o) 3 Course reps from the school of Business, Computing and Social Sciences elected by the education and community sub committee~~
- ~~p) 3 Course reps from the school of Arts Culture and Environment elected by the education and community sub committee~~
- ~~q) 3 Course reps from the school of Education, Health and Sciences elected by the education and community sub committee~~
- ~~r) The student trustees from the Board of Trustees will be invited as observers.~~

~~310~~ 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 Sub-Committees~~
- ~~d) Reports from other bodies~~
- ~~v) Motions from Zones Sub-Committees for debate~~
- ~~e) Reports from the Full Time Officers~~
- ~~f) Other business approved by the Chair~~

~~Reports from the Executive Committee~~

~~321~~ See byelaw 04 for information about the reports from the Executive Committee.

~~Reports from the Zones~~

~~322~~ Each ~~Zone Sub-Committee~~ 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~~

~~323~~ Each ~~Zone Sub-committee 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 Sub-Committee~~ of work it fits under

~~324~~ A member of the ~~Zone or Executive Committees sub-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.

~~325~~ The Chair may ~~select one~~ invite a discussion for other ~~member~~ members 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.

~~326~~ The Chair will see if there are any Student Council members who wish to propose

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amendments to the motion as proposed. If so the Chair may allow them to introduce their amendments for two minutes.

[327328](#) 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.

[328329](#) 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.

[329330](#) 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.

[330331](#) Once approved a motion becomes Union policy for 3 years and is added to the work of that [ZoneSub-committee](#).

Student Council Chair and Vice Chair

[332](#) 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 [by majority vote of the rest of the student council members.-](#)

[334333](#) [Sabbatical Officers cannot be Chair and/or Vice Chair](#)

332334 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
- e) To write a report for every student council meeting that will be delivered to the Board of Trustees.

333335 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 in the event members of the student council are unhappy with a chair's decision in a meeting

334336 The Chair will grant a debate for 2 minutes on any of the following points of order as long as ~~40-33%~~ 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~~enacts one of their powers as outlines in 335 above

335337 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.

ZonesSub-Committees of the Council

336338 There will be the following Sub-committees, Zones

- a) Education and Community Sub-committee, Zone
- b) Welfare and Diversity Sub-committee, Zone
- c) Activities and Opportunities Sub-committee, Zone

337339 The role of the Sub-committees, 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 Network representatives, Networks
- e) To propose motions to Student Council relevant to their ZoneSub-committee
- f) To communicate the work of the Union to Networksthe Network representatives
- g) To approve an appointment for the appointment of course reps (for the Education and Community ZoneSub-committee)
- h) To approve the constitution for new Student Groups or amendments to existing groups (for the Activities and Opportunity Zonesub-committee)

338340 The membership of the Education and Community Sub-committee, Zone shall be

- a) The Education and Community Officer
- b) Campus Experience Network LeadAll Course Representatives from the School of Business and Business, Computing and Social Sciences
- c) Chair and Vice Chair of the Postgraduate NetworksAll Course Representatives from the

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- School of Education, Health and Sciences
- d) All Course Representatives from the School of Arts Culture and Environment 2-Course-Representatives elected from their peers

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~~339341~~ The membership of the Welfare and Diversity ~~Zone-Sub-Committee~~ shall be

- a) The Welfare and Diversity Officer
- b) Black, Asian and Minority Ethnic Plus ~~Network LeadRep~~
- c) ~~Disabled Students Network Lead~~ ~~Students with Disabilities Rep~~
- d) International Students ~~Rep~~ ~~Network Lead~~
- e) LGBTQ+ ~~Network LeadRep~~
- f) Mature Students ~~Network LeadRep~~
- g) Mental Health ~~Network Leadrep~~
- h) Parents and Carers ~~Network LeadRep~~
- i) ~~Womens+ Network LeadRep~~
- ij) ~~Care Leavers Rep~~

~~340342~~ The membership of the Activities and Opportunities ~~Zone-Sub-Committee~~ shall be

- a) The Activities and Opportunities Officer
- b) ~~Chair and Vice Chair of Sports Network~~ ~~All Society Committee members~~
- c) ~~Chair and Vice Chair of the Volunteers Network~~ ~~All Club Committee members~~
- 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~~ ~~The Chair of the Sub-Committees will be the officer. The officer will be a non-voting member.~~

~~341344~~ ~~The duties of the chair are as follows: (Would have to outline what the Chair of the sub-committees would actually do, see comments for suggestions.)~~

~~342345~~ The ~~Zones-Sub-Committees~~ 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~~ ~~Otherwise~~, they may set their own terms of meeting.

Networks ~~Representatives~~

~~343346~~ ~~Networks Reps~~ provide space to discuss community successes, issues and ideas to different types of students.

~~344347~~ There will be the following ~~Networks Reps~~

- a) ~~Black, Asian and Minority Ethnic Plus Rep~~
- b) ~~Students with Disabilities Rep~~
- c) ~~International Students Rep~~
- d) ~~LGBTQ+ Rep~~
- e) ~~Mature Students Rep~~
- f) ~~Mental Health rep~~
- g) ~~Parents and Carers Rep~~
- h) ~~Womens+ Rep~~
- i) ~~Care Leavers Rep~~

- 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~~

~~345348~~ ~~Networks will be an informal space for students with an interest in the community they reflect.~~

Commented [BH1]: a) To prioritise the work set in Union policy which is placed in their Sub-committee.
b) To allow for scrutiny of the officers policies
c) To provide a space to encourage collaboration between sub-committee members
d) To encourage sub-committee members to propose motions to Student Council relevant to their sub-committee

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Commented [BH2]: Are network leads going to be different?

to come and discuss their concerns and bring suggested motions to the Zones Network representatives reflect the concerns of their community and are expected to suggest motions to the sub-committees.

~~346 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.~~

~~347349 Networks may meet in a manner that enables maximum participation for students within their community.~~

Byelaw 04 – How you hold your Officer to Account

~~The Executive Committee work~~The Full-Time Officers work for students and this byelaw explains the mechanisms that Student members can use to ask them to work on different things or show when they are not happy.

400 There will be the following mechanisms to direct the campaigning and representative work of the Full Time-~~Officers;and Part Time Officers~~:

- a) Informal discussion at the ~~Zone or Network~~Sub-committees of student council relevant to the issue being discussed. This should be the first approach.
- b) Scrutiny of the Officer's work ~~as part of the Executive Committee report at a~~ Student Council

401 For the avoidance of doubt this byelaw will not be used to hold an officer to account for a breach of the Code of Conduct or a policy of the Union. The disciplinary procedure should be used for this.

402 Issues relating to the role of Full Time Officers as staff members of the Union, for example conduct in the workplace, will be dealt with through

~~The Executive Committee report~~Expectations of the Officers at Student Council

403 At each Student Council ~~each officer~~the Executive Committee shall provide a written report that outlines the following

- a) Progress on policy set by Student Council in collaboration with the ~~Zone~~ness sub-committees.
- b) Progress on manifesto pledges
- c) Progress on any additional issues that have arisen outside of the Union's policy or manifesto pledges relevant to the success of students at the University of Gloucestershire.

404 The Student Council members will be able to ask any questions of the ~~Executive-Committee~~officers concerning the work outlined in the report. This discussion will be facilitated by the Chair of Student Council.

Approval of the ~~Executive-officers~~ Report

405 After discussion of the ~~Executive R~~report, the Student Council Chair will ask of the report to be accepted. This will require a 2/3rds majority of the Student Council members present to vote in favour of the report. ~~Executive Committee members~~Officers will not be entitled to vote. If a 2/3rds majority is achieved, then no further discussion will take place.

Accountability Motions for ~~Officer Reports~~Executive Report

406 If the report is not approved the Chair will ask if any Student council members wishes to debate any of the following accountability motions:

- a) That an officer or ~~the Executive as a whole is asked to~~all the officers in a joint campaign to stop a piece of work
- b) That an officer-~~or all the officers in a joint campaign or the Executive as a whole~~ is asked to prioritise a policy over other work
- c) That the work of an officer ~~or or all the officers in a joint campaign the Executive as a whole is not~~ is not satisfactory and should be revisited before the next Student Council meeting
- d) That the work of an officer or- ~~all the officers in a joint campaign the Executive as a whole~~ is not satisfactory and a referendum should be held to remove them from office.

407 Should none of the accountability motions in 406 be requested the report will be approved.

408 If any of the actions are requested the Chair will allow the Student Council member requesting them to speak for 3 minutes explaining why they want that accountability motion to occur. ~~An officer A member of the Executive Committee~~ will be able to speak against the accountability motion to occur.

409 Once the case for and against the accountability motion has been heard Student Council will vote on whether to enact the accountability motion. It will require a simple majority to pass.
| ~~Executive Committee members~~Officers are ~~will not be~~ entitled to vote.

Byelaw 5 – How to get involved in Student Groups

Commented [BH1]: This entire thing feels out of date / I just may not understand it because it's A&O

The Students' Union runs activities for the development of its students beyond the lecture theatre or lab – and also because they are fun This byelaw explains how they should engage students and be run in a fair and safe way.

Types of Student Group and Membership

- 500 There shall be the following types of groups known as “Student Groups” in these Byelaws.
- Sports Clubs whose purpose is to offer students opportunities to develop students in a physical skill as well as teambuilding and leadership.
 - Societies whose purpose is to offer opportunities that develop students in a skill or allow them to learn about and discuss a set of ideas or beliefs,
- 501 Membership of Student Groups will be open to all students unless their constitution allows a restriction based on a protected characteristic, belief or mode of study. Associate members of the Union may be allowed to join if agreed by the Student Group's Committee.
- 502 Each Student Group will have a constitution that outlines its purpose. This must be written down and the Trustee Board will ensure that a model constitution is available to Student Groups. The constitution for new Student Groups or amendments to existing groups must be approved by the Activities and Opportunity ~~Zone sub-committee~~ subject to Byelaw 03

Student Group Committees

- 503 Every Student Group will have a committee of at least 3 members and including the positions of President (for Societies) or Captain (for Sports Clubs) who shall be the chair and two other members as outlined in their individual constitutions.
- 504 No Sabbatical Officer or Associate Member shall be a Committee member of a Student Group. A Committee member will automatically resign if they are no longer a Student member of the Students' Union.
- 505 The shared responsibilities for the Committee shall be
- Ensure that all members follow the policies and Code of Conduct of the Union, including any equalities policies.
 - Ensure that the Student Group operates within the financial regulations of the Union including keeping accurate records of the Student Group's activities and proposing a budget.
 - Ensure that the Student Group sends at least one representative to relevant Students' Union meetings.
 - Proactively looks to work with other Student Groups and promotes the work of the Union
 - Attend all relevant training sessions and meetings as required
 - Keep records of all Student Group and Committee meetings
- 506 In addition the Chair shall have the following specific
- Be the figurehead for the Student Group within the University and local community
 - Chair the Student Group meetings and Committee meetings
 - Be the main representative to relevant Students' Union meetings
 - Be the main person ensuring Student Group members follow the Union's Code of Conduct

Student Group Meetings

- 507 Each Student Group must have at least one Student Group Meeting each year. The business of the meeting shall be.
- Register of members present
 - Approving the record of the last meeting
 - Report of the Committee on its activities since the last meeting

- d) Questions to the Committee on their work for the Student Group
- e) Any election of members to the Committee (for a term of up to 1 year)
- f) Requests or recommendations to other Union meetings
- g) Any other Business

508 All the Students Members of the Student Group will be entitled to attend, speak and vote at the meeting. Associate members and any other student will be entitled to attend to observe and may speak if approved by the Chair.

Support from elsewhere within the Union

- 509 Student Groups are a part of the Union and can expect the following support
- a) Representation of their needs within the University, particularly through the work of Sabbatical Officers.
 - b) Funding for the activities which develop students and are in line with the Student Group's constitution.
 - c) Training for committee members in the policies and processes of the Union and advice on fundraising and improving the group's activities.
 - d) Support for working with other Student Groups.
 - e) Opportunities to network and debate with other Student Groups to influence the work of the Union.

Budget allocation to Student Groups

510 A Student Group budget will be set by the Trustee Board for the following academic year.
~~Specific allocations to each Student Group will be decided by the Sabbatical Officer responsible for the groups.~~

- a) A budget proposal from the Student Group;
- b) The cost of the activity;
- c) The disciplinary record of the Student Group;
- d) The level of activity in the previous year;
- e) The number of members; and
- f) The previous year's financial records.

511 Student Groups must operate within the financial regulations set by the Trustee Board. In particular, no Student Group shall have their own bank accounts or keep funds. Any Student Group found to have an external bank account will be suspended with immediate effect until an investigation by the Board of Trustees can take place.

Eligibility for Student Groups

512 The following must all apply at the creation of a Student Group for it to be accepted by the Activities ~~Zone~~Sub-committee

- a) At least 5 Student Members wishing to join
- b) A written constitution that outlines the purpose of the Student Group
- c) At least 3 members wishing to be on the committee
- d) A signed agreement from the Chair to follow the policies of the Union
- e) A proposal for a budget
- f) Agreement that the work of the Student Group is not too similar to other Student Groups within the Union

513 If at any point the above do not all apply to the Student Group, the activities zone and relevant Sabbatical Officers will discuss whether the Student Group should continue operating or what steps and support are needed to meet the requirements above.

514 Should a Student Group reach a point where it is no longer willing or able to carry out its aims and objectives it will cease to exist.

Focus sports

515 The Union has a number of designated focus sports where there are good relationships with the national governing body and where extra resource and coaching has been allocated to them. Focus sports remain student led. The support given by the directors is aimed at supporting the teams to flourish

516 Each focus sport will have a Development Officer who is tasked with creating plans for the development of their sport, both in terms of participation and performance. They will report progress against the sports aims to the Sports Development Steering Group.

Commented [HB2]: Needed?