

Cardiff Met Students' Union's Byelaw Handbook

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SU Handbooks
Policy Handbook

Byelaw 1 - Membership of The Students' Union

100 There will the following three types of membership

- a) Student Members who are all currently enrolled as students on a programme with Cardiff Metropolitan University who have not opted-out of membership or been removed through a disciplinary process.
- b) Directors of the Union as described in the Articles
- c) Associate Members who shall be individuals approved by a process set by the Board of Directors for recognition of their work for the Union, University staff members and others.

Benefits of Membership

102 Student members shall have the following benefits

- a) To be represented by the Union on academic and welfare issues
- b) To have access to the service and support facilities provided by the Union;
- c) To be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies;
- d) To utilise the social facilities administered by the Union;
- e) To be eligible to eligible to vote at Student members meetings and speak at student forums
- f) To be eligible to vote in elections or referenda that are conducted by the Union, subject always to the regulations governing elections and referenda;
- g) To be eligible for participation in Union committees and the committees of clubs and societies;
- h) To be able to stand as a candidate for any of the offices of the Union which are subject to election subject to the rules governing elections

103 Associate members shall have the following benefits:

- a) To be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies;
- b) To utilise the social facilities administered by the Union;

Conditions of Membership

- 104 All members, of whatever class, shall be subject to the Union's Code of Conduct which protects the membership and sets out expected behaviours of all who engage in the Union. Any laws of the land and rules of the University may also apply.
- 105 The Directors have the power to suspend or withdraw benefits of membership in the event of a member failing to comply with the requirements and conditions of membership and any code of conduct that may be in force.
- 106 Associate members may be subject to additional fees as set by the Directors for access to the Union's services.

Opting Out of Student Membership

- 108 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.
- 109 Opting out will mean the removal of the following benefits
- a) To be represented by the Union on academic and welfare issues
 - b) To be eligible to vote at Student members meetings
 - c) To be eligible to vote in elections or referenda that are conducted by the Union, subject always to the regulations governing elections and referenda;
 - d) To be eligible for participation in Union committees and the committees of clubs and societies;
 - e) To be nominated as a candidate and / or a proposer for any of the offices of the Union which are subject to election subject to the rules governing elections
- 110 The following services will remain available to students who have opted out but may be subject to additional charges:
- a) To have access to the service and support facilities provided by the Union;
 - b) To be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies which may include higher fees for non-members;
 - c) To utilise the social facilities administered by the Union
- 111 For the avoidance of doubt, students who have opted out of student membership may still be subject to the Union's Code of Conduct when accessing the services outlined in 110.
- 112 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 2 - Student Voice Mechanisms

200 Ways that students can set their union direction

- 201 Students will be able to set the direction of their union through:

- a) Student Forums
- b) Student Networks
- c) Student members meetings
- d) Student referenda
- e) Elections of their representatives (as outlined in Byelaw 4)
- f) Informal feedback and insight conducted by the union.

Student Forum

202 The purpose of the Student Forum will be to set policy related to representation and campaigning for the union. This meets the requirements for a “policy forum” in the union Articles. For the avoidance of doubt, it will not have any of the responsibilities of the Directors.

Membership, calling a forum and quorum

203 The membership of the forum shall be

- a) All students who wish to attend (who may be given speaking rights by the chair). Students who have submitted an idea to the Students' Union will automatically be invited and be given speaking rights.
- b) The following representatives who shall be required to attend and will have speaking and voting rights.
 - a. The Forum Representatives
 - b. The School Representatives
 - c. The Student Officers
 - d. The Full Time Officers
- c) All meetings of the SU Forum shall be convened by the Chair (supported by union staff) who will prepare the agenda in advance of the meeting, and to circulate copies of the SU Forums papers to members. They may be supported by union staff to undertake this, but they are accountable for this work.
- d) A minimum of 5 SU forums will be held each academic year, at times that enable the greatest student involvement.
- e) The dates for the year ahead and the chair of each meeting will be set by the first meeting of the academic year.
- f) The Quorum for the SU Forum shall be 50% (rounded up) of the total number of members, including the Full-Time Officers. No policies or other business may be passed if the meeting has not achieved quorum.
- g) The Chair shall declare a meeting not quorate if one or more members present asks the chair to count those attending and finds that the meeting is not quorate. In the event of the meeting being declared not quorate, the meeting can be adjourned for a period at the discretion of the chair, after which a further count will be held. If there is not quorum at that count the meeting shall be closed.

Chair

204 Each meeting of the forum shall have a chair who's role shall be:

- a) To promote accessible & inclusive discussions
- b) To ensure the proceedings of the forum inform members to allow them to make meaningful decisions.
- c) To resolve differences and create policy to direct the union's work

- d) To ensure fair and balanced debate within meetings including offering equal speech time for and against any decision.
 - e) To attend Forum in person
- 205 The chair shall be able to conduct the meeting in any way that they feel fit to achieve the role above. However any other member of the meeting may request a vote on the following by raising their hand which the chair will not refuse.
- a) That the Chair's last decision be reversed
 - b) That the Chair be removed from their position and a new Chair elected
 - c) That the meeting be closed
- 206 Any vote under 205 will be preceded by a 2 minute speech explaining why this action should be taken. The chair will be able to give a 2 minute speech against the action being taken. If 50% or more of those present, not including the chair, vote for the action it will take place. Under 205 b) the President will oversee the election of a new chair.
- 207 The forum may set out and approve a set of additional rules at the first of its meeting each year which will remain in place until the end of the academic year.

Voting

- 208 The following processes shall be followed
- a) Only voting members of the SU Forum shall be entitled to vote on motions and voting shall be conducted by a show of hands. Each member shall have one vote.
 - b) The Chair of the SU Forum shall be responsible for announcing the outcome of the voting.
 - c) Abstentions must be counted but will not count for or against the motion. Voluntary abstentions shall be recorded by the Chair with the numbers voting on the motion.
 - d) A recount may be taken at the discretion of the Chair. They may be supported by union staff to undertake this but they are accountable for this work.
 - e) A decision will pass so long as there are more people voting for it than against it.

Agenda setting and policy process

- 209 Meetings of the SU Forum shall ordinarily be conducted in the following order:
- a) Apologies for absence
 - b) Minutes and matters arising of the last meeting
 - c) School Representative Reports and accountability
 - d) Student Officers Reports and accountability
 - e) Full-Time Officers Reports and accountability
 - f) Items for discussion
 - g) Student Submitted Ideas
 - h) SU Activities Forum update
 - i) Requests for referenda
 - j) Any other Business
- 210 The Chair may exceptionally add or rearrange items when preparing the agenda but officer accountability will also take place before motion debates.
- 211 The items on the agenda must be submitted by the following deadlines
- a) Student ideas (10 days)
 - b) Officer reports (7 days)
 - c) Any other business (3 days)

d) Emergency motions (see below)

- 212 Should a member of the SU forum wish to bring an additional item for discussion, they must submit it via e-mail to representation@cardiffmet.ac.uk 3 full working days prior to the meeting.
- 213 Acting on behalf of the Directors, the Chair will have the ability to prevent an item for discussion being raised if they believe it makes defamatory references to identifiable persons, is unconstitutional or contravenes the law of the land.

Student ideas

- 214 Student Ideas shall be submitted to the SU Forum the SU website or directly to Representation@Cardiffmet.ac.uk. Idea submissions will be reviewed by the president at least 10 days prior to meetings of the SU Forum. They may be supported by union staff to undertake this but they are accountable for this work.
- 215 Submissions must be typed and bear the name and student ID of an enrolled Student Member of Cardiff Met Students' Union.
- 217 The Chair shall determine the suitability of ideas, at which point they shall consider the idea to be one of the following:
- a) That it is inappropriate for further consideration, at which point the idea will be rejected.
 - b) That it is an issue or a proposal that should be taken up for discussion at a student members meeting including changes to the Articles or byelaws.
 - c) That is a potentially contentious proposal and should be taken up as a motion directly to the next student members meeting.
- 217 Motions may only be accepted as 'emergency' motions and accepted after this deadline if valid reasons for their delayed submission are provided and accepted by the Chair of the SU Forum. A vote will be held at the start of the SU Forum, for the wider membership to accept discussing the emergency motion using a simple majority.
- 218 Student Ideas may be withdrawn prior to the Chair's decision and afterwards unless the idea is delegated to an Officer.
- 219 Once passed by a Forum, student members meeting or referendum, a student idea becomes union policy. Policies passed by the SU Forum shall become enshrined in the SU's policy document for 3 academic years, including the year it was passed in.
- 220 The same idea or policy can only be introduced once per academic year. If motion fails, it can not be resubmitted until the following academic year.

Full-Time Officer Accountability

- 221 At each Student forum the Full-Time Officers shall provide a written report that outlines the following
- a) Progress on union policy
 - 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 Cardiff Metropolitan students.
- 222 Student Forum members will be able to ask any questions of the Full-Time Officers concerning the work outlined in the report. This discussion will be facilitated by the Chair. Should the chair be an officer they will allow someone else to facilitate their accountability.

- 223 After discussion of the report the Chair will ask of the report to be accepted. Officers will not be entitled to vote.
- 224 If the report is not approved, any forum member can request one of the following actions to be voted on in this order. Officers will not be entitled to vote on the action.
- a) That the work of an officer is not satisfactory and a referendum should be held to remove them from office. This will require a 75% majority vote to pass.
 - b) That the work of an officer is not satisfactory and should be revisited before the next Student forum
 - c) That an officer is asked to prioritise a policy over other work
 - d) That an officer is asked to stop a piece of work
- 225 Student forum members will not be able to abstain on a vote of officer accountability.

Student Officer and School Representative Accountability

- 226 At each Student forum the Student Officers and School Representatives shall provide a verbal report that outlines the following
- d) Progress on union policy
 - e) Progress on manifesto pledges
 - f) Progress on any additional issues that have arisen outside of the Union's policy or manifesto pledges relevant to the success of Cardiff Metropolitan students.
- 227 Student Forum members will be able to ask any questions of the School Representative or Student Officer concerning the work outlined in the report. This discussion will be facilitated by the Chair. Should the chair be a School Representative or Student Officer they will allow someone else to facilitate their accountability.
- 228 After discussion of the report the Chair will ask of the report to be accepted. The reporting School Representative or Student Officer will not be entitled to vote.
- 229 If the report is not approved, any forum member can request one of the following actions to be voted on in this order. The reporting School Representative or Student Officer will not be entitled to vote on the action.
- e) That the work of an officer or representative is not satisfactory and a referendum should be held to remove them from office. This will require a 75% majority vote to pass.
 - f) That the work of an officer or representative is not satisfactory and should be revisited before the next Student forum
 - g) That an officer or representative is asked to prioritise a policy over other work
 - h) That an officer or representative is asked to stop a piece of work
- 230 Student forum members will not be able to abstain on a vote of officer accountability.

SU Activities Forum – Society and Sport's Club Duties.

- 231 The SU Forum shall delegate the responsibility for the approval of specific duties related to Society and Sports Clubs as outlined in 519, through a sub board known as the SU Activities Forum

SU Student Networks

- 232 The SU to further its representational duties shall form student networks which shall have the following duties:
- a. Scrutinise and support University policy.

- b. Design and deliver events which further the representational aims of the group.
- c. Make recommendations to the SU Forum.

233 The SU shall have the ability to set up as many students' networks as is deemed necessary to ensure identified student groups have a space to voice concerns on relevant policies and actions.

234 The Experience and Inclusion President will take accountability for the creation and closure of Student Networks (operationally supported by SU Staff)

235 The respective Student Officer will chair each network, if no student officer role is available PEI will appoint a chair at the first network meeting.

236 The standing agenda for each student network at the chair's discretion can be flexible between each network but must include:

- a. Welcomes and Apologies
- b. Minutes and Matters arising of the previous meeting.
- c. Any items for discussion

All Student Members meetings

237 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 Directors shall think suitable to allow the maximum number of Student Members to attend. Student members meetings may be held online, in person or a hybrid of the two. Additional meetings may be held on request from the Board of Directors, Executive Committee or Student forum.

238 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.

239 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.

240 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 Board of Directors 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 Directors by the Student Members;
- f) motions to change the Articles or Byelaws
- g) Any motions for discussion.

241 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 Board of Directors on the Union's activities since the last Student Members' meeting;
- c) motions to change the Articles or Byelaws; and
- d) Any motions for discussion.

- 242 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 Experience and Inclusion President shall ensure that there is a clear process for submission of motions.
- 243 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.
- 244 The Student Members meeting shall be chaired by the Experience and Inclusion President or their appointee. 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

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

Referenda

- 246 A referendum will be a vote open to all Student Members of Cardiff Met Students' Union.
- 247 A referendum can be called by
- a) A resolution of The Directors
 - b) A vote of The Student Forum
 - c) A vote of The Executive Committee
 - d) 50 student members or 1% of the student members (whichever is greater) signing a petition which includes their name and their student identification number.
- 248 The question for the referendum shall be proposed by whoever called the referendum but must be ratified by the Returning Officer. The Returning Officer shall be able to set out the question in such a way that they believe will provide most clarity to students.
- 249 A referendum question must contain a clearly discernible mandate which:
- a) Creates or changes Cardiff Met Students' Union policy;
 - b) Mandates a Cardiff Met Students' Union Officer to act or to refrain from action;
 - c) Removes an elected Officer from office; or
 - d) Affiliates or disaffiliates from an external organisation
- 250 Any Referendum conducted in accordance with the Byelaws and Constitution shall be considered binding and any changes to policies or the Byelaws shall be implemented. However, a referendum will not have any powers of the Directors and will not have the power to appoint or elect an Officer, representative, or member of staff at the Students' Union.
- 251 The Returning Officer shall set out rules for the referenda which shall include:
- a) The timing of the vote (which shall not be longer than 56 days from the day referendum has been called).
 - b) The process for voting and any quoracy
 - c) The rules for campaigning
 - d) The rules for complaints about the referendum

- e) How the outcome of the referenda shall be published.

252 These rules shall be made publicly available at least 7 days before the vote is due to take start.

Byelaw 3 - Student Leaders; Full Time Officers, Student Officers, Forum Representatives and School Representatives

300 Elected representatives actively collect the opinions and views of students and communicate these to the University and local area, using the structures of the Union to support them in this work.

301 There are the following types of elected representative

- a) Full Time Officers
- b) Part Time Officers
- c) School and Course Representatives
- d) Forum Representatives

302 Full Time Officers shall be Major Union Office Holders as defined by the 1994 Education Act. They shall be paid a wage as decided by the Board of Directors and subject to a contract of employment approved by that body.

Duties of representatives

303 The following duties apply to Full Time Officers, Student Officers, School and Course Representatives

- a) Actively engage with students to learn about their views and represent these to the University and local area as appropriate
- b) Encourage networks among students to advance the work of the Union and give them development
- c) Attend appropriate meetings
- d) Create networks with relevant university & community leaders
- e) Promote a positive image of the Union including its democratic forums
- f) Promote engagement in Union activities & its mission, vision and values
- g) Any additional duties outlined in their job description

304 The following additional duties shall apply to Full Time Officers

- a) Act as the public face of the Students' Union
- b) Lead on lobbying in the university schools for issues that affect students
- c) Make active steps to be transparent and accountable to students
- d) Support the development of the democratic structures in your schools
- e) Work with other representatives to ensure their engagement in democratic structures
- f) Work with others to help develop Society or Sport Clubs

305 The role of Forum Representatives shall be:

- a) Promote a positive image of the Union including its democratic structures
- b) Actively engage with students on issues raised before and at student forums
- c) Work collaboratively with other members of the forum to help develop union policy

- d) Attend appropriate meetings

Roles and Job Descriptions

306 There shall be the following elected roles

Full Time Officers

- a) Activities and Communities President
- b) Education and Welfare President
- c) Experience and Inclusion President

Student Officers

- d) LGBTQIA+ Students Officer
- e) Welsh Language Students Officer
- f) Global Majority Students Officer
- g) Postgraduate Students Officer (PGT)
- h) Disabled and Neurodiverse Students Officer
- i) International Students Officer

School Representatives

- j) CSAD School Rep
- k) CSESP School Rep
- l) CSM School Rep
- m) CSSHS (Llandaff) School Rep
- n) CSSHS (Cyncoed) School Rep
- o) CST School Rep

Forum Representatives

- p) Llandaff Forum Representative
- q) Cyncoed Forum Representative

Course Representatives

307 In addition each course shall have a representative.

308 Each representative shall have a Job Description. The Education and Welfare President, supported by the Students' Union Staff team, shall set the job description for course representative and advertise / recruit as outlined in the course representative handbook:

- a) The students who that representative should engage with
- b) Any particular elements of their role outside of representation
- c) The support they can expect to receive in terms of training and development
- d) Any specific policy requirements that they must follow.

Executive Committee

309 The Full-Time officers shall be the Executive Committee. The executive committee's role shall be

- a) To advance the representative and campaigning policy of the Union as set by Student Forum and Student Members' Meetings.
- b) To respond to issues that have emerged within the University that require a student representative response
- c) To promote the projects and activities of the union and promote student co-operation within these.
- d) To be accountable for their actions to Student Forum through their reports.

310 For the avoidance of doubt, the Executive Committee shall not have any of the powers of the Board of Directors unless expressly delegated to them in writing by the Board of Directors.

Meetings of the Executive Committee

311 To fulfil their role the Executive Committee shall meet at least once a month and be supported by the Students' Union staff team.

312 The Executive Committee shall be chaired by the Experience and Inclusion President

Vacancies and removal of elected representatives

313 If an elected representative resigns, is removed from office by a vote of the students, has their student status revoked by the University, leaves the university or is removed under the Code of Conduct they will no longer be eligible to hold their role and the office will become vacant.

Replacement of elected representatives

314 In the event of any full or part time officer becoming vacant following an election into the role, the Board of Directors will decide whether to hold a bye-election, co-opt the second place candidate in the election or some other action that will ensure representation of students

315 Should a School Representative, Student Officer roles become vacant a bye-election will be held.

316 Should a Course Representative role become vacant, procedures to replace will follow as outlined in the Course Representative Handbook.

Byelaw 4 – Elections or Referenda Conduct and Regulations

400 The Board of Directors will appoint a Returning Officer. They will not be a Member of the Students' Union. Their role shall be:

- a) To ensure that elections are fair and that all eligible students can vote in them.
- b) To promote engagement in the Students' Unions democratic processes
- c) To oversee referenda

401 The powers of the Returning Officer shall be:

- a) To have ultimate responsibility for the interpretation of all election rules for the Union and how they are carried out.
- b) To set timelines for elections and referenda
- c) To set out any rules for elections and referenda
- d) To ensure that all candidates in an election have a fair opportunity to promote themselves and that any platform provided by the Union is equal for all. This shall include any coverage by Union run student media

- e) To set out the rules for any election counts and oversee the count for election to major union offices
 - f) To report to the Board of Directors and governing body of the University on any elections to major union office (the Full Time Officers).
 - g) To approve the results of an election count or referendum
 - h) To disqualify candidates from an election
- 402 The Returning Officer may appoint one or more individuals to be deputy returning officer to oversee the administration of elections. They may not be members of the union but may be employees of the union or anyone else that the Returning Officer deems to be suitable.
- 403 The Deputy Returning Officer's powers shall be any delegated to them by the Returning Officer except that they cannot disqualify candidates or approve the results of a count for major union office.

Election Regulations

- 404 The Returning Officer will regularly publish a set of election regulations for the Union that operate in line with this byelaw.
- 405 The election rules shall be published at least two weeks before the opening of any nominations period that they concern (for example Full Time Officer elections).
- 406 The election rules will include the following
- a) Rules on nomination for election and the details that they need to provide.
 - b) Timescales for nominations and campaigning.
 - c) Rules concerning campaigning during the election.
 - d) Rules explaining how students can vote including any provision for online voting.
 - e) Rules for complaints about elections and the sanctions that the Returning Officer may implement on candidates.
 - f) Rules concerning candidates who wish to campaign together
- 407 The rules shall make clear that anyone standing for election to a position that includes Trustee responsibilities must be eligible to be a Trustee to be appointed.
- 408 The timescale for elections to Full Time Officer positions shall conclude by the end of May each year.
- 409 The voting method used shall be a transferable vote method and include an option for "Re-open Nominations".
- 410 Candidates for election may be held responsible for the conduct of their campaigning team if the Returning Officer believes that they were or should have been aware of an activity during the election period.
- 411 As well as the election rules outlined above, candidates will be subject to the general rules of the Union, the university and any local or national laws. Should any of these be broken by a candidate or their team then the candidate may be disqualified.

Complaints

- 412 Any complaints about an election must be received in writing and be received no less than 2 hours after the close of voting. Where possible complaints should be raised within 24 hours of the action that is being complained about.

- 413 The election count will not be declared until all complaints relating to that election are resolved.
- 414 The Returning Officer's judgement on elections shall be final and without an Appeal. Student may raise a concern about the Union under the 1994 Education Act if they wish.

Referenda

- 415 Referenda are votes which are open to the entire student body for them to decide on a specific question.
- 416 A referendum shall be held to debate any issue by
- a) a Secure Petition signed by 100 student members (including their student number)
 - b) a simple majority vote of the Board of Directors or
 - c) a simple majority vote of Student Forum (except for matters of accountability which will need at least 75% of those voting to do so).
- 417 The quorum for a referendum will be set by the Returning Officer but shall not be less than 2% or more than 5%.
- 418 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 7 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.
- 419 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.

Byelaw 5 - Student Activities; Societies and Sports.

Types of Student Activities and Membership

- 500 There shall be the following types of activity, which will collectively be known as "Student Activities "
- a) Societies – that provide activities that develop students in a skill or provide social spaces for students to learn about a culture, religion or set of ideas
 - b) Sports Clubs – that provide activities that develop students in a physical skill and help students learn how to work together
- 501 Each Society or Sport Club will have a written constitution that outlines its purpose. The Activities Team will ensure that a model constitution is available to Student Groups. The constitution must be approved by the SU Activities Forum.
- 502 Membership of Student Groups will be open to all students. Associate members of the Union may be allowed to join if agreed by the Society or Sport Club's Committee, and must be charged an additional membership fee. Society or Sport Clubs must have a minimum of 10 Student Members to be classed as a valid Student Activity group.
- A. A student may only be classed as a member of a society or sports club once they have purchased the corresponding membership and guild fee.

- 503 Each Society or Sports Club must hold an all-members meeting, in accordance with the Activities handbook, once per academic year to review their constitution and submit these to the next SU Forum for approval.
- 504 Each Society or Sports Club must hold an annual election for their committee members, which shall follow processes outlined in the Activities Handbook and be overseen by the Activities team.
- 505 Each Society or Sports Club must attend the annual all-members meeting called by the Students Union, by way of at least three (3) committee members. If the group cannot send three (3) committee members, they must send 3 representatives from the wider Society or Club. Failure to send three (3) representatives from the Society or Sports Club will result in sanctions being passed down to the group, as laid out in the Activities Handbook.

Society and Sports Club Committees

- 506 Every Society or Sport Club's will have a committee of at least 3 members and including the positions of President, Treasurer and Secretary (or equivalent roles named differently which oversee leadership, finance and administration). The Society or Sport Club may have other named positions as outlined in their constitution.
- 507 Unconditionally, every Sports and Societies committee must nominate one of their committee members (either as a standalone committee position, or as a joint position within the committee) to also act additionally as the Wellbeing Lead for the society or sports club, who will be required to attend training provided by the Activities team. Societies or Sports Club must appoint a Wellbeing Lead in order to be approved as a Society or Sports club.
- 508 The Society or Sport Club's President. The duties of the President shall be to:
- a) Be a figurehead of the Society or Sports Club.
 - b) Ensure that the Society or Sports Club operates in accordance with the Students' Union constitution, policies and procedures as well as the Societies or Sport Club's own constitution, aims and objective
 - c) Oversee the day to day running and be the main point of contact for the Society or Sport's Club.
 - d) Chair their Society or Sport Club's meetings, democratically and appropriately
 - e) Attend all relevant training sessions and meetings as required
 - f) Ensure their Society or Sport Club's members are aware of activities in the Union including democratic events.
 - g) Ensure their Society or Sport Club's members follow the Union's Code of Conduct
- 509 The Society or Sport Club's Treasurer - The duties of the Treasurer shall be to:
- a) Keep current accurate financial information of their Society or Sport Club's activities and to be responsible for all financial transactions (only the Treasurer may authorise withdrawals or expenditure).
 - b) Ensure that the Society or Sport Club operates in accordance with the Students' Union constitution, policies and procedures as well as the Society or Sport Club's own constitution, aims and objectives.
 - c) Attend all relevant training sessions and meetings as required.

510 The Society or Sport Club's Secretary– The duties of the Secretary will be to:

- a) Organising appropriate meetings keep records and update information to the Union Office
- b) Keep minutes for all official Society or Sport Club's Committee meetings and all members meetings
- c) All member meetings (AGM's) minutes must be submitted within 10 working days to the Union Office.
- d) Ensure that their Society or Sport Club operates in accordance with the Students' Union constitution, policies and procedures as well as the Society or Sport Club's own constitution, aims and objective
- e) Attend all relevant training sessions and meetings as required.

Membership Fees

511 Each Society or Sport Club may charge a membership fee of at least £5. Different rates may apply to Associate Members of the Union. If there is a fee, members must have paid the fee to take part in Society or Sport Club's activities.

512 Society or Sport Club Members must have paid membership within one calendar month of the start of term or immediately on joining the Society or Sport Club.

513 Society or Sport Club Treasurers will be expected to monitor the payment of membership fees and will be accountable to the union for this.

Support within the Union

514 The Union through its staff and officers will:

- a) Encourage, provide and support activities as appropriate to meet the interests of students of the University
- b) Manage, guide and aid in the development of Societies or Sport Clubs.
- c) Work with the University, and where appropriate external bodies, to develop opportunities, societies and recreational events.
- d) Provide activities to encourage community involvement through and for our members
- e) Provide support for emerging Societies or Sport Clubs.
- f) Through Society or Sport Club's activities provide the opportunity and facilities to encourage social and personal development.
- g) Co-ordinate and administer Society or Sport Club's activities, including the supervision of financial matters relating to Societies.
- h) Develop processes for recognition for those volunteering through Societies or Sport Clubs.
- i) Where appropriate, provide insurance for the activity.
- j) Coordinate purchases to reduce individual costs.

New Student Groups

515 To establish a Society or Sport Club, an application pack which includes a constitution, aims and objectives must be submitted to the SU Forum . The objectives of the proposed society should not cover any that are already provided for in the objectives and activities of existing Societies or Sport Clubs.

Society or Sport Club Accounts.

516 Society or Sport Clubs are not permitted to 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 Directors can take place.

- 517 Society and Sport Club members and their committees will conduct themselves in accordance with the regulations of the Students' Union which will be made available to them.

Dissolution

- 518 Should a Society or Sport Clubs reach a point where it is no longer willing or able to carry out its aims and objectives and as such ceases to exist, all assets and money will revert back to Union after 2 years.

SU Activities Forum Ratification of Society or Sport Club Business.

- 519 as outlined in 231, The SU Forum shall hold responsibility for the approval of business related to Societies or Sport Clubs, through a sub board known as SU Activities Forum which shall include:

- A) The approval of a new Society or Sport Club if the criteria in 515 is met
- B) The approval of a new Society or Sport Club's constitution.
- C) The approval of the dissolution of a Society or Sports club if the criteria of 518 are met.
- D) Scrutinising and discussing new procedures applied to Activities.

- 520 The SU Activities Forum may not make any decision which supersedes the SU Forum.

- 521 The SU Activities Forum shall be chaired by the Activities and Communities President

- 522 The Membership of the SU Activities Forum shall be as such:

- a. The Activities and Communities President
- b. 2 Society committee members
- c. 2 Sports committee members

- 523 Appointment of the student committee members will take place annually at a time which enables the greatest involvement of sport / society student committee members.

SU Activities Forum Voting

The following processes shall be followed

- a. Only members of the SU Activities Forum shall be entitled to vote on motions, and voting shall be conducted by a show of hands. Each member shall have one vote.
- b. The Chair of the SU Activities Forum shall be responsible for announcing the outcome of the voting.
- c. A recount may be taken at the discretion of the Chair. They may be supported by union staff to undertake this, but they are accountable for this work.
- d. A decision will pass so long as there are more people voting for it than against it.

Calling of an Activities Forum

- 524 There shall be a minimum of 5 Activities Forums per academic year.

- 525 The dates of the Activities Forum shall be set prior to the first week of teaching of the year by the Activities and Communities President.

Activities Forum Agenda setting

526 Meetings of the SU Activities Forum shall ordinarily be conducted in the following order:

- a. Apologies for absence
- b. Minutes and matters arising of the last meeting
- c. Society or Sports Clubs for Ratification
- d. Society or Sports Clubs for Dissolution
- e. Approval of new Society or Sports Club constitutions
- f. Reviewal of Society or Sports Clubs membership tier
- g. Recommendations to SU Forum
- h. Items for Discussion
- i. Any other Business