

Bye-law 03

How can I set the direction of my Union?

Purpose: The purpose of this Bye-law is to explain the ways in which student members can set the direction of their union by attending Student Forums, submitting ideas for discussion, taking part in referenda, and holding the officers who implement the policy to account.

1. Structures of the Union and their role

- 1.1. There shall be the following principle decision making bodies within the Union:
 - 1.1.1. The Trustee Board;
 - 1.1.2. The Student Member meetings;
 - 1.1.3. The All-Student Forum meetings
 - 1.1.4. The Online Ideas system; and
 - 1.1.5. Elections and Referenda (**Bye-law 5**)

2. Role of meetings

- 2.1. The Trustee Board shall meet as outlined in the Articles and shall set their own terms of reference and meeting regulations. They shall have oversight on financial, legal and strategic matters as well as oversight of risk and shall set organisational administrative policy.
- 2.2. The Student Members meeting shall be open to all student members of the Union and shall meet at least annually. It shall scrutinise the work of the Trustees but may also set representative and campaign policy
- 2.3. The All-Student Forum meetings shall be open to all student members of the Union and shall meet at least termly. It shall set and oversee the representative and campaigning policy of the Union and scrutinise the work of the Student Leaders (**Bye-law 2**).

Student Members Meetings

3. Student Members Meetings – Calling and Agendas

- 3.1. As outlined in the Articles, there shall be at least one Student Members meeting each academic year at a time set by the Trustees to maximise student participation. The business of the Annual Student Members Meeting shall be:
 - 3.1.1. approval of the minutes of the last meeting;
 - 3.1.2. receiving a report of the Trustees on the Union's activities since the last Student Members' Meeting;
 - 3.1.3. receiving the accounts of the Union for the previous financial year;
 - 3.1.4. approving the list of affiliations of the Union; and
 - 3.1.5. open questions to the Trustees by the Student Members.
- 3.2. Additional Student Members meetings may be called by the Board of Trustees, All-Student Forum or by petition of at least 100 Student Members who have written to the Trustee Board Chair explaining what business they wish to discuss. A Student Members Meeting shall be called within two weeks of receipt of such a petition or proposal from an All-Student Forum. The business of the Student Members Meeting shall be:
 - 3.2.1. approval of the minutes of the last meeting; and
 - 3.2.2. discussion of the business for which the meeting was held.
- 3.3. There shall be no Emergency or Other Business at a Student Members Meeting.

4. Student Members Meetings – Notice, Quorum and Chair

- 4.1. Student Members Meetings shall be called with at least 10 working days' notice (not including the day that the meeting is held, the day on which notice was sent or closure days). For the avoidance of doubt notice can be given by placing a prominent message on the Students' Union Website.
- 4.2. 100 Student Members entitled to vote upon the business to be transacted shall be the quorum. If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned

meeting a quorum is not present within half an hour from the time appointed for the meeting then the quorum shall be those student members present.

- 4.3. Student Members Meetings shall be chaired by the Chair of the Trustee Board, or another nominated Arts SU Officer.

All-Student Forums

5. All-Student Forums – Calling and Agendas

- 5.1. There shall be at least three All-Student Forums each academic year, normally once per term and at a time set to maximise student participation. The business of All-Student Forums shall be determined by the Chair.
- 5.2. The content of the agenda will be gathered from:
 - 5.2.1. issues and topics raised or submitted by students via the Online Ideas System;
 - 5.2.2. issues and topics gathered by Arts SU Interns;
 - 5.2.3. issues and topics gathered by School Representatives; and
 - 5.2.4. issues and topics related to Officer Priority Campaigns.
- 5.3. Additional All-Student Forum meetings may be called by the Board of Trustees, Executive Committee or by receipt of the appropriate number of votes via the SU's Online Ideas System (see Online Ideas System below).
- 5.4. All Student Members as defined by the Articles and the Membership Bye-law (**Bye-law 1**) will have the ability to attend, take part in discussions and decide upon submissions at the meeting.
- 5.5. All Student Members who wish to attend will be invited to register and confirm attendance online prior to each forum.

6. All-Student Forums – Notice, Quorum and Chair

- 6.1. All-Student Forums shall be called with at least 10 working days' notice (not including the day that the meeting is held, the day on which notice was sent or closure days). For the avoidance of doubt notice can be given by placing a prominent message on the Students Union Website.
- 6.2. 30 Student Members entitled to attend, take part in discussions and decide upon submissions at the meeting shall be the quorum.
- 6.3. All-Student Forums shall be chaired by the Chair of the Trustee Board, or another nominated Arts SU Officer.
- 6.4. The Chair will be responsible for:
 - 6.4.1. Determining the structure, agenda and ensuring transparency of All-Student Forum meetings;
 - 6.4.2. Determining the category and subsequent actions required for submissions to All- Student Forums;
 - 6.4.3. Ensuring where taken the fairness of votes; and
 - 6.4.4. Liaison between All-Student Forums and Trustee Board.

7. All-Student Forums – Powers and Voting

- 7.1. Student Members as defined by the **Articles** and **Membership Bye-law (Bye-law 1)** will have the right to submit issues or topics to the All-Student Forum for consideration. This should be done via the SU's Online Ideas System.
- 7.2. Every issue/topic submitted shall be considered as follows:
 - 7.2.1. a speech introducing the topic/idea after which there will be the opportunity to ask clarifying questions;
 - 7.2.2. a period of discussion in small groups to allow attendees to explore issues, share views and consider initial responses before moving forward;
 - 7.2.3. groups will feedback before a measure of consensus is taken with three outcomes
 - a. Total consensus – whilst a few might want something different or disagree, in general the feedback is positive;
 - b. Part consensus – the underlying idea is satisfactory but more work is needed to either expand or focus the idea; or
 - c. No consensus – the idea is divisive and there is a considerable number opposed with the main aim of the idea.

- 7.2.4. depending on the outcomes return to small groups with the task of (a) identifying next steps, (b) clarifying potential changes that could help the idea or (c) investigating what common ground can be found;
- 7.2.5. groups will feedback including recommendations or actions before moving to a vote.
- 7.3. The meeting may, by voting, on any issue/topic sent to it
 - 7.3.1. Approve all or any part of the submission;
 - 7.3.2. Reject all or any part of the submission;
 - 7.3.3. Compose its own statement on the submission;
 - 7.3.4. Defer the submission or discussion to the next All-Student Forum pending further investigation; or
 - 7.3.5. Refer the submission to a referendum.
- 7.4. Voting will be determined by a simple majority unless otherwise required or specified.
- 7.5. Voting will take place online to facilitate accessible participation.
- 7.6. Policy passed at an All-Student Forum will lapse after three calendar years or until ceased by an All-Student Forum vote.
- 7.7. After a policy has lapsed, the Chair will notify the next All-Student Forum of this fact to allow Student Members to proposed that the policy or a revised version is readopted for three years.
- 7.8. Decisions taken by an All-Student Forum are subject to authority of the Trustee Board in accordance with Article 28.3.

Online Ideas System

8. Online Ideas System

- 8.1. All ideas proposing to create or amend Union Policy or Bye-Laws will be submitted via an online idea on the Union's website.
- 8.2. Submissions as much as possible should include:
 - 8.2.1. What improvement, development, change or political stance is proposed?
 - 8.2.2. What is the current situation?
 - 8.2.3. What will be the impact of your idea?
 - 8.2.4. What action could the SU take to take your idea forward?
- 8.3. Any petition that has a majority of down votes will not be taken forward.
- 8.4. Any petition that has at least 20 up votes will be taken to an All-Student Forum.
- 8.5. Any petition that has at least 100 up votes will be approved subject to authority of the Trustee Board in accordance with Article 28.3.