



## Document Control

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<b>Title: Bye Law One</b>	<b>Democratic Procedures</b>

### Timeline:

**26/11/19: Council approved updates**

**27/5/20: Amendments approved**

**28/10/20 – Council approved updates**

**02/11/22 – Council approved updates**

## UUSU Bye-Law 1 – Democratic Procedures

### **Section One: Purpose of Bye-Law**

- 1.1 This Bye-law will detail the democratic committees and processes of UUSU; it will reference all committees and councils of UUSU, their membership and powers.
- 1.2 The Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-laws and their appendices as to the management of UUSU and its working practices provided that such documents shall not be inconsistent with the Articles of Association.

### **Section Two: Board of Trustees**

- 2.1 The membership of the Board of Trustees will be comprised of:
  - 2.1.1 Four student officers agreed by the Student Executive, one of which shall be the President
  - 2.1.2 Two students, who are full members of UUSU
  - 2.1.3 Five external appointees
- 2.2 The process for appointments to the Board for each group will be as follows:
  - 2.2.1 Student officers will be selected by secret ballot at the first meeting of their Student Executive each year
  - 2.2.2 Students and external appointees will be considered via a process of application and selection, through the Appointments Committee.
- 2.3 The term of appointment for each shall be:
  - 2.3.1 Student officer trustees: 1 academic year
  - 2.3.2 Student trustee: 2 years from the date agreed by the Appointments Committee
  - 2.3.3 External trustee: 4 years from the date agreed by the Appointments Committee
- 2.4 Student and External trustees can serve a maximum of two terms, so long as they are still eligible for the position.
- 2.5 Student Officers can serve a maximum of three terms if elected for each of the three eligible years.
- 2.6 All appointments are subject to the approval of Student Council.
- 2.7 The process for the removal and resignations of members of the Board of Trustees are detailed in the UUSU Articles of Association.
- 2.8 The Board of Trustees has the authority to establish and dissolve Committees and Task and Finish groups of the Board whose membership will be outlined in the Terms of Reference, as and when the need arises.

- 2.9 The financial affairs of the Union shall be overseen and governed by the Board of Trustees, with the close support of relevant staff.
- 2.10 Trustees will ensure that the Union adheres to its requirements borne from the Financial Memorandum with the University and guidance from the Charities Commission.

### **Section Three: Student Council**

#### **Membership and Process of Election**

- 3.1 The Student Council will consist of the Student Executive as voting members and as part of their role, and councillors as outlined in Appendix 1.
- 3.2 Positions will be filled through a cross-campus ballot and positions will be elected by those constituencies eligible to do so (i.e. by campus). The President will nominate a Returning Officer who will ordinarily be a member of staff.
- 3.3 The exception to 3.2 above, will be societies, academic and sports representatives who will be elected through their own structures.
- 3.4 Where positions remain unfilled, the President has the power to submit candidates to the selection of Student Council which would require a 50% + 1 vote in favour, of those members present, to co-opt on said candidates as members. Nominees will be required to attend the meeting of Council at which they are nominated, and members may submit questions to them as to their suitability before voting.
- 3.5 To stand and serve on positions on the Student Council candidates must be an enrolled student of the University at the time of nomination and for the duration of their time in position and will forfeit their seat should they at any time no longer meet these qualifications.
- 3.6 Student Councillors will be elected for a one-year term, beginning from the date of election to the end of semester two as determined in the university calendar.
- 3.7 A student councillor may be removed from their position if they fail to attend two consecutive meetings. The decision will be taken by a majority vote at Student Council meetings. They shall also forfeit membership of any committees or groups they have gained as a result of their role as a councillor.

#### **Meetings**

See bye-law 2 for further outline of procedures at Student Council meetings.

- 3.8 Student Council will meet at least twice within both the Autumn and Spring Semesters each academic year in line with the university calendar.
- 3.9 The Chair and Deputy Chair of the Student Council will be nominated at the first meeting of the academic year following a Student Council election. Hustings will take place at the first meeting and there will be a democratic vote of all councillors present to determine the holder of these positions for the remainder of the Council term.
- 3.10 The Clerk of Council may be a UUSU staff member. The role of the Clerk shall act as secretary to Student Council. They shall be responsible for taking minutes of any council meetings, drafting and dissemination of all required papers and notifying Student Council and the Chair of any factual Points of Information. Council will elect two Deputy Clerks to perform duties as required by the Clerk when the Council is meeting remotely at the first meeting of the academic year.



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### **Subcommittees**

- 3.11 Student Council will have the authority to form and dissolve sub-committees and task and finish groups when necessary. The following shall be subcommittees of Council:

- 3.11.1 Student Executive (see section 4, below)
- 3.11.2 Sports Union Management (see Bye Law 4)
- 3.11.3 Societies Management Committee (See Bye Law 5)
- 3.11.4 Disciplinary Committee (see Bye Law 7)

- 3.12 Excluding the Student Executive (who reports at every Council meeting), the chair of these committees will report to Council when necessary.

- 3.13 The business additional sub committees or task and finish groups (as mentioned in 3.3) will be reported to Council when necessary.

- 3.14 The Disciplinary Committee will be convened as needed.

### **Diversity Networks**

- 3.15 Equality Networks will be established across the three campuses and will provide an informal forum for students to come together, to share ideas, raise awareness of challenges and provide support to each other.

- 3.16 These Networks will be supported by Student Councillors responsible for these seats, acting as Chair – staff members will support where necessary to ensure their success.

- 3.17 The Networks will have no set quorum and will be exempt from provisions of continuing activity to maintain affiliation. They are not decision-making bodies, nor societies: they exist to bring together students who wish to gain support from fellow students, or gather support to campaign for issues specific to their group.

### **Section Four: The Student Executive**

The Student Executive will be governed as specified in the Articles of Association and the UUSU standing orders in Bye-law Two. Their role, as defined by our Articles of Association is representation and campaign work, and the implementation of policy.

### **Membership**

The Student Executive is the collective name for the committee of the full time Student Officers.

- 4.1 The full-time Student Officers of UUSU shall be:

- 4.1.1 The President;
- 4.1.2 The VP Sports and Wellbeing;
- 4.1.3 The Vice President Education;

- 4.1.4 The Vice President Equality and Belonging
  - 4.1.5 The Vice President Coleraine
  - 4.1.6 The Vice President Magee
  - 4.1.7 The Vice President Belfast
- 4.2 Role descriptions and work plans for Officers will be reviewed annually, in addition to specific duties the Student Executive, will be generally responsible for:
- 4.2.1 Encouraging member participation in all aspects of UUSU activities;
  - 4.2.2 Encouraging members to attend internal and external meetings as required;
  - 4.2.3 Furthering the aims and objectives of UUSU;
  - 4.2.4 Presenting the policy of UUSU to external organisations and meetings as appropriate;
  - 4.2.5 The production of an annual report outlining their activities and achievements whilst in office;
  - 4.2.6 Submitting their Yearly Plan to the first meeting of Student Council for ratification;
  - 4.2.7 Gathering and disseminating information regarding the student voice and collective student opinion;
  - 4.2.8 Any other duties deemed appropriate by the President or Student Council.
- 4.3 Full time positions on the Student Executive will be given an annual living allowance.

### **Election Procedures**

This section should be read in conjunction with Bye Law 3.

- 4.4 Positions will be elected through a cross campus ballot using the single transferable voting system in the second semester of the academic year.
- 4.5 The rules and regulations governing the elections will be agreed by the Returning Officer.
- 4.6 The Student Executive shall serve for a period of one calendar year from the 1st July to 30th June.
- 4.7 To stand as a Student Officer, candidates must be an Ordinary Full Member of UUSU, as defined within the Articles of Association, at the time of nomination and at the beginning of their term in office or a pre-existing Student Officer who is currently in their first or second term of office.
- 4.8 Any full member of the Students' Union who are deemed by the University as being in good academic standing is eligible for nomination, to propose candidates and to vote in elections, provided that they are a member of the constituency for which that election is being held.
- 4.9 A Student Officer can serve for a maximum of three years as a Student Officer, of which no more than two shall be in the same position.

### **Student Executive Meetings**

- 4.10 The quoracy of the Student Executive will be 50% + 1 of the voting membership.
- 4.11 The President, or their delegate, will be the Chair of the Student Executive.
- 4.12 Student officer vacancies:

- a) If a Student Officer resigns, is disqualified or removed from office within the first six months of their term, the vacancy that results on the Student Executive shall be filled in accordance with the Bye-laws.
- b) If a Student Officer resigns, is disqualified or removed from office when there is less than six months left of their term of Office the post will remain vacant and the work shared between the remaining student Officers.

#### **Further Points:**

- 4.13 Membership of any other UUSU club or society by a full-time officer must be declared to Student Executive and if any conflicts of interest arise that officer must declare it and be absent from any part of a meeting that could be discussing issues affecting those bodies.
- 4.14 Any member of the Student Executive cannot be on a committee for any UUSU club or society, or be involved in the running of said club and society unless set out in the Articles of Association or Bye-laws.
- 4.15 Any full member of the UUSU can submit a motion of censor or complaint to the President in relation to the Student Executive Officers. Bye Law 7 outlines the full complaints and disciplinary process for office bearers.

#### **Section Five: Referendum**

**This section should be read in conjunction with Bye-Law Six and Appendix Four.**

- 5.1 A referendum will be the highest democratic decision-making power within UUSU. This means that it may set policy on behalf of the whole membership, and the policy will supersede any set by Student Council and Student Meeting
- 5.2 A referendum shall be held on any proposal when the Trustees or Student Council deems it necessary or upon receipt by the President of a request bearing the signatures and student numbers of 1% of the Unions membership of which the outcome of the decision would affect providing the turnout of the Referendum is 3% of the Unions members.

#### **Section Six: Student Member Meetings**

- 6.1 Student Member Meetings are to be held annually and are open to all members to attend. For quorum to be met there must be at least 30 students present. 6.2 Procedures for this meeting are detailed within the Articles of Association.

#### **Section Seven: NUS, NUS/USI, USI and other external organisations**

- 7.1 UUSU shall be affiliated jointly to the National Union of Students of the United Kingdom (NUSUK) and the Union of Students in Ireland (USI) and shall pay such affiliation fees as are democratically decided by NUSUK and USI. This affiliation shall be put to a Referendum at least every three years or at the request of Student Council having passed a motion to that effect.
- 7.2 Representatives to the conferences of NUSUK and USI Annual Congress and NUS/USI Conference shall be elected by cross-campus ballot. If positions are not filled through this method, the President shall have the power to co-opt students to the positions as

they see fit. The President is a delegate ex-officio.7.3 No delegate sent to any conference and/or organisation as a representative of UUSU shall vote on any policy/motion/election unless it has been deliberated by Student Council and has received a Mandate on voting.

- 7.4 If such a situation arises upon which a motion/policy arises and there is no time to seek a mandate from Student Council, the delegate lead will have the decision as to whether to abstain or to afford delegates a free vote on said matter;
- 7.5 Any delegate that finds that they cannot carry out the mandate as set by Student Council must resign their position immediately or at the first possible opportunity. If this is not possible as the delegate is at a conference session, then said delegate that finds they cannot carry out the mandate as set by Student Council or the Delegate Lead must abstain from the vote in question.
- 7.6 Any delegate that finds that they cannot carry out the mandate as set by Student Council must resign their position immediately or at the first possible opportunity. If this is not possible as the delegate is at a conference session, then said delegate must abstain from a vote.