

<b>Meeting:</b>	<b>Students' Council</b>	<b>Agenda Item:</b>	
<b>Date of Meeting:</b>	<b>13<sup>th</sup> February 2025</b>	<b>Confidential:</b>	<b>No</b>
<b>Paper Title:</b>	<b>Representation Review Byelaw Changes</b>		
<b>Purpose of the Paper (executive summary)</b>			
<p>We are proposing amendments to our Byelaws to enable the changes that have been recommended by our external review of representation structures at the SU.</p> <p>This paper provides Council members with the context for and outcomes of the representation review. Information is also available to all students on our <a href="#">website</a>.</p> <p>Changes made to the byelaws are highlighted in <b>yellow</b> throughout the document.</p> <p>For assurance, none of the changes suggested conflict with our Articles of Association, and we have had this process checked by a legal professional.</p> <p>We have included a draft 'Communities' Byelaw for consideration. We are not asking for approval of this Byelaw at this stage as we want to work with Students' Council to co-develop this part of the change. However, we believe it is helpful to include for information and context to ensure the rest of the Byelaw changes make sense.</p> <p>The SU CEO and President will co-present in the Students' Council meeting to add more context and enable discussion.</p>			
<b>Requests / Recommendations</b>			
Seeking suggestions for amendments by Students' Council and then approval of the revised Byelaws.			
<b>Prepared By:</b> Stef Hartley and Luke Fitzgerald			
<b>Presented By:</b> Stef Hartley and Luke Fitzgerald			

## Representation Structure Review 2024-2025

Our job is to represent you and ensure your voice is heard. We're here to help you connect, drive change, and make student life better. Now more than ever, we must stand up for your rights and make UCLan a place where everyone feels they belong.

As a student-led organisation, you shape what we do, how we do it and who leads us. Over the past decade, you've engaged with us through Students' Council, Part-Time Reps, and occasional referendums.

But the world is changing and so must we. You've told us you want more ways to get involved – and we're listening. The way we've always done things isn't enough anymore. It's time for something fresh, more inclusive and truly reflective of your voice.

It's time for change

### Why we have to change

Every five years, we review how we represent you to make sure we keep up with the world around us.

Over the past five years, a lot has changed, so we brought in an external expert to review how we work based on your feedback.

**For six months, we made it our mission to listen to every voice by:**

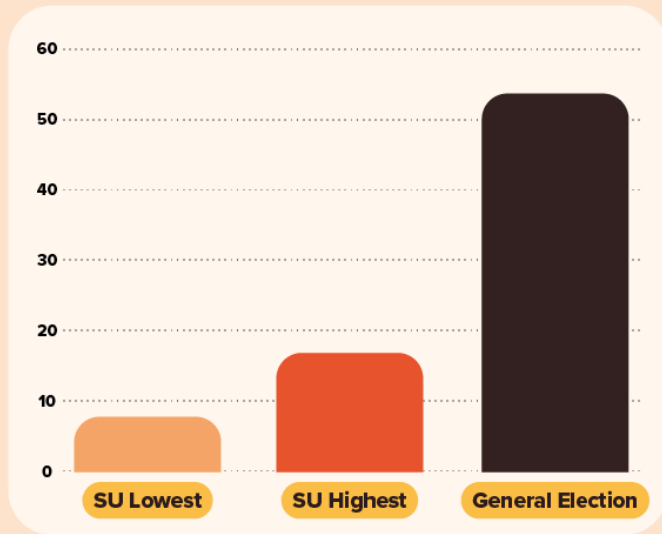
- **Surveying 659 of you** to get your feedback on our representation structures
- Holding **3 workshops** with students
- Speaking to **University staff** about how we can work together
- Discussing ideas with **Full-Time Officers and Student Council**
- Gathering insights from **SU staff** on what could work better
- Working with our **Board of Trustees** to create a new model

### What this research told us

#### ✗ You're not engaging with us

- More of you are running for Course Rep and School President roles, but fewer are interested in Full-Time Officer positions
- Election turnout is dropping – our highest in a decade was 16%, our lowest was just 8% (The recent 'low turnout' general election achieved 52%)
- More of you vote for School Presidents than Full-Time Officers
- Low turnout shows that many of you don't feel these roles are relevant

## Voter Turnout (%)



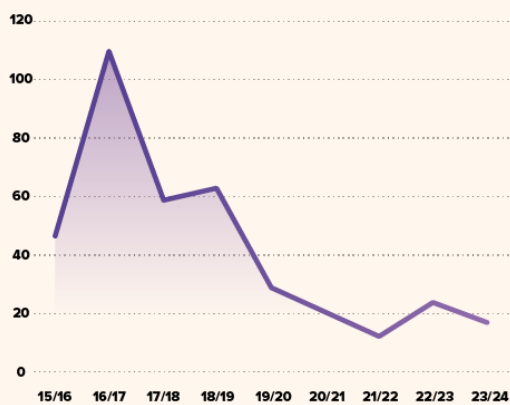
### ✗ You're feeling burnt out

- We have over 500 student volunteers and just four paid Full-Time Officers to represent over 24,000 students
- Student-led feedback is valuable, but unpaid roles aren't sustainable
- Many of you find volunteering roles difficult, lonely and hard to deliver impact

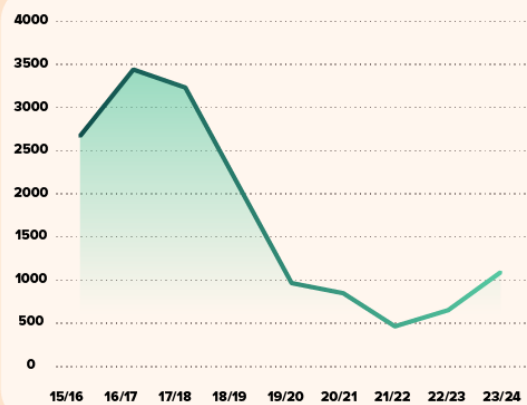
### ✗ You think our processes are slow

- Many of you find our decision-making processes confusing and outdated
- Some systems haven't changed in over a decade and don't fit student life today
- The 'Big Ideas' platform is less popular and you feel it lacks transparency

## Submitted



## Votes



## ✘ You need more commitment to Equity, Diversity and Inclusion

- UCLan is a diverse university, and we need structures that truly support everyone
- Right now, unpaid volunteers represent underrepresented groups
- Many of you already face barriers and you shouldn't have to work for free
- We need paid roles to properly support your communities

## What we're going to do about it

After six months of listening to your feedback and working through ideas, the consultant has recommended this five-step plan.

### ✔ Build strong student communities around Schools

Create academic communities organised around Schools, with 10 School Reps and paid student Organiser roles to support.

### ✔ Part-time models for representation

Offer more paid opportunities for you alongside your studies to represent, organise and make change at a University-wide level.

### ✔ Shift focus to student priorities

Use data and insight to identify key issues and facilitate more all-student votes to select top priorities rather than waiting for your ideas to be formally submitted.

### ✔ Broaden Equity, Diversity and Inclusion work

Pay you to organise in spaces with under-represented groups, stop relying on unpaid volunteers to do this work and build strong communities around you to stop the isolation.

### ✔ Burnley and Westlakes representation

We need to listen more closely to those of you studying at Burnley and Westlakes campuses and offer tailored student voice options to suit your needs. You might need different models of representation and that's something we should respect.

## What's changing?

Our current structures and processes aren't working. Too few of you know your elected officers or what they do. Too few have had a say in the decisions we make on your behalf. And too few feel we're addressing the issues that matter most to you. The proposal below is our first step toward fixing that.

### Academic communities

#### ● Current structure

- 20 School Presidents (elected, unpaid, voluntary student role)
- 400+ Course Representatives (elected, unpaid, voluntary student role)

✓ **New structure**

- 10 School Representatives (elected, unpaid, voluntary student role)  
*These representatives will form the Elected Representatives team and make decisions*
- 400+ Course Representatives – no mandatory elections (unpaid, voluntary student role)
- Introduction of 5 Community Organisers (paid, part-time student roles) to reduce pressure on unpaid representatives, allowing them to focus solely on student advocacy

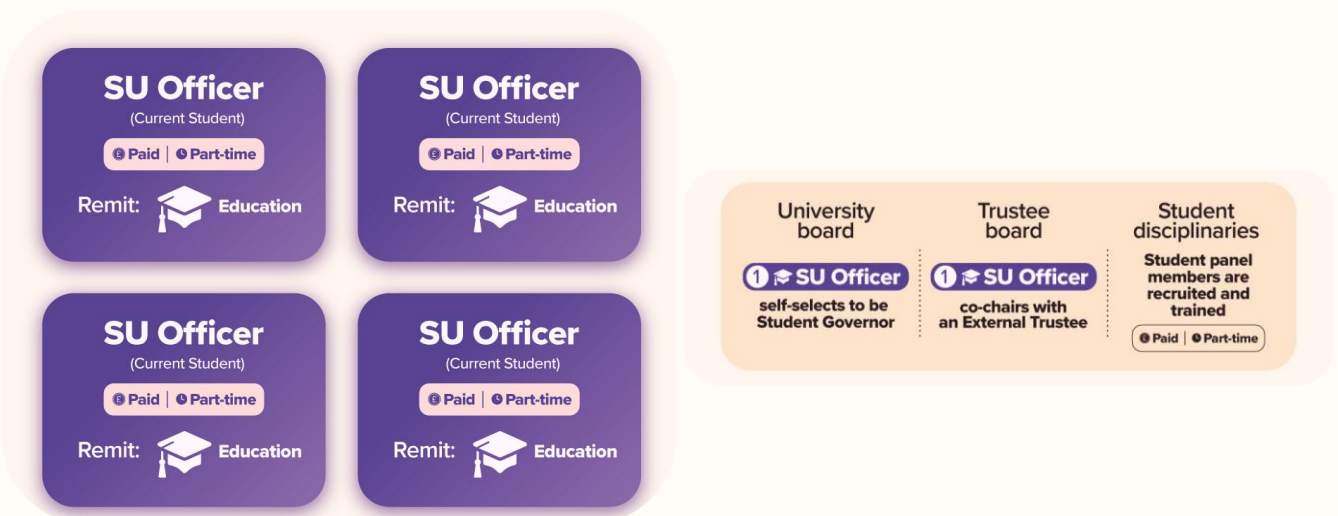
**Representatives**

● **Current structure**

- 4 full-time, paid, Elected Officers. Graduated student or student taking temporary leave from their studies (**President, VP Welfare, VP Education, VP Activities**)
- President is Student Governor & Chair of SU Trustee Board
- Officers sit on disciplinary panels for students going through process

✓ **New structure**

- 4 part-time, paid current students elected as ‘SU Reps’ to serve as representatives and Trustees
- 1 or 2 of these part-time SU Reps to serve as Student Governor
- SU Trustee Board is co-chaired by an external trustee and an SU Rep
- Recruited and trained Student Panel members for disciplinarys (paid, part-time student role)



## **Priorities and decision-making**

### **● Current structure**

- Officer manifestos
- The Big Ideas platform
- Student Policy
- Students' Council remains in its current format

### **✔ New structure**

- Officer action plans
- Student priorities and mandates based on broader student input
- Insight and Research Team (paid, part-time student roles)
- More all-student votes on significant issues
- Students' Council becomes an open all-student forum led by communities
- Student idea gathering and following work through communities

## **Equality, Diversity, and Inclusion (EDI)**

### **● Current structure**

- Liberation Reps (elected, unpaid, voluntary student role)
- Sectional Reps (elected, unpaid, voluntary student role)

### **✔ New structure**

- Community Organisers for faith, nationality, liberation, and equality groups (paid, part-time student roles)
- More 'Get Togethers' for students in different marginalised groups
- Paid student participation in working groups that contribute to university and SU EDI work
- Putting more resource into developing research and insights into the experiences of marginalised students

## **Satellite Campuses**

### **● Current structure**

- Satellite Representatives (unpaid, volunteer role) in Burnley and Westlakes campuses

### **✔ New structure**

- Community Organisers (paid, part-time student roles)

- Off-the-shelf student voice options per each campus (e.g. Annual Speak Week, online feedback sessions, pop-up booths, targeted surveys)
- Development of stronger insight and research on experience of students and satellite campuses

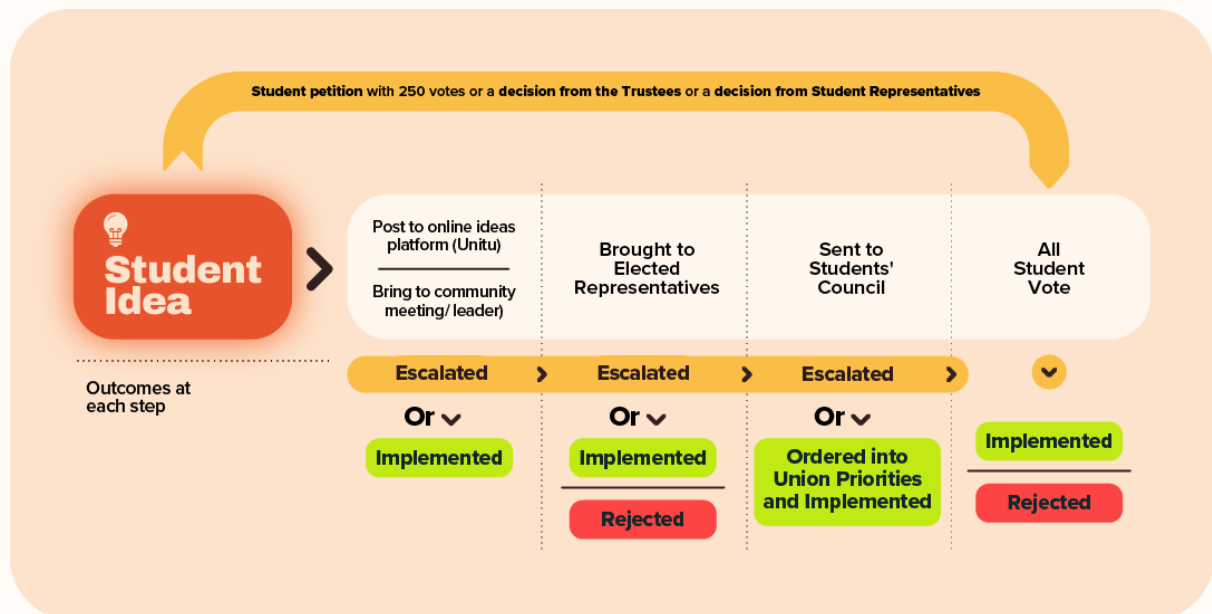
## Community Organisers

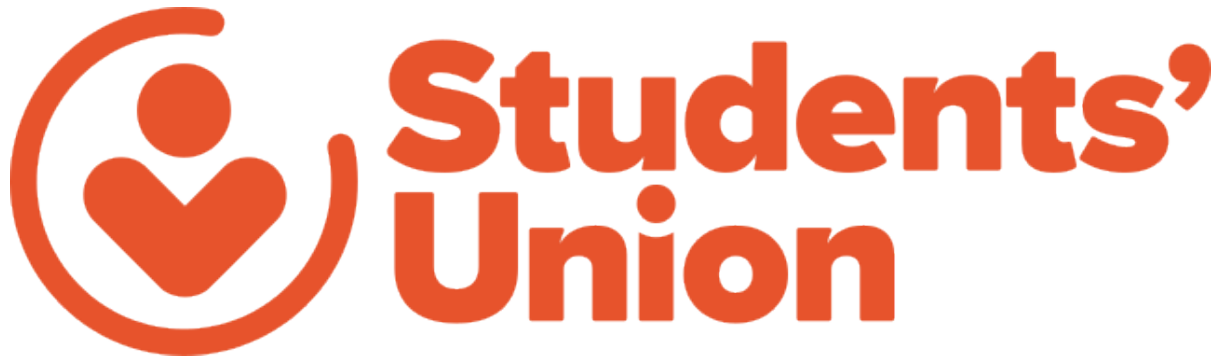
Community organising gives you a way to be involved in decision-making beyond being an elected rep. As a Community Organiser, you would:

- Bring students together to solve issues
- Build networks and host events that matter to your community
- Train and support student leaders to make sure all voices are heard
- Get expert training to help make real change

## Student ideas pipeline

Our student ideas pipeline is designed to replace our 'Big Ideas' and allow you to drive even more change at the Union.





**The University of Central Lancashire**  
**Students' Union Byelaws**

(Updated: 29/01/2025)

**Changes made throughout all byelaws:**

- Removed all references to 'elected officers', 'full-time officers' and portfolio roles eg 'Vice President Welfare' and replaced with 'elected representatives'.



# Contents

<b>Byelaw 1 – Members</b> .....	<b>4</b>
Types of Members .....	4
Code of Conduct .....	4
How We Handle Allegations of Misconduct.....	5
Disciplinary Hearings.....	5
Appeals .....	6
Special Rules for Misconduct .....	6
Withdrawing from Membership (Opting Out).....	6
<b>Byelaw 2 – Trustees</b> .....	<b>8</b>
Appointment of External and Student Trustees .....	8
Trustee Recruitment Process .....	8
Removal of a Trustee .....	9
Appeals Against the Removal of a Trustee .....	9
<b>Byelaw 3 – Elected Representatives</b> .....	<b>11</b>
Elected Representatives Responsibilities .....	11
Students’ Union Representatives .....	11
School Representatives .....	12
Elected Representatives Meetings & Decisions .....	13
Vacancies and Removal of Elected Representatives .....	14
Replacement of Elected Representatives.....	14
Disciplinary Conduct.....	14
<b>Byelaw 4 – Student-Led Decision Making</b> .....	<b>15</b>
Union Policy .....	15
Students’ Council Purpose and Powers .....	15
Students’ Council Meetings.....	16
The first Students’ Council Meeting of the year .....	16
The second Student Council Meeting of the year .....	18
Students’ Council Chair.....	19
Additional Students’ Council Meetings .....	19
Changing Union Policy and the Byelaws .....	20
Proposing a Motion to a Referendum.....	20
Conduct and Notice of a Referendum .....	21
Voting on a Motion at a Referendum.....	21
Proposing a Motion to an Annual Members’ Meeting .....	21

Conduct and Notice of an Annual Members' Meeting.....	22
Voting on a Motion at an Annual Members' Meeting .....	22
Business of an Annual Members' Meeting .....	22
Amending the Articles of Association .....	23
<b>Byelaw 5 - Elections .....</b>	<b>24</b>
The Returning Officer.....	24
The Election Process .....	24
The Count.....	25
Complaints about Election Administration, Good Conduct of the Election, Count or Declaration of Results.....	26
<b>Byelaw 6 – Student Groups .....</b>	<b>27</b>
Starting a New Group (Sports Club or Society).....	27
Returning Groups .....	27
Restricting Access to a Group.....	28
Student Group Committees .....	28
Special Rules for Electing Student Committee Leaders .....	28
Committee Requirements .....	29
Student Group Membership.....	30
Funding and Financial Management.....	30
Raising Money for Charities.....	31
Legal Requirements and Responsibilities .....	31
<b>Byelaw 7 – Communities (DRAFT) .....</b>	<b>33</b>

## Byelaw 1 – Members

*This byelaw covers all the rules for members of The University of Central Lancashire Students' Union (The "Union"). It includes our types of members, code of conduct and how to withdraw from membership.*

### Changes made to this byelaw:

- **A 'Students' Union Representative will be involved in disciplinary processes instead of a Full-time Elected Officer.**

### Types of Members

- 101 The three types of membership are as follows:
- a) **Student Members**, who are current students who have not opted out of membership or have been suspended from the Union.
  - b) **Company Law Members**, who are the current Trustees of the Union.
  - c) **Associate Members**, who are individuals, given membership by the Board of Trustees as and when they see fit.

### Code of Conduct

- 102 These regulations will normally apply where an allegation of misconduct relates to conduct on Union premises, the surrounding area of the Union, attendance at a Union event, or conduct whilst representing the Union or one of its Clubs or Societies. Where the allegation of misconduct is of a criminal nature or questions the ability of the member to be a student then the Union will normally defer to the appropriate authority.
- 103 Incidents that relate to the conduct of students visiting the licensed premises of the Union will be dealt with by the licensee concerned in accordance with the Union's 'Licensed Premises - Zero Tolerance Policy.'
- 104 Members of the Union are expected to conduct themselves at all times in a way that shows respect for staff, officers, fellow members, visitors to the Union, University students and members of the community. They should also ensure they do not exhibit undesirable behaviour including but not limited to fighting, abusive or offensive behaviour, sexual misconduct, misuse of Union resources and finances and behaviour that could result in criminal charges.
- 105 Any undesirable behaviour may be classed as misconduct and lead to disciplinary action.
- 106 Members of the Union representing the Union in a work environment, at other

unions, at NUS events or at social events should at all times conduct themselves in such a way as to promote the Union and not bring it into disrepute.

### **How We Handle Allegations of Misconduct**

- 107 Allegations of misconduct under these regulations must be made in line with the Complaints Policy and Procedure of the Union, by completing the complaints form on the Students' Union website.
- 108 When receiving an allegation, we may decide that the matter can be dealt with informally and a discussion with the member about their future behaviour should take place. In these cases, no further action will be taken.
- 109 Upon completion of the processes outlined in the complaints policy and procedure the severity of harm and level of misconduct will be considered by a Union staff member of at least director level and a Students' Union Representative. Both must collectively decide if the evidence supports the allegation being upheld or rejected on balance of probability (51% likelihood).
- 110 If the allegation is upheld, they will consider the severity of the misconduct and the harm caused and decide on an appropriate sanction. These may include but are not limited to:
- a) Suspension from a Student Group for an allocated amount of time.
  - b) Permanent removal from a Student Group.
  - c) Removal from a committee for the rest of the academic year.
  - d) Removal of access to a Union facility for an allocated amount of time (under 6 months).
  - e) Suspension from the Union for an allocated amount of time (under 6 months).
- 111 If sanctions are recommended to exceed suspension from a Union facility or the Union for more than 6 months a disciplinary hearing must be held.

### **Disciplinary Hearings**

- 112 In the case of a disciplinary hearing, a panel of three Directors and Students Union Representatives will be assembled. At least one Director and one Students' Union Representative must be part of the panel.
- 113 The member will be informed of the hearing at least 5 working days before it occurs. The member has the right to be accompanied and/or represented by a person of their choosing.
- 114 The investigator shall present the evidence that they acquired during their investigation to the panel. The panel may question the investigator and seek

any further clarification necessary.

- 115 The member or their representative shall present evidence to support their defence along with any relevant mitigating circumstances to the panel. The panel may question them and seek any further clarification needed.
- 116 The investigator and the member will be given the opportunity to sum up their cases.
- 117 The panel shall then privately adjourn to consider if the allegation is upheld or rejected. If it is upheld the panel shall determine an appropriate sanction. The ultimate sanction is suspension of Union membership for a set period of time.
- 118 The member should be informed of the decision and their right to appeal within 2 working days of the hearing. This should include any sanctions that will be enforced.

### **Appeals**

- 119 A member has the right to appeal any sanctions inflicted on them and should do so by following the appeals process outlined within the **Complaints Policy and Procedures**.

### **Special Rules for Misconduct**

- 120 If the investigator believes that the member(s) concerned present a risk to other members, staff, or visitors to the Union they may suspend them from Union premises or activities during the investigation and until the conclusion of any disciplinary process.
- 121 If, as a result of the alleged breach, University disciplinary procedures are invoked or criminal proceedings are undertaken by the police, then the suspension from Union premises or activities may be imposed until the outcome of such investigations is known.
- 122 Any temporary suspension shall be confirmed in writing to the member immediately. This letter shall also confirm the right to appeal the suspension within 2 working days. This appeal should be in writing to a Students' Union Representative not involved.
- 123 If an allegation of misconduct is of a serious nature and should, therefore, be dealt with under the University of Central Lancashire Regulations for the Conduct of Students they will refer the matter in writing to the Vice Chancellor's nominee.

### **Withdrawing from Membership (Opting Out)**

- 124 All students at the University shall be able to opt out of membership of the Union. They must contact the Union via a Students' Union Representative or the Chief Executive Officer to do so.

- 125 A student who opts out of membership of the Union will not be able to:
- a) Vote in any Union election.
  - b) Stand for an Elected Representative position in a Union election.
  - c) Stand as a committee member of a Student Group in a Union election.
  - d) Attend a Student Members Meeting unless permission is given by the chair of the meeting.
- 126 A student who opts out of membership may still:
- a) Access services and support facilities provided by the Union.
  - b) Join Student Groups.
  - c) Access social spaces provided by the Union.
- 127 A student relinquishing their right to membership in accordance with 124 above shall be dealt with according to the published 'University of Central Lancashire Code of Practice Relating to the Operation of the University of Central Lancashire Students' Union.'

## Byelaw 2 – Trustees

*This byelaw outlines the appointment process for External and Student Trustees of The University of Central Lancashire Students' Union (The "Union"). It also outlines the removal and appeals process for all Trustees of the Union.*

### Changes made to this byelaw:

- A School Representative will be on the appeals panel instead of an elected member of Students' Council.

### Appointment of External and Student Trustees

- 201 Up to 5 External Trustees and up to 5 Student Trustees may be appointed by a simple majority vote of an ad hoc Nominations Committee, provided that the appointment of each Trustee is ratified by a simple majority vote of the Board of Trustees and Students' Council.
- 202 The Nominations Committee will comprise of the Chair of Students' Council (or their nominee), a Students' Union Representative and another Trustee. The Nominations Committee will be supported by the Chief Executive Officer of the Union and will meet as required to recruit Trustees.

### Trustee Recruitment Process

- 203 The Board of Trustees shall approve a Trustee Role Description setting out the criteria on which applications for appointment as a Trustee shall be assessed.
- 204 The Nominations Committee will ensure that persons recommended to be appointed are not disqualified from becoming a Trustee by taking reasonable steps to obtain satisfactory references, requiring that a declaration of eligibility to serve is signed and ensuring that potential conflicts of interest are identified.
- 205 Employees of the Union may not be External or Student Trustees.
- 206 Employees of the University of Central Lancashire may not be External Trustees.
- 207 The Board and the Nominations Committee will ensure they are aware of Charity Commissioners guidance on the recruitment, selection and appointment of charity Trustees and any equivalent codes.
- 208 The Nominations Committee will ensure that the opportunity to be appointed as a Trustee is widely promoted and advertised.
- 209 The Nominations Committee will seek to ensure that the diversity of the Union's membership is reflected in the membership of the Trustees. In so doing the Committee shall consider, in the process of recruiting Trustees whether to take positive action within the law to facilitate participation of groups under-

represented in the governance of the Union and will ensure that equal access and consideration is available to all applicants for the role of Trustee.

### **Removal of a Trustee**

210 The process for the removal of a Trustee is detailed in the Articles.

### **Appeals Against the Removal of a Trustee**

211 A Trustee removed from office shall be entitled to appeal the decision to remove them to an Appeal Body within 5 days of the resolution if there is reasonable evidence to suggest that the removal process was not conducted in accordance with the Articles of Association.

212 The appeal should be submitted to the Chair of the Board who on receipt of it should instruct the Chair of Students' Council (or their nominee) to commence appeal proceedings.

213 The Appeal Body shall be made of:

- a) The Chair of Students' Council (or their nominee).
- b) A Nominee of the University of Central Lancashire.
- c) An elected School Representative.

214 The selection of the members of the Appeal Body shall be the responsibility of the Chair of Students' Council (or their nominee).

215 The Trustee removed from office and the Chair of the Board of Trustees will have the responsibility to provide the Appeal Body with any statements or evidence they would like to be considered in the case at least 5 days prior to the hearing.

216 The Appeal Body will aim to meet at a time and place convenient to both parties within 28 days of the receipt of the appeal.

217 The Trustee removed from office will have the right to be accompanied by a friend or representative.

218 The process of the appeal shall be:

- a) The Trustee removed from office will present any evidence to support their appeal.
- b) The Appeal Body and the Chair of the Board of Trustees will be given the opportunity to ask questions about the evidence presented by the removed Trustee.
- c) The Chair of the Board will present the case of the Board and the reasoning behind the removal.
- d) The Appeal Body and the removed Trustee will be given the opportunity to ask questions about the case presented by the Chair of the Board.



- e) Both parties will be given an opportunity to summarise their cases.
- f) The Appeal Body will convene in private and come to a decision to either uphold the appeal, reinstating Trustee status or reject the appeal. They will inform both parties of the outcome in writing within 2 days of the hearing.

219 The Appeal Body's decision is final.

## **Byelaw 3 – Elected Representatives**

*This byelaw outlines the role, duties and function of our elected representatives at The University of Central Lancashire Students' Union. It also details procedures for removal and discipline of elected representatives.*

### **Changes made to this byelaw:**

- Elected Representatives are now defined in 301.
- Role expectations are defined for Students' Union and School Representatives.
- Decision making powers that the new Elected Representatives team will have are defined.

- 301 Four part-time, paid Students' Union Representatives and ten unpaid School Representatives serve as our 'Elected Representatives' team. Other student roles that may be elected in our structures are not members of this group for the purposes of decision making.
- 302 Elected representatives' core purpose is ensuring that they actively collect the opinions and views of students and communicate these to the University and other stakeholders, using the structures of the Union to support them in this work.

### **Elected Representatives Responsibilities**

- 303 All Elected Representatives are responsible for:
- a) Actively engaging with students to learn about their views and represent these to the University and local area as required by their role description.
  - b) Deciding the agendas for the Students' Council meetings based on feedback and insight from students.
  - c) Attending appropriate meetings and conferences and reporting back.
  - d) Creating and encouraging strong and productive networks with students and relevant university and community leaders.
  - e) Promoting projects of work and activities that develop students.
  - f) Working within Union policy, University policy and the law.
  - g) Promoting engagement in Union activities and its Mission, Vision and Values.
  - h) Any additional duties outlined in their role descriptions.

### **Students' Union Representatives**

- 304 Students' Union Representatives shall be Major Union Office Holders as defined by the 1994 Education Act. They shall be paid a wage as decided by the Board and be subject to a contract of employment by that body.

- 305 Except where there are transitional arrangements the term of office of a Students' Union Representative shall be from the 1st of July each year until 30th June the following year and will be offered a contract of employment for that period.
- 306 Students' Union Representatives remuneration will be reviewed at least annually by the Board of Trustees in line with annual organisational budget setting.
- 307 Students' Union Representatives will be employees of the Union. The role of the Students' Union Representatives shall be detailed in their terms of employment. In addition to being subject to the general terms of employment at the Students' Union, they shall also be accountable to the student body through Students' Council.
- 308 Students' Union Representatives must be students at the University for the duration of their appointment. If they cease to be a registered student during their term of office, they shall be deemed to have resigned.
- 309 Students' Union Representatives must complete an induction and training programme in order to undertake their role effectively which will be provided by the Students' Union.
- 310 **Students' Union Representatives shall be responsible for:**
- a) Representing the views of students on key Committees, Boards and bodies across the University.
  - b) Representing the views of students to the National Union of Students and any other relevant regional or national bodies.
  - c) Supporting the work of Community Organisers.
  - d) Acting as key decision makers for the Students' Union when priority issues need attention and in setting the agendas for Students' Council meetings.
  - e) acting as a Trustee of the Union (appointment as a Trustee is automatic on commencing the term of office as a Students' Union Representative).

### **School Representatives**

- 311 One School Representative shall be elected, by a ballot of students from within each school, to represent each Academic School in the University, as defined by the University in their structure.
- 312 These roles will not be remunerated.
- 313 The term of office will begin on 1<sup>st</sup> July and last for one calendar year.
- 314 School Representatives must be students at the University, within the school that they represent.

315 Two of the School Representatives may also serve as Student Trustees on the Students' Union Trustee Board.

316 **The role of a School Representative will be to:**

- a) Represent the views of students within the relevant school such that the views of students are represented within decision making structures of the University and Students' Union.
- b) Support the work of the Community Organisers within the relevant school
- c) Acting as key decision makers for the Students' Union when priority issues need attention and in setting the agendas for Students' Council meetings.
- d) Attend Students' Council meetings and input with and for their Academic Community.

### **Elected Representatives Meetings & Decisions**

317 The Elected Representatives will meet at least fortnightly during term time in a manner that they agree including online and Union staff members will support these meetings. The agenda will always include the following:

- a) To note an update on actions taken by officers to advance Union campaigns.
- b) To note an update on actions taken by officers to help community organising.
- c) To note information required for upcoming meetings and approve any positions to be taken.
- d) To note any upcoming events and approve any actions needed.
- e) Urgent matters requiring action before Students' Council.
- f) Appointments to Committees, Boards and working groups.
- g) Any other business.

318 Decision making by the Elected Representatives should be by consensus wherever possible. In the event of a contested decision the following will apply:

- a) A decision can be approved by a supermajority of at least 75% of those in attendance at the meeting and at least 6 Elected Representatives are in attendance.
- b) The Elected Representatives can, by simple majority choose to put the decision to the next available meeting of the Students' Council
- c) Any decision requiring a vote the Chair (selected by the group) will have one, normal, vote, equal to all other members and there shall be no casting vote. In the event of a vote being tied the proposal will be deemed to have fallen.

- 319 Minutes of the Elected Representatives Meetings will be kept and published online (but may be redacted where the Elected Representatives considers the material is of a sensitive or confidential nature).

### **Vacancies and Removal of Elected Representatives**

- 320 Should an Elected Representative role be temporarily absent due to sickness or leave, the Board of Trustees and/or Students' Council shall undertake such action as required to ensure that the duties of that Representative are properly carried out.
- 321 An Elected Representative is removed from office if:
- a) They resign
  - b) They are removed from office by a simple majority vote of no confidence by Student Members in a referendum.
  - c) They are removed from office by a two third majority vote of no confidence by the Students' Council.
  - d) They have their student status revoked by the University.

### **Replacement of Elected Representatives**

- 322 In the event of any Students' Union Representatives role becoming vacant following an election into the role, the Trustee Board will decide whether to hold a by-election, co-opt the second-place candidate in the election or some other action that will ensure representation of students.
- 323 In the event of a School Representative position becoming vacant, the community for that School will decide whether to hold a by-election, co-opt the second-place candidate in the election or some other action that will ensure representation of students.

### **Disciplinary Conduct**

- 324 Elected Representatives are answerable for their conduct to the Union and University policies and procedures in force at the time including those applying to students. Elected Representatives are answerable for their political effectiveness to Students' Council.
- 325 The University Secretary or their nominee has the right to review process and outcome in relation to motions of no confidence of Students' Union Representatives to ensure due process has been followed.

## **Byelaw 4 – Student-Led Decision Making**

*This byelaw outlines how students are the ones who decide the campaigning work that takes place and the beliefs we hold as a Union. It details how the Students' Union deals with policy, Students' Council, Referendums and Annual Members Meetings.*

### **Changes made to this byelaw:**

- Title of byelaw changed.
- Re-ordering of sections for easier comprehension.
- New section on Students' Council Purpose and Powers.
- Detail included on how new, community based, Council meetings will run.
- Student Chair clause changed to reflect that this is now a paid and recruited role.

### **Union Policy**

- 401 Union Policy means any official statement of values, beliefs, principles, or process of the Union.
- 402 Union Policy is created by the following channels:
- a. Students' Council
  - b. Referendums
  - c. Annual Members' Meetings
  - d. The Board of Trustees
- 403 Policy remains active for three Academic Years; thereafter it lapses unless renewed at an Annual Members' Meeting.
- 404 The Board of Trustees will be responsible for oversight of policy implementation and will delegate responsibility for this implementation to the elected representatives and staff teams of the Students' Union as appropriate.

### **Students' Council Purpose and Powers**

- 405 Students' Council meetings are large, inclusive meetings that use a combination of consensus-based discussion and voting across different communities to decide what campaigning and representation work and policy should be undertaken by the Students' Union.
- 406 Students' Council decides what messages the Union should be telling the University, local and national politicians what they think about their education and how it is supported. They can also talk about issues relating to student life and wellbeing. Students' Council meetings are responsible for determining the

campaign priorities for the Union and where the Union should prioritise the use of any budget related to campaign activity.

- 407 The Students' Council should be consulted on any areas of strategic change for the Union, including changes to the byelaws, even where this is the responsibility of the Trustees.
- 408 The Union is a charity and, as such, is bound by strict legal rules on how it may use its resources. Anything the Union does has to be to further its charitable purposes. Holding a debate and voting on a topic might be a valid way of advancing education, even where that topic isn't directly relevant to the education of students at the University (such as a war overseas or an environmental issue), because the practice of organising and holding a debate is a useful learning experience in itself. However, a Students' Council decision cannot mandate the Union to spend its resources on something which it can't legally do, as a charity. This is why the Board of Trustees has the right under the Articles to override certain decisions or policies made by Students' Council (or other student-led body) – see article 29.3. The Board of Trustees decision in these matters is final.

### **Students' Council Meetings**

- 409 While all students can attend Students' Council Meetings, voting at Students' Council Meetings is done by Communities, rather than by individual students.
- 410 Students can be represented by as many Communities as they are a member of at the time of any Students' Council meeting (for example based on their area of academic interest, their nationality or their faith).
- 411 At least half of all Communities that have student leadership in place must be represented at the Students' Council meeting to form a quorum.
- 412 Each Community gets a single vote on each decision at a Students' Council meeting.
- 413 The Trustee Board will make sure that two Students' Council Meetings are held each academic year and that these are publicised on the Union's website at least two weeks before the date they are due to be held. The information will also include the location and timings of the meeting as well as whether it will be held online or in person.
- 414 Additional information to help the Students' Council make decisions will be provided on the Union's website at least 7 days before the meeting.

### **The first Students' Council Meeting of the year**

- 415 The first Students' Council Meeting of each year will discuss the following;
- a) Note a report from the Trustees on the appointment of the Students' Council Chair.

- b) To note an update from elected representatives, including on any work allocated to them by the Students' Council and any recommendations on work that should continue.
  - c) To hear the presentation of information and insight, including findings from any listening campaigns, to inform potential new policy and campaign action for the Union.
  - d) To discuss issues presented and to decide and vote as Communities on which issues should be prioritised by the Union.
  - e) To discuss any other business from the elected representatives.
- 416 The Elected Representatives will produce a single written report of the work they have undertaken as a team on the Students' Council priorities and their manifesto pledges. This will be made available on the Union's website at least one week before each meeting. The Chair of the Students' Council Meeting will invite questions on the report from those present.
- 417 Each Community will be able to put forward policy or campaign proposals to the Elected Representatives up to two weeks before each Students' Council Meeting, for possible inclusion in the prioritisation discussion and vote. When doing so they should include information and insight to support their proposal. Any number of Communities may also submit joint proposals.
- 418 The Elected Representatives, prior to the Students' Council Meeting, will agree a maximum of six policy and campaign proposals to be taken to the Students' Council Meeting for the prioritisation discussion and vote. The decision of the Elected Representatives in choosing which proposals shall be taken to the Students' Council Meeting shall be final but factors they will take into consideration will include the number of Communities who have supported a particular proposal, as well as the supporting information and insight provided. The Elected Representatives reserves the right to reword a proposal or combine multiple similar submissions into a single proposal, in each case in consultation with the Community or Communities which has/have put forward the proposal(s) in question.
- 419 The Students' Council Chair will facilitate conversations among members of the Students' Council Meeting on the proposals. These may be taken one after another or concurrently, but the Students' Council Meeting will be structured in such a way that attendees of the Students' Council Meeting should be able to take part in discussion of at least three of the proposals.
- 420 To help the Students' Council Meeting understand the issues being raised the Chair will present information and invite suitable experts and those with lived experience of the proposals being discussed to come to the meeting and present ideas and answer questions.
- 421 After the discussion the Students' Council Meeting will move into Community groups for discussion about how the Community should vote on each proposal



and the prioritisation. Every student can join at least one Community group at this stage but need not attend more than one. They may choose which group to meet with.

- 422 Communities will vote on how the proposals will be prioritised by the Union. This will be done based on the votes of the Communities present.
- 423 The Students' Council Meeting will also serve to build student involvement in delivery of the priority campaigns or policies and will end the meeting by appointing campaign teams to work on actions. The Students' Union Representatives will also be expected to focus their work on these priorities and will report back on their work at the next Students' Council Meeting.

### **The second Student Council Meeting of the year**

- 424 The second Students' Council Meeting will discuss the following in this order;
- a) An update from Elected Representatives on the work allocated to them by the Students' Council in previous meetings.
  - b) Any emergency actions or representations taken by the Elected Representatives since the last Students' Council Meeting and the reasons for this.
  - c) Proposals for the formation of new Communities.
  - d) Any other business from the Elected Representatives.
- 425 In addition to the report on work undertaken since the first Students' Council Meeting, the Elected Representatives will either propose that the campaign and policy goals have been completed and should conclude, or that further actions are required. Communities will discuss these proposals and vote.
- 426 The Elected Representatives will report on any emergency actions or representations they have taken on behalf of students that have not been discussed with Students' Council Meeting. This will usually be due to unforeseen events occurring at the University.
- 427 For the second meeting of the year one leader from each Community will be able to submit one proposal to the Elected Representatives for possible inclusion in the Students' Council Meeting discussion. These proposals should only be on issues that have emerged since the first Students' Council Meeting of the year and are of such significance that they must be discussed at a Students' Council Meeting. In addition, the Elected Representatives (as a group) will also be able to submit one proposal to the Students' Council Meeting for discussion.
- 428 These emergency proposals, if any, will be discussed in line with section 417 above.
- 429 The Elected Representatives will propose any new Communities that should be created. This will be based on the research of students on how they identify and

the needs that a group may have. Approval of new Communities will be by majority vote of Communities present at the meeting.

### **Students' Council Chair**

- 430 Students' Council shall have a current student in a paid role serving as Chair.
- 431 The Chair of Students' Council shall be appointed by open recruitment and the position will be available to all current students except from those serving as Elected Representatives or Trustees.
- 432 The length of the contract for the role of Students' Council Chair will be defined in the role description but there will be a minimum commitment expected of one academic year.
- 433 The Board of Trustees shall approve a Students' Council Chair Role Description setting out the criteria on which applications for appointment will be assessed.
- 434 An ad-hoc Selection Committee will form the panel for selection of Students' Council Chair and will comprise of a Students' Union Representative, a School Representative and a member of Students' Union staff. Students' Union staff will undertake the administration of the recruitment process for this role.
- 435 The Selection Committee will ensure that the opportunity to be appointed as Students' Council Chair is widely promoted and advertised.
- 436 The Selections Committee will seek to ensure that the diversity of the Union's membership is reflected in the staff team. In so doing the Committee shall consider, in the process of recruiting Trustees whether to take positive action within the law to facilitate participation of groups under-represented in the governance of the Union and will ensure that equal access and consideration is available to all applicants for the role of Students' Council Chair.
- 437 The role of the Chair shall be;
- a) To promote an accessible and inclusive Students' Council Meeting.
  - b) To ensure the proceedings of the Students' Council Meeting inform student members on the issues being reported and debated to allow them to make meaningful decisions
  - c) To ensure that the Union's elected leaders report on the work they have done on the Students' Councils' priorities.
  - d) To appoint appropriate facilitators for discussions in the Students' Council Meetings.

### **Additional Students' Council Meetings**

- 438 After the first Students' Council meeting of each year, Additional Students' Council Meetings can be called by either the Trustee Board, Elected

Representatives or a total of 100 students from at least five different Communities who have written to the Chair of the Board of Trustees.

- 439 The call for an additional meeting must clearly outline the subject that the meeting will discuss. These meetings must be called on an issue related to the education, wellbeing or representation of students at the University and should include evidence as to why the meeting is needed.
- 440 Once called, the Chair of the Trustee Board will ensure that a meeting is held on a date to be agreed with the group, but it must be no more than four weeks after the date this call is received.
- 441 The Trustee Board shall publicise the location and timings of the additional meeting on the Union website as soon as possible and sufficient effort should be made to promote the meeting to all members.

### **Changing Union Policy and the Byelaws**

- 442 Motions to change Union Policy or the Byelaws can be proposed and voted on in the following channels:
- a) Students' Council
  - b) Referendums
  - c) Annual Members' Meetings
- 443 Any proposed amendments of a motion to change Union Policy or the Byelaws must be submitted to the Elected Representatives at least 2 working days before the motion is to be voted on.
- 444 All motions to change Union Policy or the Byelaws that are submitted via a petition will not move forward if they do not receive 50 votes or have a majority against the proposal.
- 445 All motions to change Union Policy or the Byelaws that are submitted via a petition must be done so using the Union's website and shall be open for up to 28 days.

### **Proposing a Motion to a Referendum**

- 446 A motion proposing the change to Union Policy or the Byelaws will be brought to a referendum to be voted on if it submitted in one of the following ways:
- a) By a Student Member via a petition and then receives a majority for the proposal with at least 250 votes cast.
  - b) By a majority vote of the Students' Council to submit it to a referendum.
  - c) By a resolution of the Trustees.
- 447 All motions submitted for a referendum shall specify a single proposal or question and shall be no more than 300 words long (except in the case of proposed

amendments to the Articles of Association or Byelaws).

### **Conduct and Notice of a Referendum**

- 448 The arrangements for the referendum shall be set by the Returning Officer (or their nominee) 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 announced.
  - d) The procedure for submitting complaints and how they will be dealt with.
  - e) An opportunity for members to submit responses to the proposed motion. These responses will be shared with the membership.
- 449 Any complaints of the outcome of the referendum must be made to the Returning Officer within 2 working days of the announcement of the result. The Returning Officer shall determine whether a complaint is upheld or otherwise.
- 450 The decision of the Returning Officer shall be final.

### **Voting on a Motion at a Referendum**

- 451 Votes for motions in a referendum will be taken via a secret ballot.
- 452 All Student Members may vote in a referendum.
- 453 For a vote in a referendum to be valid at least 500 members must vote.
- 454 Votes will be determined by a simple majority.
- 455 Polling shall be held open for up to five and at least two working days.
- 456 A count shall be conducted and the result announced within 24 hours of the close of the ballot.

### **Proposing a Motion to an Annual Members' Meeting**

- 457 Motions proposing a change to Union Policy or the Byelaws will be brought to an Annual Members' Meeting if they are submitted by any member to a Students' Union Representative at least three days before the meeting. The function of the motion is to afford opportunities for members to raise a matter that cannot be dealt with by reference to the Annual Report, audited accounts or budget discussions. If passed a Resolution will be binding on the Union provided that the quorum of the meeting is met.
- 458 All motions submitted to an Annual Members' Meeting shall be no more than 300 words long (except in the case of proposed amendments to the Articles of Association or Byelaws).

### **Conduct and Notice of an Annual Members' Meeting**

- 459 The Annual Members' Meeting shall be held in accordance with the Articles of Association of the Union.
- 460 The meeting shall not be a general meeting of the company for the purposes of the Companies Act.
- 461 At least 14 clear days' notice will be given of the meeting to every Student Member.
- 462 All documents and reports to be presented for approval by the meeting shall be available to Student Members at least five clear days before the meeting.
- 463 The meeting will be chaired by the Chair of Students' Council or their nominee.
- 464 Persons who are not members and who wish to observe the meeting require the permission of the Chair to do so.
- 465 Interpretation must be provided for deaf students.

### **Voting on a Motion at an Annual Members' Meeting**

- 466 The quorum for the Annual Members' Meeting shall be 100 Members. If the quorum has not been reached within half an hour from the time appointed for the meeting it will close and be rescheduled at a time deemed appropriate by the Trustees, within 14 working days. The quorum for the rescheduled meeting shall be set as the number of students present at the meeting.
- 467 Votes for motions to change Union Policy or the Byelaws will be determined by a simple majority.
- 468 Votes submitted prior to an Annual Members' Meeting will be valid votes and count towards the quorum.
- 469 In the event of a tied vote the Chair of the meeting will have the deciding vote.
- 470 Results of all votes taken at an Annual Members' Meeting will be announced within 7 days of the meeting.

### **Business of an Annual Members' Meeting**

- 471 The business of the Annual Student Members' Meeting shall include:
- a) Approval of the minutes of the last meeting.
  - b) Receiving a report of the Trustees on the Union's activities since the last Student Members' Meeting.
  - c) Receiving the accounts of the Union for the previous financial year.
  - d) Receiving the appointment of the auditors.
  - e) Receiving the appointment of the Returning Officer.

- f) Approving the list of affiliations of the Union.
- g) Voting on formal motions submitted to the meeting.
- h) Open questions to the Trustees by the Student Members.

### **Amending the Articles of Association**

472 The process of amending the Articles of Association is outlined in the Articles.

473 When a proposal to amend, the Articles is circulated to Members the period of time to submit amendments to the proposal will be within 10 clear days after circulation.

474 The quorum for any vote to amend the Articles will be a two thirds majority.

## **Byelaw 5 - Elections**

*This byelaw outlines the process of elections for elected representatives (excluding committee members of student groups) at The University of Central Lancashire Students' Union (The "Union"). It details how complaints about elections are received and handled by the Union.*

### **Changes made to this byelaw:**

- Specified that all elected roles must be filled by current students.

### **The Returning Officer**

501 The Returning Officer:

- a) Will not be a member of the Union, and who shall be independent of the Union, shall be appointed annually at the Annual Student Members' Meeting.
- b) Will be responsible for the good conduct and administration of all Union elections and shall have the sole responsibility for the interpretation of the election regulations.
- c) Will appoint a Deputy Returning Officer(s), who will normally be a suitably qualified employee of the Union to act on his or her behalf.
- d) Will propose an election timetable that ensures the timely election of Students' Union Representatives, School Representatives and others as may be required from time to time.
- e) Will arrange a by-election if needed to fill any vacant positions.
- f) Will take all reasonable steps to ensure that all members of the Union have access to vote in appropriate elections.
- g) Will publish detailed rules concerning the conduct of the election, conduct of candidates, permitted campaigning activities, campaign publicity, campaign expenses and Union facilities available to candidates.
- h) Will ensure that the Union rules relating to the conduct of campaigns, campaign publicity, campaign expenses and union facilities available to candidates are regularly updated and recommend amendments to Byelaws and policy to ensure the good conduct and administration of all Union elections.
- i) Will prepare a written Annual Report for the University Head of Legal Administration and the Union Board of Trustees confirming that all elections and by-elections have been fairly and properly conducted.

### **The Election Process**

502 Elections shall take place by cross campus ballot or a secure online election open to all student members of the Union.

- 503 Students must be enrolled as a student from 12 months after the role begins and must identify with the specified parameters of the role.
- 504 The following will be available from the Union or available as documents able to be downloaded from a prominent location on the Union's website [www.uclansu.co.uk](http://www.uclansu.co.uk) or another secure website designated for the purpose by the Returning Officer 10 working days prior to the opening of the election:
- a) The election timetable.
  - b) The list of positions available.
  - c) The election Byelaws and election rules.
  - d) Any additional resources which the Returning Officer sees fit to disclose.
- 505 The Union reserves the right to amend the election rules as appropriate to maintain a free and fair election.
- 506 The Returning Officer shall produce a list of candidates which shall be displayed on the Union's website [www.uclansu.co.uk](http://www.uclansu.co.uk) or another website designated for the purpose by the Returning Officer within two University working days of the close of nominations. Candidates must produce a manifesto of a length and format to be determined by the Deputy Returning Officer, which must be provided to the Deputy Returning Officer at a time they may specify.
- 507 Reopen nominations (RON) shall be a candidate in all Union elections.
- 508 Voting shall be by secret ballot and shall be conducted according to the rules for the operation of the Alternative or Single Transferable Voting (STV) system as set by the Electoral Reform Society.
- 509 All student members of the Union may vote if they have their identity and entitlement to vote validated by a secure website or similar designated for the purpose by the Returning Officer.

### **The Count**

- 510 The Returning Officer:
- a) Shall inform the candidates in good time of when the count will take place, how candidates or their agents may scrutinise the count and when results will be announced.
  - b) Announce a provisional list of successful candidates to be posted on the Union's website [www.uclansu.co.uk](http://www.uclansu.co.uk) or another website designated for the purpose by the Returning Officer within 24 hours of the declaration of results.
  - c) Will confirm the provisional list of successful candidates as final after 24 hours have passed providing no complaints have been lodged with the Returning Officer. In the event of a complaint being received, the results shall



remain provisional until the complaint has been resolved in accordance with the timescales set out in Complaints Section (513 – 516) of this byelaw.

- 511 In the unlikely event that a tie occurs, both candidates or a nominated person of the candidate will be invited to a 'coin-toss' to break the tie. The person first alphabetically by first name will be assigned heads.
- 512 Once the result of any election has been counted and declared ballot papers, and/or any digital records should be retained by the Union or its agents for a period of six months and shall remain confidential unless required by the Returning Officer and/or the University exercising their responsibilities under the University of Central Lancashire Students' Union Memorandum and Articles of Association, the Byelaws of the Union or the Code of Practice Relating to the Operation of the University of Central Lancashire Students' Union.

### **Complaints about Election Administration, Good Conduct of the Election, Count or Declaration of Results**

- 513 Any complaint concerning the administration or good conduct of the election should:
- a) Be received through the stipulated method of communication by the Deputy Returning Officer within one hour of the end of the election (close of the ballot).
  - b) Normally be heard and determined by the Returning Officer or Deputy Returning Officer prior to the commencement of the count and otherwise no later than two University working days of such a complaint being lodged by any member.
- 514 Should a member have a complaint about the election or the count, this should be addressed to the Returning Officer within an hour of the end of the election (close of ballot).
- 515 In determining a resolution to any complaint, the Returning Officer, after hearing evidence, shall decide whether or not to uphold the complaint. Action that can be taken if the complaint is upheld may include but is not limited to; halting elections for specified post(s); referring a matter to be dealt with by the Union or University disciplinary procedures or disqualifying specified candidate(s) if, in their view, a candidate has breached election regulations, byelaws or Union policy or rules published by the Returning Officer.
- 516 The ruling of the Returning Officer on any complaint shall be final.

## Byelaw 6 – Student Groups

*This byelaw outlines how student groups are formed and managed at The University of Central Lancashire Students' Union (The "Union"). It also details legal requirements of student groups.*

### **Changes made to this byelaw:**

- **Changed responsibilities that were assigned to VP Activities to a Students' Union Representative.**
- *Removed mandatory elections for committee members.*

### **Starting a New Group (Sports Club or Society)**

601 To start a new group a student must send a request to [studentgroups@uclan.ac.uk](mailto:studentgroups@uclan.ac.uk) outlining what the new group is, its name, and its aims and objectives. This will be referred to as its constitution.

602 A new group will only be recognised by the Union if:

- a) Its objects and proposed activities are lawful and conform to Union policy.
- b) It does not discriminate against those defined by Government legislation as having a protected characteristic. These are defined as age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- c) Is not a duplication of existing group activity. However, branches of existing groups can be started at different campuses.
- d) It provides a group constitution which sets out the name of the group, its aims and objectives.
- e) Two Elected Representatives, supported by a member of Union Staff approve it.
- f) It has at least three members who will make up its committee.

### **Returning Groups**

603 A returning group is defined as a group who had at least three registered members serving as a committee in the previous academic year.

604 If the leadership positions are unfilled for a returning group, the Students' Union will work with the existing committee member(s) to fill the positions. If positions remain unfilled the group will be disaffiliated.

605 A returning group must not be overdrawn in their Students' Union private account or have debt that cannot be met through that account. They will be

considered as a new group if this criterion is not met. They will also still be required to take action to become financially solvent as directed by the Union.

- 606 A returning group must present their current constitution with any updates to the Engagement Team each academic year to be reaffiliated.

### **Restricting Access to a Group**

- 607 A group may request to restrict membership exclusively to a certain group of students. To do this they must make a request in writing to a Students' Union Representative.

- 608 This request will be approved provided that the following points are met:

- a) The group is for the benefit of one of the protected characteristics defined under Government legislation or there is strong justification for why the group may limit participation.
- b) It is tackling a disadvantage experienced by students who share a protected characteristic.
- c) It meets all other requirements of affiliation.

### **Student Group Committees**

- 609 A committee member in a Student Group is someone who takes responsibility for coordinating events, managing resources, supporting the group's members and acting as a liaison between the group and the Students' Union. While each group has the autonomy to determine how their committee members are selected, the Union acknowledges that strong, inclusive leadership is key to a group's success. Therefore, to support this, the Union offers resources and guidance, including the option to facilitate a fair and transparent election process where requested.

- 610 Student Groups must notify the Union of who their committee members are, it is up to the group to decide how best to select their committee. If the group decides an election is the best way of making this decision, then the Union will make provisions for a secret online ballot to be set up for this purpose with guidance from the Deputy Returning Officer.

- 611 Requests for this support from the Union in deciding Committee membership can be made at any time.

### **Special Rules for Electing Student Committee Leaders**

- 612 All elections that the Students' Union hosts will be run in accordance with Byelaw 5 and with guidance from the Deputy Returning Officer.

- 613 All members of a student group can vote in an election as long as they have been a member of the group for at least 7 University working days in advance of the election.

- 614 At the opening of nominations, the Engagement team will communicate rules in writing to members of the group(s) involved in the election, as approved by the Deputy Returning Officer.
- 615 Should a member have a complaint about the election or the count this should be addressed to [studentgroups@uclan.ac.uk](mailto:studentgroups@uclan.ac.uk) within 24 hours of the announcement of the result.
- 616 In determining a resolution to any complaint, the Student Engagement Manager, after hearing evidence, shall decide whether or not to uphold the complaint.
- 617 Any complainant unhappy with the decision of the Student Engagement Manager shall have the right of appeal to the Deputy Returning Officer. This appeal must be made in writing to [suelections@uclan.ac.uk](mailto:suelections@uclan.ac.uk) within 7 calendar days of the decision. The decision of the Deputy Returning Officer shall be final.

### **Committee Requirements**

- 618 Every Group is required to have three committee members.
- 619 Where a committee member wishes to step down from their positions, they must give notice to [studentgroups@uclan.ac.uk](mailto:studentgroups@uclan.ac.uk)
- 620 Where a committee member does not take part in activity for three months and does not respond to a request to meet with the Engagement Team within 7 days, they will have been deemed to resign their post.
- 621 A committee member may be removed from their position by a vote of no confidence. The process for this is as follows:
- a) A request for a vote of no confidence should be made to the Engagement Team
  - b) Both the committee member who is the subject of a vote of no confidence and the instigator of the vote of no confidence will have the opportunity to provide a written statement detailing their position.
  - c) A vote of no confidence will take place through a secret online ballot. The vote will need a two-third majority of all members of the group for it to pass.
  - d) Members will have 7 days to participate in the vote.
  - e) If a vote of no confidence is passed, then the committee member will be removed from their position with immediate effect and invited to identify alternative volunteering roles with support from the Engagement Team.

## **Student Group Membership**

- 622 Only members signed up to a society or sports club through the Students' Union website will be considered as members of the group.
- 623 Membership beyond limitations agreed at the point of a group being recognised by the Union, will be open to all members of the Union, 90% of whom must be current students at the University of Central Lancashire.
- 624 Only Student Members who are members of the group may participate in democratic processes and hold committee roles.
- 625 If issues arise between committee members and/or group members, the Union will support as and when they deem it appropriate and necessary. Issues of a serious nature will be handled under the Code of Conduct or by a vote of no confidence within the group.
- 626 A person may resign their membership and give notice to this effect by informing the Chair of the group and a member of the Engagement Team.
- 627 Requests to remove a member of a group will only be considered under the misconduct process laid out in Byelaw 1.

## **Funding and Financial Management**

- 628 Groups may apply for grants following a process outlined by the Union. All group grant requests will be reviewed and a decision made by a Students' Union Representative and one other elected student representative, supported by a member of Union staff.
- 629 The process of applying for grants will be reviewed annually by Students' Council and published on the Unions' website.
- 630 All groups will have an account with the Union that will have money generated through membership fees and surplus from group events. This is known as the private account. Further money may be allocated to groups from the Union student group development budgets. Groups are expected to effectively manage the income and expenditure of their group through their committee. The following conditions apply to all groups holding an account within the Union:
- a) Groups must ensure that their account does not become overdrawn without explicit prior consent from a Students' Union Representative and the Chief Executive Officer (or their nominees).
  - b) Committee members may claim reimbursement of expenses for activity that has been agreed and is for the benefit of its group members. Union Staff members will request proof of purchase before signing off expenditure. This must not extend beyond the balance of your group account.

- c) Any equipment purchased by a student group is the property of UCLan Students' Union and will be recorded in its asset register.
  - d) Any equipment, resources or activity purchased by a student group must benefit the group. Any requests that solely benefit individuals will not be considered or approved.
  - e) All transactions for a group activity should take place through the Students' Union designated website. No cash payments or transactions can take place for purchasing membership, event tickets or anything else sold by the society or sports club.
- 631 Failure to manage your group finances may require the Union to step in to take appropriate action under the Code of Conduct outlined in Byelaw 1.
- 632 All student groups may seek sponsorship for their group from a third party. However, any proposed agreements must be approved by the Engagement Team before signature by the group. Agreements with third parties should also follow these principles:
- a) No group may affiliate to a third party which may bring the Union into disrepute, goes against Union policy or breaks the law.
  - b) A group may advertise a third party on their publicity materials providing it does not contravene Union policy or regulations.
  - c) A group may receive payment or payment in kind from a third party if this benefits the whole group and not an individual.
  - d) Any payments or payments in kind to an individual should be declared to the Union.
- 633 Student groups may expend reasonable funds to become a member, affiliate or associate to other charities and bodies which support their activities, subject to prior approval of the Union.

### **Raising Money for Charities**

- 634 Any student group wishing to raise funds for charitable causes must observe the guidelines in the Fundraising Policy. Failure to comply with this policy may result in disciplinary action in accordance with the code of conduct.

### **Legal Requirements and Responsibilities**

- 635 All Union groups must act lawfully and comply with the Union's byelaws and policies, University regulations and relevant Government legislation.
- 636 Committee members may have access to committee member contact information and must ensure they comply with the Data Protection Act not using any information regarding group members beyond the scope of the

group constitution.

- 637 It shall be the duty of the committee to ensure the implementation of and full compliance with the policies of the Students' Union with regards to the Society.
- 638 It shall be the duty of the committee to ensure that all reasonable and practicable steps are taken to reduce risk to the members of that Society in the course of its activities.
- 639 The committee must ensure an annual risk assessment is undertaken, which must cover all the usual activities of that Society, and any activities not included in the annual risk assessment of a Society must be risk assessed separately.
- 640 If the activities of a Society are considered to be especially high risk by the Students' Union, they may direct the Society to undertake further measures in the interests of Health and Safety.
- 641 A member of a group including committee members will not be indemnified or exempted from liability as a consequence of group activities where the following apply:
- a) They exceed the authority granted to them by the Group constitution.
  - b) They are not entitled to undertake a specific action.
  - c) They act contrary to the Byelaws or policies of the Students' Union.
  - d) They are negligent, in breach of duties or breach of trust.
  - e) They act unlawfully.
  - f) They act contrary to University Regulations for student conduct.

## Byelaw 7 – Communities (DRAFT)

*Communities are the groups that students use to identify the different parts of their character, desires and ways of interacting with the University and each other. Rather than imposing structures on students, the Union recognises and welcomes these as ways in which student opinions and activities can be organised, set and celebrated.*

*This is a new byelaw to define the role of Communities in our structures. We would like to work with students to co-create how these Communities work in practice, so we are leaving this byelaw as a draft at this stage to enable the start of that work.*

- 700 The importance and impact of Communities for most students will be informal. They represent the way students define their interests, way of life and their belonging. This might include their area of academic study, their faith, their nationality, or an identity they hold. Communities will be the space students use to build friendships and bonds or experience aspects of who they are and how they identify with others.
- 701 Within the Students' Union there is a formal recognition of these Communities and an understanding that this is where student opinions should be routed. These include:
- a) Proposing ideas and campaigns for the Union to undertake.
  - b) Voting on ideas and campaigns at the Students' Council.
  - c) Organising campaigns on issues relevant to their members.
  - d) Holding events for the welfare, education or development of their members.
- 702 Community leaders will be volunteers drawn from the Community membership. The selection process is flexible, with no set number of leaders. Individuals may step forward as leaders at different times, depending on the needs of specific projects or initiatives.
- 703 The Trustee Board will provide funding and support for recognised Communities each year and will publicise how they have made their funding decisions. All funding given to Communities must be spent on activities that support the education, welfare or development of their members.
- 704 Additional funding will be available to Communities via a Community Fund allocated by the Board of Trustees. This process will be advertised on the Union website and updated at least annually before the end of the academic year.
- 705 As the student body changes there may be a need to recognise new Communities. The Elected Representatives will propose any new Communities that should be created to the last Students' Council Meeting of the year. This will be based on the research of students on how they identify and the needs that a group may have. Any student will be able to propose a new Community, but it is the decision of the Elected Representatives which are put forward.