

## BYE-LAW 2

### SETTING THE DIRECTION

Purpose: This Bye Law explains the ways in which student members can set the direction of their union by attending Student Members Meeting, submitting ideas for discussion, taking part in referenda and holding the officers who implement the policy to account.

1. How policy can be set
  - 1.1 By the Trustee Board as outlined in the Articles. This shall normally be concerned with the administration and governance of the organisation.
  - 1.2 A Student Members Meeting as outlined in section 2 below.
  - 1.3 A referendum as outlined in the Articles and section 6 below
2. Student Members Meeting
  - 2.1 The purpose of a Student Members Meeting shall be:
    - 2.1.1 To hold the Executive Committee accountable for their work
    - 2.1.2 Review the work of the Executive Committee
    - 2.1.3 To set policy which outlines a representative or political direction for the Union subject to Article 28.3. All policy must be approved by a vote of a simple majority of members voting on the meeting's proceedings.
    - 2.1.4 Monitor the progress of policy which has previously been approved
    - 2.1.5 Receive announcements from the Executive Committee
    - 2.1.6 On an annual basis to receive the Annual Accounts of the Union and approve a list of organisations to which the Union is affiliated.
  - 2.2 Accountability of the Executive Committee shall take place before the setting of policy.
3. Administrative procedures for a Student Members Meeting
  - 3.1 The meetings shall be Chaired by a Student Member who is not a member of the Executive Committee and is elected for this purpose from among the attendees of the first meeting. The Returning Officer, or their Deputy shall outline a procedure for this election.
  - 3.2 There shall be at least one Student Members Meetings in each academic year.
  - 3.3 Meetings may be called by The Trustee Board and the Executive Committee.

- 3.4 At least 14 days' notice will be given for meetings except where they present the annual accounts and the list of affiliated organisations where at least 21 days' notice will be given.
- 3.5 Notice of Student Members Meetings shall include the time and place of the meeting and the procedures for setting policy and holding Full Time Officers accountable.
- 3.6 All Executive Committee Members shall be expected to attend Student Members Meetings.
- 3.7 All reasonable attempts will be made to schedule meetings to maximise participation and technology and other means will be used where possible to ensure involvement across multiple sites.

#### 4. Submission of policy ideas

- 4.1 At the last Student Members Meeting of each academic year, the meeting may receive a procedure for submitting policy ideas for the next year.
- 4.2 This procedure will:
  - 4.2.1 Allow for policy ideas to be submitted by as many student members as possible.
  - 4.2.2 Outline how the ideas will be made available to student members.
  - 4.2.3 Outline a process for voting on the ideas aimed at maximising participation from student members.
  - 4.2.4 Outline a minimum quorum of Student Members voting on a policy for it to be implemented.
  - 4.2.5 Allow for the Trustee Board and Executive Committee to submit policy ideas.
- 4.3 Should the Student Members Meeting reject the proposal the current arrangements for submission of policy ideas will remain. The proposal shall be made widely available to student members.
- 4.4 Proposed changes to the Articles from the Trustee Board will be made available for consultation for not less than one month and be open to proposals for change by any student member.

#### 5. Accountability of the Executive Committee

- 5.1 At the last Student Members Meeting of each academic year, the meeting may receive a procedure for accountability of elected representatives for the next year.
- 5.2 This procedure will:
  - 5.2.1 Allow the Executive Committee to outline their work in a way that is widely published to student members both reporting on what has been done since the last Student Members Meeting and outlining future work
  - 5.2.2 Allow for student members to submit questions to the Executive Committee and to receive responses with an option for them to be published publically at the request of the student member.
  - 5.2.3 Allow for student members to:
    - 5.2.3.1 Accept the report of the Executive Committee Member
    - 5.2.3.2 Ask for a section of the report to be changed or the direction of work altered

- 5.2.3.3 Censure an Executive Committee Member for not fulfilling the work of the Student Members without good reason
- 5.2.3.4 Approve a motion of no-confidence in an Executive Committee Member as outlined in Article 26.2
- 5.3 Should the Student Members Meeting reject the proposal the current arrangements for submission of policy ideas will remain. The proposal shall be made widely available to student members.
- 5.4 For the avoidance of doubt the accountability of Union staff is not the property of the Student Members and should be directed through the Trustee Board.

## 6. Referenda

6.1 A Referendum shall be held to:

- 6.1.1 Consider a motion of no confidence in a Trustee or Executive Committee Member triggered by a Secure Petition signed or agreed to by at least 3% of the Student Members in accordance with Article 26 of the Articles of Association.
- 6.1.2 Consider a Policy Idea, triggered by a simple majority vote of the Trustee Board or triggered by a Secure Petition signed or agreed to by at least 3% of Student Members

6.2 The Trustees shall appoint an independent Returning Officer on an annual basis. They shall not be a member of the Union and they shall be responsible for the conduct, administration and the development and interpretation of the regulations for Referendums.

6.3 The Returning Officer may appoint a Deputy Returning Officer to assist them in the organisation of Referendums

6.4 The quorum for a referendum will be set by the Returning Officer but shall not be less than 3% or more than 5%.

6.5 The regulations for the Referendum shall be set by the Returning officer but shall include

- 6.5.1 A notice period of the referendum of at least 14 days
- 6.5.2 Provision held by secret ballot outlining the process for voting including how many days it shall be open for.
- 6.5.3 The date and time where the count will take place and how the result will be publicised.
- 6.5.4 The procedure for submitting complaints and how they will be dealt with.

6.7 There will be an Appeals process concerning the outcome of the referenda and the conduct of the Returning Officer. Appeals should be submitted to the Board of Trustees no later than 3 calendar days following receipt of a response from the Returning Officer. The Trustee's decision is final.