

Cardiff University Students' Union Bye-Laws

1. Membership

- 1.1 Ordinary Membership shall be open to all students of the University as defined by paragraph 2(14) of Statute 1 of the University.
- 1.2 There shall be 3 classes of non ordinary membership of the Union
 - (a) Honorary
 - (b) Alumni
 - (c) Associate
- 1.2.1 Honorary membership shall be open to distinguished persons subject to the approval of a Members Meeting. All Honorary members of University College, Cardiff Students' Union Society or University of Wales Institute of Science and Technology Students' Union or University of Wales College of Medicine Students' Club shall automatically be Honorary members of the Union.
- 1.2.2 Alumni membership shall be open to the following upon payment of the appropriate annual membership fee:
 - (a) All past Ordinary members of the Union and all past Ordinary members of University College Cardiff Students' Union Society and University of Wales Institute of Science and Technology Students' Union and University of Wales College of Medicine Student Club.
 - (b) All past and present members of the University or past members of the University of Wales College of Medicine.
 - (c) All past members of staff of University College Cardiff and University of Wales Institute of Science and Technology and University of Wales College of Medicine.
- 1.2.3 All persons who were Alumni members of University College Cardiff Students' Union Society or University of Wales Institute of Science and Technology Students' Union or University of Wales College of Medicine Student Club shall be Alumni members.
- 1.2.4 Life Alumni membership may be awarded to all Union Executive officers at the end of their term of office or other persons deemed appropriate by Student Council.
- 1.2.5 Associate Membership shall be open to any to any other person with a valid reason upon application to Student Council.
- 1.3 Privileges of Membership
 - 1.3.1 Ordinary Members shall be entitled to:
 - (a) attend, speak and vote and Members Meetings.
 - (b) nominate, stand and vote in Union Elections.
 - (c) use all sporting, recreational and social facilities and services of the Union.

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- (d) introduce up to two guests into the Union building.
- (e) apply for and utilize ordinary membership of student activity groups.

1.3.2 Honorary and Alumni Members shall be entitled to:

- (a) use all sporting, recreational and social facilities of the Union.
- (b) apply for associate membership to student activity groups.
- (c) use all social facilities and introduce up to two guests into the Union building.

1.3.3 Associate Members shall be entitled to:

- (a) apply for associate membership to student activity groups.
- (b) use all social facilities of the Union.

1.4 Withdrawal of Membership

1.4.1 All forms of membership shall be granted and be subject to withdrawal or suspension for such cause and in such manner as is defined by the Trustees, save for ordinary membership which may be suspended but not withdrawn.

1.4.2 A member may withdraw their membership through notification in writing to the President

1.5 Students that opt out of membership

1.5.1 Every student shall have the right:

- (a) not to be a member of the Union and
- (b) to signify that he/she does not wish to be represented by a representative body.

1.5.2 Every student who has exercised his/her right not to be a member of the Union, or not to be represented by a representative body which is not an association, shall not be unfairly disadvantaged, with regard to the provision of commercial services or otherwise, by reason of having done so.

1.5.3 No student who has exercised his/her right to opt out of membership of the Union shall be permitted to stand for election for any post under the aegis of the Union Council, or vote in elections or participate in General Meetings.

2. Discipline & Complaints

2.1 Discipline

2.1.1 No member or affiliated group shall engage in conduct detrimental to the social life, well being or good standing of the Union or its members.

2.1.2 No member shall contravene the Union's Equal Opportunities Policy.

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2.1.3 Any member or affiliated group who is alleged to have breached the Union's equal opportunities policy may be subject to the Discipline or Complaints process detailed in appendix 1, at the discretion of the President.

2.2 Complaints

2.2.1 In the event that any student is of the opinion that they have been unfairly treated, represented or maligned by the Students Union, they shall have the following recourse.

2.3 Procedure

2.3.1 A written allegation of complaint or discipline must be lodged with the relevant nominee of the President. The member or officer with responsibility shall determine the validity of the complaint, responding to the complainant within two working days of the complaint being received by the nominee.

2.3.2 Should the member or officer with responsibility determine the complaint valid, the member or officer with responsibility shall promptly rectify any continuing harmful situation and seek to address any action requested of the complainant.

2.3.3 Should the member or officer with responsibility determine the complaint to be invalid, the complainant shall have the right to appeal to the President as in 2.3.1 above and ultimately the matter shall be subject to the Discipline & Complaints Code contained in Appendix 1 at the discretion of the President.

3. Referenda

3.1 A referendum, triggered in accordance with Article 13 will be conducted in line with the election and voting procedures detailed in appendix 2.

3.2 There shall be at least 5 clear days notice between the publication of notice of the referendum and the referendum.

3.3 The proposer of the motion to referendum shall be responsible for the organisation of publicity putting the case.

3.4 The referendum question shall be phrased as a question requiring a simple yes/no response.

3.5 In the event of a tie, the motion will have deemed to have fallen.

4. Members Meetings

4.1 A Members Meeting, triggered in accordance with Article 15 will be conducted in line with conduct of meetings procedures detailed in appendix 3.

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- 4.2 A Members Meeting shall be called by the appropriate Executive Officer with responsibility for democratic systems and held in accordance with Articles 16 to 29.
- 4.3 There shall be at least 5 clear days notice between the publication of notice of the Members Meeting and the Members Meeting taking place. Notice shall be given through use electronic communication to all members.
- 4.4 The agenda for each Members Meeting shall be published and displayed on the official Union website at least two days before the commencement of that meeting.
- 4.5 The quorum for a Members Meeting shall be 2% of the ordinary members of the Union;
- 4.5.1 A quorate Members Meeting shall be competent to amend, pass or reject any tabled business;
- 4.5.2 Any amendments to tabled business must be made available to the Union's President at least four hours before the start of the General Meeting. Amendments must be relevant and not frustrate the intention of that motion.
- 4.5.3 In the event of a meeting being or becoming inquorate no business shall be transacted other than the adjournment of the meeting. At least three days' notice of the adjourned meeting shall be given. At the adjourned meeting only the unfinished business for which the original meeting was called shall be transacted. In the event of the adjourned meeting being or becoming inquorate the business to be transacted thereat (other than proposed amendments to the Ordinances, and to the Laws as hereinafter defined, which shall be deemed to have been rejected) shall be referred to the Student Council whose decision thereon shall be final.
- 4.6 An Annual Members Meeting shall be held between Christmas and Easter in each academic session.

5. Student Council

- 5.1 Members
- 5.1.1 The members of Student Council shall be:
- (a) Chair
 - (b) Officer Trustees of the Union
 - (c) All none-caucus group officers
 - (d) Sixty individuals holding ordinary membership of the Union
 - (e) The General Manager of Cardiff Union Services Limited ex officio
- 5.1.2 The Chair shall be elected by way of a cross campus ballot inline with the election regulations set out in 2.

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5.1.3 The sixty individuals holding ordinary membership shall be elected from caucus groups and the student body as per appendix 5.

5.1.4 A non-caucus groups officer role shall be defined as those that do not have a demographic representative student activity group.

5.2 Meetings

5.2.1 The quorum for a meeting of Student Council shall be 50% of the total elected membership of Student Council plus one. A meeting shall also be deemed inquorate if less than three Officer Trustees are present.

5.2.2 In the event of a meeting being or becoming inquorate no business shall be transacted other than the adjournment of the meeting. At least five days' notice of the adjourned meeting shall be given. At the adjourned meeting the unfinished business for which the original meeting was called may be transacted in the absence of a quorum.

5.2.3 Student Council shall meet at not less than every 4 weeks during each semester.

5.2.4 Student Council shall be convened by the appropriate Executive Officer with responsibility for democratic systems and shall require at least 48 hours notice.

5.2.5 The appropriate Executive Officer with responsibility for democratic systems shall convene an extraordinary meeting at the request of:

- (a) The President;
- (b) A simple majority of the Executive Committee; or
- (c) A simple majority of Student Council.

5.2.6 Student Council shall be conducted according to the Standing Orders detailed in Appendix 3.

5.3 Responsibilities

5.3.1 The responsibilities of Student Council shall include:

- (a) To form, direct, receive reports from and disband committees. Student Council shall not be competent to call a Committee without appropriate executive committee representation within the membership of that Committee.
- (b) To approve, reject or amend any decision made by a standing committee (with the exception of the Appeals Committee).
- (c) To receive the Union's budget at the first meeting of the academic session.
- (d) To receive and approve applications for associate membership.
- (e) In the absence of an Annual Members Meeting to receive the minutes of the previous members meeting, report by the Trustees on Union's activity, accounts and list of affiliations.

5.4 Removal of Councillors

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- 5.4.1 Any Councillor absent without good reason from three meetings of Student Council in any one academic session shall be deemed to have resigned.
- 5.4.2 Any Councillor who is deemed to have resigned from a Standing Committee through absence from meetings shall also be deemed to have resigned from Student Council.
- 5.4.3 The definition of “good cause” shall be determined by Student Council.
- 5.5 Replacement of Councillors
 - 5.5.1 Where vacancies on Student Council occur as a result of the removal or resignation of Councillors, their vacancy will be filled in line with the procedure given in appendix 4.

6. Standing Committees

- 6.1 Members of the following committees shall be elected from and by Student Council at the first meeting of the academic session:
 - (a) Discipline Committee
 - (b) Complaints Committee
 - (c) Appeals Committee
 - (d) Elections Committee
 - 6.1.1 Each Committee shall report on activity to Student Council
 - 6.1.2 Vacancies shall be filled at the next meeting of Student Council
- 6.2 Discipline Committee
 - 6.2.1 Membership of the Discipline Committee shall be:
 - (a) A nominee of the President who shall act as chair;
 - (b) One other Trustee Officer who is not the President;
 - (c) Four members of Student Council who are not members of the Executive Committee.
 - 6.2.2 Meetings
 - (a) Shall be held as and when necessary.
 - (b) Quoracy for the meeting shall be four and must include at least one Trustee Officer.
 - 6.2.3 Responsibilities
 - (a) To hear and address any formal Union discipline action
 - (b) Where an individual or group are deemed to have contravened the letter or spirit of Union rules, to provide an effective remedy.
- 6.3 Complaints Committee
 - 6.3.1 Membership of the Complaints Committee shall be:

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- (a) A nominee of the President who shall act as chair;
- (b) One other Trustee Officer who is not the President;
- (c) Four members of Student Council who are not members of the Executive Committee.

6.3.2 Meetings

- (a) Shall be held as and when necessary.
- (b) Quoracy for the meeting shall be four and must include at least one Trustee Officer.

6.3.3 Responsibilities

- (a) To hear and address any formal Union complaint.
- (b) Where a complaint is upheld, to provide an effective remedy.

6.4 Appeals Committee

6.4.1 Membership of the Appeals Committee shall be:

- (a) President who shall act as chair;
- (b) Twelve members of Student Council who are not members of the Executive Committee.

6.4.2 Meetings

- (a) Shall be held as and when necessary.
- (b) Quoracy for the meeting shall be five and must include at least one Trustee Officer.

6.4.3 Responsibilities

- (a) To make decisions based upon minutes and documentation of the Discipline or Complaints Committee and new pertinent verbal or written evidence.
- (b) To adjudicate upon any appeal lodged by a member who feels that they have been unfairly represented or maligned by any Official Students' Union Media groups and has had a prior complaint ruled invalid by the President (Laws 30 and 31).
- (c) The Chair of the Discipline or Complaints Committee will sit on the Appeals Panel as a silent witness. They can be called to give evidence from the Disciplinary or Complaints Committee's deliberations.
- (d) The Appeals Panel may uphold or reject the verdict; uphold, increase or decrease any penalty approved by the Discipline or Complaints Committee.
- (e) To consider appeals made under Law 7.3.1 (f).

6.5 Elections Committee

6.5.1 Membership of the Elections Committee shall be:

- (a) The appropriate executive officer with responsibility for elections;
- (b) One other Officer Trustee
- (c) Four members of Student Council who are not members of the Executive Committee.

6.5.2 Meetings

- (a) Shall be held as and when necessary.
- (b) Quoracy for the meeting shall be five and must include at least one Trustee Officer.

6.5.3 Responsibilities

- (a) To assist the Returning Officer and Deputy Returning Officer in the provision of an effective and secure elections process inline with procedures highlighted in appendix 2.

7. Executive Committee

The members of the Executive Committee shall be detailed in Article 43. The members of the Committee shall hereby be referred to as Full Time or Part Time Executive Officers.

7.1 Meetings

7.1.1 Shall meet on no less than 3 occasions during the academic session.

7.1.2 An extraordinary Executive meeting shall be held at the request of any full time executive officer or any three other members of the Executive Committee.

7.1.3 The Chair shall be the President or their nominee.

7.1.4 Quoracy for an Executive Meeting shall be 50% of the elected membership.

7.2 Duties

7.2.1 To submit an annual schedule of the Union's income and expenditure to Student Council.

7.2.2 To be responsible for the day-to-day conduct of the affairs of the Union, subject to the policies and, where applicable, detailed decisions of the Student Council.

7.2.3 To be responsible for the implementation of those policies of the Union which are referred to it by the Student Council.

7.3 Roles and Responsibilities

7.3.1 All Executive Officers are required:

- (a) To ensure the notion of "Students First" is central to all operations.
- (b) To provide effective representation for all members.
- (c) To be accountable to all students for their actions.
- (d) To ensure that a genuine spirit of equal opportunity and diversity pervades the University and Union and to support and represent students who face discrimination.

- (e) To build and maintain professional working relationships with other Sabbatical Officers, Non-sabbatical Officers, all staff members of the Union, University Staff and members of other Students' Unions.
- (f) To uphold the constitution of Cardiff University Students' Union both in spirit and in letter.
- (g) To provide direction for Cardiff University Students' Union to deliver high quality services and opportunities to all students of Cardiff University.

8. Full Time Executive Officers

8.1 All full time Executive Officers are required:

8.1.1 To work and support the team of fellow Officers to effectively execute duties required as a Director of Cardiff Union Services Ltd and as a Trustee of Cardiff University Students' Union ensuring the successful financial future of CUSL and CUSU.

8.2 Full time Executive Officers: Eligibility, Responsibility and Remuneration

8.2.1 On beginning their training, full time Executive Officers-elect shall sign the "contract of employment as an Officer-Elect of the Union".

8.2.2 The term of office shall be defined as academic session beginning on 1st August free from academic duties in Cardiff University in order that the full time Executive Officer may give full attention to the affairs of the Union. A student shall not be eligible to hold a full time Executive Officer role if they have any academic commitments during their year of office other than end of session re-examinations.

8.2.3 In the month preceding a term of office, a full time executive officer-elect will be normally required by the Executive Committee to undergo training.

8.2.4 The full time Executive Officers shall, in their period of office, be deemed to be a registered student of Cardiff University and be accorded Ordinary Membership of the Union. They shall also be a director of Cardiff Union Services Limited.

8.2.5 The financial awards for a full time Executive Officer shall be calculated so that, during a year in office, the Officer shall receive a gross annual salary equivalent to a UNISON grade 3, point 16 plus any other circumstantial benefits.

8.2.6 Officers of the Union shall be bound by the requirements and limitations of the Education Act 1994.

8.2.7 Provisions for full time executive officers duties and remuneration shall be detailed in a contract of employment.

- 8.2.8 In addition to the reimbursement for the normal calendar year of office, a full time Executive Officer-Elect shall be remunerated at the pro-rata rate of salary for the training period preceding their term of office.
- 8.2.9 If a vacancy in Executive Office occurs at any time before the end of the second term in the year for which the office is held, a by-election shall take place as provided in Appendix 2. The term of office of an Officer elected in place of another shall expire on the date when their predecessor's would have expired.
- 8.2.10 A process of review and amendment to a full time executive officer's salary shall be eligible to sit every five years. The committee shall consist of:
- (a) Two lay members of University Council
 - (b) Two members of Student Council
 - (c) Finance Director of the University
 - (d) Finance Manager of Students' Union
 - (e) General Manager of Students' Union.
- 8.2.11 The Executive Committee roles shall be determined by a Members Meeting in the preceding academic session, but will at all times include a President. Officer roles shall be detailed in appendix 5.
- 8.2.12 There shall be no more than 8 full time executive officer roles.

9. Part Time Executive Officers

- 9.1 Part time executive officers shall not be required to self define themselves as a member of a caucus group in order to stand to represent that group.
- 9.2 Duties of part time executive officers shall be to form part of the Executive Committee and undertake the roles and duties as detailed in appendix 5.
- 9.3 Part time executive officer roles shall be determined by a members meeting in the preceding academic sessions. Part time officer roles shall be detailed in appendix 5.

11. Executive Officer Resignations and Dismissals

- 11.1 An Executive Officer or Executive Officer-elect may resign for personal or domestic reasons. The vacancy in the membership shall be filled as soon as possible as provided in Appendix 2.
- 11.1.1 A vacancy may remain unfilled if deemed appropriate by Student Council
- 11.2 The procedure for the dismissal of an Executive Officer or Executive Officer-elect shall be as follows:
- 11.2.1 a motion of no confidence in the Officer is passed by a simple majority of the Members voting in a Referendum, provided that at least 10% of

Members cast a vote in the Referendum. Such a motion shall only be triggered by:

- a Secure Petition of no confidence signed by at least 500 Members; or
- a motion of no confidence in the Officer is passed by a two thirds majority in a vote of the Student Council.

11.2.2 Any appeal against such a decision shall follow procedure as laid down in Appendix 1.

11.2.3 A formal Cardiff Union Services Ltd disciplinary hearing shall be triggered by a passed motion of as detailed in 11.2.1.

11.3 Immediately following their election, an Executive Officer-elect shall be entitled to sit on all committees relevant to their office as an observer.

11.4 Any Executive Officer elected in place of another, in the event of resignation or dismissal, shall begin their term of office immediately upon election. This term of office shall expire when the term of office of their predecessor would have expired had they not vacated office.

12. Academic Representation in the Students' Union

12.1 There shall be an Academic Council which shall deal with all matters relating to academic representation.

12.1.1 Membership

- (a) Academic & University Affairs Officer
- (b) President
- (c) No less than two additional executive officers
- (d) Two members of each academic school, elected from and by the course reps within that school. In the case of a member attending Academic Council as a representative of more than one committee, they shall have only one vote.

12.1.2 Meetings

- (a) No less than 2 meetings shall take place during the academic session.
- (b) A meeting may be called at the request of the Academic & University Affairs Officer, three members of the executive committee or 10 members of Academic Council, representing no less than 10 different Academic Committees
- (c) The Chair shall be the Academic and University Affairs Officer
Minutes from Academic Council shall be tabled at Student Council

12.1.3 Responsibilities

- (a) To discuss and make recommendations to the membership on all matters relating to schools academic committees and relevant academic issues of concern to students across campus.

- (c) To be a forum for briefing school academic committees on relevant issues and the provision of training.

13. Sport in the Students' Union

- 13.1 There shall be an Athletic Union that shall deal with all matters relating to sport within the Students' Union.
- 13.2 Affiliated Sports Clubs and IMG Teams are required to adhere to the Athletic Union Laws

14. Sports Clubs

14.1 Athletic Union Clubs Executive

14.1.1 Membership

- (a) Athletic Union President.
- (b) Between five and seven students elected from the Athletic Union Clubs Forum.
- (c) A term of office for student members will last one academic session.

14.1.2 Meetings

- (a) Meetings shall be held as required throughout each semester.
- (b) An extraordinary meeting can be held at the request of the Athletic Union President or any three members of the Athletic Union Clubs Executive.
- (c) The quorum shall be 50% of the membership of the Committee.
- (d) Failure to attend 3 meetings without apologies or reasonable grounds will be taken as a resignation from the committee.
- (e) Meetings shall be chaired by the Athletic Union President or their nominee.
- (f) Other persons as appropriate may be invited to attend an AU Clubs Executive Meeting.

14.1.3 Responsibilities

- (a) To be responsible and make recommendations to the Athletic Union President for the day to day running of sports clubs within the Union.
- (b) To represent sports clubs within the Students' Union and make recommendations to Student Council on behalf of the Athletic Union Sports Club membership.
- (c) To ensure that the Athletic Union Sports Club membership comply with the Athletic Union Laws.
- (d) To receive and put forward amendments to the Athletic Union Laws.
- (e) To ensure that every sports club constitution complies with the provisions of the Union's Equal Opportunities policy. The executive may make any adjustments to the submitted club constitution that it deems necessary in order to pass it. The

constitution will be deemed passed when the officers of the club notify the secretary of the executive that they have accepted the changes.

- (f) Athletic Union Executive may, at its discretion, withhold from sports clubs the benefits of being an affiliated sports club.
- (g) To consider and allocate annual and supplementary budget applications to sports clubs.
- (h) To consider requests for the affiliation and disaffiliation of Clubs.
- (i) To hear any complaint encountered by a Club or individual involved with a Club dissatisfied with their dealings with the Union and to address the complaint fairly with reference to the Constitution of the Students' Union and the Education Act 1994, Section 22 (2) (c).
- (j) Where a complaint is upheld there shall be an effective remedy

14.2 Athletic Union Clubs Forum

14.2.1 Membership

- (a) Athletic Union Clubs Executive
- (b) Two members of each constituent sports club. In the case of a member attending Athletic Union Clubs Forum on behalf of more than one club, they shall have only one vote.

14.2.2 Meetings

- (a) Athletic Union Clubs Forum meetings will be compulsory on no fewer than 2 occasions during each academic session.
- (b) Additional Athletic Union Clubs Forum meetings will be held on no fewer than 4 occasions during each academic session.
- (c) An Athletic Union Clubs Forum meeting may be called at the request of the Athletic Union President, a simple majority of the Athletic Union Clubs Executive or by representatives of 10 individual sports clubs.
- (d) Athletic Union Clubs Forum meetings shall be chaired by the Athletic Union President or a designated member of the Athletic Union Clubs Executive in their absence.
- (e) Quoracy for compulsory meetings shall be 50% of the membership. There is no quoracy for optional meetings.
- (f) Compulsory meetings shall be minuted. Optional meetings shall have a summary report produced by the Athletic Union President.

14.2.3 Responsibilities

- (a) To elect the student members of the Athletic Union Clubs Executive
- (b) To discuss and make recommendations to the Athletic Union Clubs Executive and Athletic Union President
- (c) To highlight areas of concern affecting sports clubs
- (d) To receive applications for new sports clubs
- (e) To hear those sports clubs that have been disaffiliated.

14.3 Sports Clubs Constitutions

14.3.1 All Sports Clubs are required to affiliate to the Athletic Union.

14.3.2 All affiliated Sports Clubs are required to have a constitution approved by the Athletic Union Executive. Amendments to a Sports Club's constitution must be approved by both a general meeting of the club members and the Athletic Union Executive, subject to approval at Student Council.

14.3.3 The Athletic Union reserves the right to make amendments to affiliated Sports Club constitutions for acceptance at a Sports Club's general meeting.

14.4 Rights and Responsibilities of Sports Clubs

14.4.1 Rights

- (a) To receive support through training, funding, provision of facilities, promotion, administration and insurance as appropriate.
- (b) To be entitled to use the name of the Students' Union in its official title.
- (c) To represent Cardiff University within the British Universities and Colleges Sport framework where applicable and subject to eligibility as detailed in the Athletic Union Laws.

14.4.2 Responsibilities

- (a) To maintain an active membership of not less than 30 ordinary members of the Union.
- (b) To maintain a leadership structure that shall include a President, Treasurer and Secretary who are ordinary members of the Union.
- (c) To declare its full membership to the Union using the appropriate system.
- (d) To maintain and act in line with a Code of Practice agreed by the Athletic Union.
- (e) To be liable for any debts or liabilities which it incurs.
- (f) To uphold the Unions Equal Opportunities Policy.
- (g) To be responsible for and declare all assets to the Union on request.
- (h) To declare the source of all income to the Athletic Union.
- (i) To refrain to holding any funds in any other personal or club bank account other than those provided by the Athletic Union.
- (j) No club shall be authorised to enter into any binding agreements on behalf of the club, the Athletic Union or the Students' Union without the expressed permission of the Athletic Union President.

14.5 Additional Provisions for Sports Clubs

14.5.1 Assets of a Sports Club shall remain assets of the Union.

14.5.2 Upon the disaffiliation or disbanding of a Sports Club, funds held in their accounts shall be returned to central Athletic Union funds after a period of 12 months of inactivity.

14.5.3 A student who has opted out of membership to the Union shall be entitled to join a Sports Club, but shall not be eligible to undertake a role of responsibility within the club.

14.5.4 A non-ordinary member of a sports club shall be required to pay a higher membership levy based on the subsidy given to the club from Union funds.

15. Intra Mural Games

15.1 Athletic Union IMG Executive

15.1.1 Membership

- (a) Athletic Union President.
- (b) Between 4 and 7 students elected from the Athletic Union IMG Forums.
- (c) A term of office for student members will last one academic session.

15.1.2 Meetings

- (a) Meetings shall be held as required throughout each semester.
- (b) An extraordinary meeting can be held at the request of the Athletic Union President or any three members of the Athletic Union IMG Executive.
- (c) The quorum shall be 50% of the membership of the Committee.
- (d) Failure to attend 3 meetings without apologies or reasonable grounds will be taken as a resignation from the committee.
- (e) Meetings shall be chaired by the Athletic Union President or their nominee.
- (f) Other persons as appropriate may be invited to attend an AU IMG Executive Meeting.

15.1.3 Responsibilities

- (a) To be responsible and make recommendations to the Athletic Union President for the day to day running of the IMG programme within the Union.
- (b) To represent IMG within the Students' Union and make recommendations to Student Council on behalf of the Athletic Union IMG membership.
- (c) To ensure that the Athletic Union membership comply with the Athletic Union Laws.
- (d) To receive and put forward amendments to the Athletic Union Laws.
- (e) Athletic Union Executive may, at its discretion, withhold from IMG teams the benefits of being a registered IMG team.
- (f) To hear any complaint encountered by an IMG team or individual involved with a team dissatisfied with their dealings with the Union and to address the complaint fairly with reference to the Constitution of the Students' Union and the Education Act 1994, Section 22 (2) (c).

- (g) Where a complaint is upheld there shall be an effective remedy

15.2 Athletic Union IMG Forums

15.2.1 Membership

- (a) Athletic Union IMG Executive
- (b) One member of each registered sports team. In the case of a member attending Athletic Union IMG Forum on behalf of more than one team, they shall have only one vote.
- (c) The Athletic Union President may to hold a forum for each IMG sport or amalgamate forums.

15.2.2 Meetings

- (a) Athletic Union IMG Forum meetings will be compulsory on no fewer than 2 occasions during each academic session.
- (b) Additional Athletic Union IMG Forum meetings will be held on no fewer than 3 occasions during each academic session.
- (c) An Athletic Union IMG Forum meeting may be called at the request of the Athletic Union President, a simple majority of the Athletic Union IMG Executive or by representatives of 10 individual registered IMG teams.
- (d) Athletic Union IMG Forum meetings shall be chaired by the Athletic Union President or a designated member of the Athletic Union IMG Executive in their absence.
- (e) Quoracy for compulsory meetings shall be 50% of the membership. There is no quoracy for optional meetings.
- (f) Compulsory meetings shall be minuted. Optional meetings shall have a summary report produced by the Athletic Union President.

15.2.3 Responsibilities

- (a) To elect the student members of the Athletic Union IMG Executive
- (b) To discuss and make recommendations to the Athletic Union IMG Executive and Athletic Union President
- (c) To highlight areas of concern affecting registered IMG teams
- (d) To hear those IMG teams that have been disaffiliated.

16. Societies

16.1 There shall be a Guild of Societies that shall deal with all matters relating to student groups activity within the Students' Union that falls outside the remit of the Athletic Union.

16.2 All student activity groups shall be required to adhere to the Student Activity Laws

16.3 Guild of Societies Executive

16.3.1 Membership

- (a) Societies Officer.
- (b) Between five and seven students elected from the Guild of Societies Forum.

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- (c) A term of office for student members will last one academic session.

16.3.2 Meetings

- (a) Meetings shall be held as required throughout each semester.
- (b) An extraordinary meeting can be held at the request of the Societies Officer or any three members of the Guild of Societies Executive.
- (c) The quorum shall be 50% of the membership of the Committee.
- (d) Failure to attend 3 meetings without apologies or reasonable grounds will be taken as a resignation from the committee.
- (e) Meetings shall be chaired by the Societies Officer or their nominee.
- (f) Other persons as appropriate may be invited to attend a Guild of Societies Executive Meeting.

16.3.3 Responsibilities

- (a) To be responsible and make recommendations to the Societies Officer for the day to day running of societies within the Union.
- (b) To represent societies within the Students' Union and make recommendations to Student Council on behalf of the Guild of Societies membership.
- (c) To ensure that the Guild of Societies membership comply with the Student Activities Laws.
- (d) To receive and put forward amendments to the Student Activities Laws.
- (e) To ensure that every society constitution complies with the provisions of Ordinance 4. The executive may make any adjustments to the submitted club constitution that it deems necessary in order to pass it. The constitution will be deemed passed when the officers of the club notify the secretary of the executive that they have accepted the changes.
- (f) Guild of Societies Executive may, at its discretion, withhold from societies the benefits of being an affiliated society.
- (g) To consider and allocate annual and supplementary budget applications to societies.
- (h) To consider requests for the affiliation and disaffiliation of societies.
- (i) To hear any complaint encountered by a society or individual involved with a society dissatisfied with their dealings with the Union and to address the complaint fairly with reference to the Constitution of the Students' Union and the Education Act 1994, Section 22 (2) (c).
- (j) Where a complaint is upheld there shall be an effective remedy

16.4 Guild of Societies Forum

16.4.1 Membership

- (a) Guild of Societies Executive

- (b) Two members of each constituent society. In the case of a member attending Guild of Societies Forum on behalf of more than one society, they shall have only one vote.

16.4.2 Meetings

- (a) Guild of Societies Forum meetings will be compulsory on no fewer than 2 occasions during each academic session.
- (b) Additional Guild of Societies Forum meetings will be held on no fewer than 4 occasions during each academic session.
- (c) A Guild of Societies Forum meeting may be called at the request of the Societies Officer, a simple majority of the Guild of Societies Executive or by representatives of 10 individual societies.
- (d) Guild of Societies Forum meetings shall be chaired by the Societies Officer or a designated member of the Guild of Societies Executive in their absence.
- (e) Quoracy for compulsory meetings shall be 50% of the membership. There is no quoracy for optional meetings.
- (f) Compulsory meetings shall be minuted. Optional meetings shall have a summary report produced by the Societies Officer.

16.4.3 Responsibilities

- (a) To elect the student members of the Guild of Societies Executive
- (b) To discuss and make recommendations to the Guild of Societies Executive and Societies Officer
- (c) To highlight areas of concern affecting societies
- (d) To receive applications for new societies
- (e) To hear those societies that have been disaffiliated.

16.5 Societies Constitutions

16.5.1 All Societies are required to affiliate to the Guild of Societies.

16.5.2 All affiliated societies are required to have a constitution approved by the Guild of Societies Executive. Amendments to a society's constitution must be approved by both a general meeting of the society members and the Guild of Societies Executive, subject to approval at Student Council.

16.5.3 The Guild of Societies reserves the right to make amendments to society constitutions for acceptance at a society's general meeting.

16.6 Rights and Responsibilities of societies

16.6.1 Rights

- (a) To receive support through training, funding, provision of facilities, promotion, administration and insurance as appropriate.
- (b) To be entitled to use the name of the Students' Union in its official title.

16.6.2 Responsibilities

- (a) To maintain an active membership of not less than 30 ordinary members of the Union.

- (b) To maintain a leadership structure that shall include a President, Treasurer and Secretary who are ordinary members of the Union.
- (c) To declare its full membership to the Union using the appropriate system.
- (d) To maintain and act inline with a Code of Practice agreed by the Guild of Societies.
- (e) To be liable for any debts or liabilities which it incurs.
- (f) To uphold the Unions Equal Opportunities Policy.
- (g) To be responsible for and declare all assets to the Union on request.
- (h) To declare the source of all income to the Guild of Societies
- (i) To refrain to holding any funds in any other personal or society bank account other than those provided by the Guild of Societies.
- (j) No club shall be authorised to enter into any binding agreements on behalf of the society, the Guild of Societies or the Students' Union without the expressed permission of the relevant officer.

16.7 Additional Provisions for Societies

16.7.1 Assets of a Society shall remain assets of the Union.

16.7.2 Upon the disaffiliation or disbanding of a society, funds held in their accounts shall be returned to central Guild of Societies funds after a period of 12 months of inactivity.

16.7.3 A student who has opted out of membership to the Union shall be entitled to join a society, but shall not be eligible to under take a role of responsibility within the society.

16.7.4 A non-ordinary member of a society shall be required to pay a higher membership levy based on the subsidy given to the club from Union funds.

16.8 Upon application to Student Council, a society may apply for special status to become a Student Run Service or an Association as detailed in the Student Activities Laws.

17. Student Media

17.1 There will be Cardiff Student Media that shall deal with all matters relating to student media activity within the Students' Union.

17.2 Cardiff Student Media shall consist of a weekly newspaper, magazine, radio station and television production station. These media channels shall be:

17.2.1 Weekly Newspaper entitled "gair rhydd"

17.2.2 Magazine entitled "Quench"

17.2.3 Radio Station entitled "Xpress Radio"

17.2.4 Television Production Station entitled "CUTV"

- 17.3 A Student Media Board will oversee the activity of Student Media by providing advice and support to the Head of Student Media. The Media Board will not exercise any editorial control of Student Media.

17.3.1 Membership

- (a) The Student Media Board shall consist of no less than five individuals including three internal members; President, Head of Student Media and General Manager and no less than two external members.
- (b) External Media Board members shall be selected to provide specific legal and academic input as well as any further members required at time to time. Media Board members shall be selected by the internal Media Board members and approved by Trustees. Membership to the Media Board shall be reviewed on an annual basis.

17.3.2 Meetings

- (a) The Media Board shall meet at least annually but may be called to meet at any time by the Head of Student Media or President.
- (b) A meeting shall be quorate with 4 members of the Media Board in attendance and must include two external members.
- (c) The Media Board may provide formal guidance in the absence of a physical meeting where 4 members of the Board are in agreement.

17.3.3 Responsibility

- (a) The Media Board will provide advice and support to the Head of Media and section controllers with regard to journalist law and best practice.
- (b) The Media Board may provide formal guidance to the Head of Student Media regarding a given issue, however the Head of Student Media is at liberty to progress irrespective of this guidance.

- 17.4 Student Media shall not contravene the Equal Opportunities statement in the Union's Equal Opportunities Policy

17.5 During Union Elections:

- 17.5.1 Student media will not express comment or criticism or offer opinion about any candidate, nor will it disseminate false information by distortion, selection or misrepresentation of any candidate from the close of nominations until such time as the result of the election has been published. Student Media will only print facts about candidates which are in the interest of the electorate.

- 17.5.2 Student Media is prohibited from the publicising of the name, aliases, picture or any material relating to any candidate in the time period

identified in 2. Exceptions will be made for by-lines by regular contributors, and current Executive Officers standing for re-election who shall be allowed to be quoted in reference to their current Executive role.

- 17.5.3 In the time period identified in 2 above the Returning Officer, or the Deputy Returning Officer in their absence, shall act as consultant on all matters regarding Union elections. The reference to any matters pertaining to the elections shall be confirmed with the Returning Officer or the Deputy Returning Officer in their absence, prior to mass printing.
- 17.6 In the event that any student is of the opinion that they have been unfairly represented or maligned by Student Media, they shall have the following recourse:
- 17.6.1 A written complaint should be lodged with the Head of Student Media. The Head of Student Media shall determine the validity of the complaint, responding to the complainant within two working days of the complaint being received by the President.
- 17.6.2 Should the Head of Student Media determine the complaint valid, they shall promptly rectify any harmful inaccuracies and ensure that the correction or apology receive due prominence. When the issue is of sufficient important the Head of Student Media shall afford the right of reply to the complainant.
- 17.6.3 Should the Head of Student Media determine the complaint to be invalid, the complainant shall have the right to apply to the Student Media Board and ultimately to the Appeals Panel.
- 17.7 A student who has opted out of membership of the Union shall be able to submit content to media activities but will not be permitted to exercise any editorial control.

18. Policy Book

- 18.1 The appropriate Executive Officer with responsibility for democratic systems shall be accountable for keeping a policy book in the Union building and shall ensure it is maintained as a true record of the policy of the Union as resolved by a Student Council and Members Meeting.
- 18.2 The Policy Book shall be divided into the following sections:
- 18.2.1 Educational & University Affairs
- 18.2.2 Students' Welfare.
- 18.2.3 Social and Political Affairs.
- 18.2.4 Administrative Matters.
- 18.2.5 Company matters (these shall be for the information of the Company and shall not be used as a directive or discuss any staffing issues).

- 18.3 The appropriate Executive Officer with responsibility for democratic systems shall be responsible for ensuring the appropriate parts of resolutions passed at Members Meetings or Student Council into the Policy Book. Where new policy contradicts existing policy, both the existing and the new policy shall be presented to Student Council to allow the members to decide which policy they accept. Any dispute over the appropriate Executive Officer with responsibility for democratic systems entering or removal of material in the Policy Book shall be settled by Student Council.
- 18.4 Policy will lapse after being in existence for three years unless re-affirmed by the body it was passed by at the time of lapse.
- 18.5 The appropriate Executive Officer with responsibility for democratic systems shall inform Student Council of any policy that has lapsed and been removed from the Policy Book. This information shall be minuted.
- 18.6 The appropriate Executive Officer with responsibility for democratic systems shall on request, make available for inspection by an Ordinary Member an up-to-date copy of the Policy Book.

19. Amendments to the Bye -Laws

- 19.1 Proposals to amend the Laws shall be proposed and seconded by Ordinary Members of the Students' Union and shall be brought under the Laws valid at the time of the proposal.
- 19.2 The proposed amendment shall be notified to the appropriate Executive Officer with responsibility for democratic systems and General Manager. The Officer in conjunction with the General Manager shall meet prior to the Members Meeting or Student Council at which it is to be discussed and shall submit a report on the proposed amendment to the Members Meeting or Student Council.
- 19.3 No amendment to the Laws may be proposed at a Members Meeting or Student Council Meeting unless the preceding provisions of this Law have been satisfied.
- 19.4 The text of the amendment, together with the names of the proposer and seconder, shall be published in the manner required by appropriate Executive Officer with responsibility for democratic systems for all Members Meeting resolutions, or in the case of Student Council, at least forty eight hours before the meeting.
- 19.5 At the relevant meeting, the proposer of the amendment shall speak first. The appropriate Executive Officer with responsibility for democratic systems, or nominee, shall then read the submitted report by the Officer and General Manager and the matter shall be open to debate.
- 19.6 If an amendment to a Law is carried by a two-thirds majority of those voting, the appropriate Executive Officer with responsibility for democratic systems shall table it for ratification at the next Members Meeting. If that should be ratified by a

simple majority, the officer shall forward it to the Secretary of Cardiff University Council for the approval of Council.

20. Bilingualism

20.1 Definition:

20.1.1 Bilingual shall be taken to mean both Welsh and English.

20.1.2 Bilingual posters shall be defined as either single posters or as two monolingual posters which comply fully with the Bilingual Policy, with equal space given to the Welsh and English. Welsh and English versions shall have wholly equal prominence.

20.1.3 All publications shall be of equal format and quality.

20.2 Application:

20.2.1 The Union shall strive to conduct written dealings with students and external bodies within Wales bilingually.

20.2.2 All written text produced for Union meetings, such as minutes or agendas shall be available bilingual upon request.

20.2.3 All publicity displayed in the Union building shall be bilingual as defined in 20.1.3 where reasonably practicable.

20.2.4 Full translation shall be provided in all Members Meetings of the Union upon request

20.2.5 Symbols, instead of words, should be used on Union signs where practicable.

20.2.6 Both Welsh and English versions of the Constitution and Policy Book will be available to members on request, with the English being the legally binding version.

20.3 Exceptions:

20.3.1 All posters/literature produced and displayed by the Union are to be entirely bilingual. Those posters/literature displayed from an external source will be allowed in a monolingual format, and it shall be the duty of the President to correspond with the external company(ies) in order to promote the Union's bilingual policy.

20.3.2 gair rhydd shall strive to provide Welsh articles, both in the Welsh language and in English, featuring Welsh news, as stated in the Students' Union Newspaper Bilingual Policy.

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20.3.3 Xpress Radio shall strive to provide some Welsh or bilingual programming, as stated in the Radio Station's Bilingual Policy.

20.4 Operation and Enforcement:

20.4.1 The Union shall employ the services of an official translator.

20.4.2 The President shall ensure that a translator and equipment for simultaneous translation are available in all members meetings of the Union upon reasonable request.

20.4.3 Any breaches of the Bilingual Policy shall be dealt with inline with the Complaints procedure as detailed in 2.2.

20.4.4 Any related fines shall be paid into the budget that provides free Welsh lessons for students.

20.4.5 Appeals may be made through the Students' Unions appeal process.

20.4.6 The Union shall not display monolingual material unless in an emergency and approved by the President.

20.4.7 The President shall work with Cardiff Union Services Ltd. to ensure that a coherent approach is taken to bilingualism within both the Company and the Students' Union.

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Bye-Laws – Appendices

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Appendix One

Discipline, Complaints and Appeals Procedures

Ordinary, Alumni and Associate Members:

- (a) (i) If a complaint is made to the President concerning a possible breach of the Equal Opportunities Policy the President shall at their discretion call discipline or complaints committees as outlined in Bye-Law 2 .
- (ii) This meeting shall be held no earlier than five working days after the President has specified in writing the time, place and notice of the complaint to the alleged offender who shall attend this meeting. The President shall also specify the date, time and venue of the meeting.
- (iii) In the case of a complaint made against a Society/Club, its Chair (or nominee) shall represent its society/club.
- (b) At the Discipline or Complaints Committee meeting the Chair shall specify the complaint made against the alleged offender and shall call relevant witnesses and present relevant evidence, which can be presented orally or in writing.
- (c) The alleged offender shall have the right to be accompanied and represented by an advisor of their choice and to call relevant witnesses and present relevant evidence, which can be presented orally or in writing.
- (d) A representative/advisor of the alleged offender, approved by the Committee, will be able to cross examine the relevant witnesses.
- (e) The Discipline or Complaints Committee shall judge the case and determine, by a simple majority, any action to be taken. The offender shall be informed in writing of the reasons and the decision of the Discipline or Complaints Committee and any penalty to be imposed and their right to appeal. The Offender shall be informed orally (if present) and in writing within three working days.
- (f) Penalties which may be imposed are:
 - (i) Monetary fine to be paid to the Union
 - (ii) Suspension of any or all of the privileges of membership of the Union, which shall not include the removal from office of any person elected by means of a cross-campus ballot.
 - (ii) Life Ban which shall entail a total ban from Union premises at all times. This shall not interfere with external examinations taking place in the Union.
 - (iii) A Life Ban which shall entail a total ban from union premises at all times. This shall not interfere with external examinations taking place in the Union.
 - (iv) Payment of compensation for damaged caused to Union property.
 - (v) Suspension of any or all of the benefits of affiliation to the Union as a Club or Society.

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- (vi) If the offence is found to be serious enough, the President must refer the Student to the Student Disciplinary Code of the university (under section 4.3.4 of all procedure). Once the University are notified of this, the student becomes subject to University's Disciplinary Procedures and should deal wholly with them as listed in the University Regulations.
- (h) The complainant and the alleged offender may appeal against the decision of the Discipline or Complaints Committee to an Appeals Panel appointed by Student Council in accordance with Law 18. Such an appeal must be made in writing to the President within five working days of the Discipline or Complaints Committee Meeting.
- (i) If the alleged offender does not attend the meeting of the Discipline or Complaints Committee without prior notice, the meeting shall be held in their absence.
- (j) If prior notice of absence is given by the alleged offender, the meeting may be deferred once, twice with good cause, which will be decided upon by the Discipline or Complaints Committee.
- (k) If the Discipline or Complaints Committee has convened on a third occasion regarding the same offence, the meeting shall proceed.
- (l) In the period between a complaint being received by the President and any decision of the Discipline or Complaints Committee, the alleged offender shall, at the discretion of the President, be suspended from admission onto Union premises.
- (m) The decision of the Discipline and Complaints Committee can be overturned by the Appeals Panel.

Appendix Two Election & Voting regulations

SECTION A

Regulations for the Election of the Executive

1. Election Regulations

(a) Every ordinary member shall have equal voting rights in the election conducted under these regulations.

(b) The members of the Executive Committee for each session shall be elected in the Spring Semester of the previous session, except for the Postgraduate Support Officer who shall be elected in the first semester, at the first viable opportunity.

2. The Returning Officer & Constitutions Committee

(a) The Returning Officer for each election shall be appointed from an external independent organisation. The Deputy Returning Officer shall be the General Manager/CEO or their nominee. In the event of the Returning Officer not being available at any time, the Deputy Returning Officer shall act as Returning Officer.

(b) Student Council will elect a task group and they shall be called the elections committee.

(c) If a member of the Elections Committee is, at the Candidates Meeting, a candidate for any election, or nominates or seconds or is to actively campaign for any candidate, they shall be deemed to have resigned from the Committee for the duration of the election and all matters concerned with the election. The Returning Officer shall co-opt replacements from the Executive or from the non-executive members of Student Council (Depending on the role of the resigning Committee member), who are neither candidates, nominators, seconds nor involved in the campaigns of any candidates.

3. Notice of Poll and the Nominations Process

(a) Notice of elections shall state:

- (i) the specific office for which nominations are invited
- (ii) the place where nomination papers may be obtained
- (iii) the place to which nomination papers must be delivered
- (iv) the time of the closure of nominations
- (v) the date of the poll.

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- (b) There shall be at least five working days between the publication of the notice of the election and the closure of nominations.
- (c) A nomination shall be made on a form provided by the Returning Officer and shall state:
 - (i) the office for which the candidate is nominated
 - (ii) the full names and college numbers of the candidate, the proposer and the seconder
 - (iii) the time and place of the candidates meeting
 - (iv) the candidate's E-mail address.
- (d) Candidates may withdraw their nominations at any point during the election by writing to the Returning Officer.
- (e) The notice of Poll shall state:
 - (i) the Office for which the Poll is to be held
 - (ii) the date of the Poll
 - (iii) the names of the candidates, their proposers and seconders.
- (f) The notice of Poll shall be published within one working day of the candidates meeting.

4. Closure of Nominations and the Candidates Meeting

- (a) At the time for the withdrawal of nominations, all candidates shall be required to attend a meeting held by the Returning Officer. Failure to attend this meeting without written apologies or good cause will result in the removal of a candidate from the election.
- (b) At the Candidates Meeting, the Returning Officer shall provide each candidate with a copy of the Election Regulations.
- (c) There shall be at least ten days between the close of nominations and the first day on which the Poll is held.

5. Publicity and Campaigning

- (a) All matters pertaining to the nature and publication of publicity shall be at the discretion of the Elections Committee.
- (b) The Returning Officer shall ensure that publicity is displayed in the following places:
 - (i) Students' Union Buildings
 - (ii) Halls of Residences, these being Tal-y-Bont, and University Hall.
- (c) Candidates may be permitted to display additional bi-lingual material in a manner to be defined by the Elections Committee.

5. Publicity and Campaigning

- (d) There shall be no canvassing within 7 metres of ballot boxes.
- (e) Canvassing shall be deemed to include personal contact and the distribution of publicity material.
- (f) Any infringement of these Regulations regarding publicity may result in the removal of a candidate from the election at the discretion of the Elections Committee.
- (g) Hustings shall take place as follows:
 - (i) At least one set of hustings shall be held during the elections. Failure to attend without good cause will result in the removal of a candidate from the election.
 - (ii) Other hustings may be held at the discretion of the Elections Committee.
 - (iii) The candidates for each post shall speak in alphabetical order and shall be allowed equal time to speak, this duration to be determined by the Returning Officer who shall Chair the hustings.
 - (iv) After all candidates have spoken, questions may be addressed to the candidates, in writing, through the Chair who shall vary the order in which the candidates answer.
 - (v) The candidates may have equal time to speak.

6. Assistant Returning Officers and Counting Agents

- (a) The Returning Officer shall enlist a sufficient number of Assistant Returning Officers, who shall be ordinary members of the Union and who are neither candidates, nor proposers, nor seconders of any candidate(s).
- (a) If the election is conducted through a paper ballot then the Returning Officer shall engage Counting Agents for the count, who shall be ordinary members of the Union and who are not candidates, nor proposers, nor seconders of any candidate(s).
- (c) The Returning Officer shall inform all candidates of the names of:
 - (i) Assistant Returning Officers at least 24 hours before the opening of a Poll.
 - (ii) Counting Agents at least 24 hours before the count.
- (d) Each candidate may appeal against any of the names submitted and those appealed against may, at the discretion of Elections Committee, be replaced. Additional Assistant Returning Officers and Counting Agents may be appointed after this time with the consent of the Returning Officer.

7. The Ballot

- (a) Elections shall be conducted using the Single Transferable Vote Electoral system.
 - (i) Voters shall list their preferences numerically, with 1 as their preferred candidate.
 - (ii) Any additional marks on a ballot paper that do not indicate an obvious first preference shall render the vote spoiled.
 - (iii) To be elected a candidate must reach a threshold calculated by dividing the number of votes cast by the number of seats available plus one, and adding one to the answer.
 - (iv) First preferences shall be counted first. If any candidate reaches the threshold they shall be elected. If not, the candidate with the least votes shall be eliminated and their votes re-allocated proportionately according to the second preferences cast. This process shall continue until a candidate reaches the calculated threshold or the number of remaining candidates is equal to the number of available positions.
- (b) There shall be at least two consecutive days of Polling.
- (c) Every voter shall produce a valid form of Union membership and measures shall be put in place by the Returning Officer to ensure members may only vote once.
- (d) Where a ballot is undertaken without use of electronic voting systems, ballot boxes shall be made available for at least seven hours for two consecutive days at the following locations:
 - (i) Students Union Buildings
 - (ii) As many departments as possible
- (f) It shall be the duty of the Returning Officer to ensure that between the close of poll and the start of the count all votes are collected.

8. The Count

- (a) The Count shall commence when reasonably possible after closure of the Poll.

8. The Count (continued)

- (b) The following shall be allowed to attend the Count:
 - (i) Candidates
 - (ii) Up to 2 nominated representatives of each candidate
 - (iii) The Returning Officer, Deputy and Assistant Returning Officers, and all other members of the Elections Committee.
 - (iv) The Director of Student Support and Development (or a nominee).

Any others may do so only at the discretion of the Returning Officer.
- (c) It shall be at the discretion of the Returning Officer to declare the count full and to ensure that any disorderly persons present are removed.
- (d) The Returning Officer shall be required to declare immediately to the candidates, and to publish within 24 hours, the results of all elections immediately upon the satisfactory completion of the Count.
- (e) In the event of a tie, there shall be a second ballot held between the tied candidates within five working days of the initial ballot. In this event the Elections Committee shall determine the limits of publicity which may be granted.
- (f) The notice of the result of the Poll shall include:
 - (i) The total number of votes accrued by each candidate.
 - (ii) A statement of the number of valid votes cast.
 - (iii) The number of abstentions and/or spoiled papers.

9. Complaints and Appeals Procedures

- (a) Notice of an appeal to the result must be declared to the Returning Officer in writing within 24 hours of the publication of the result of the election.
- (b) If an appeal is made, the Returning Officer shall publicise this fact, if possible together with the publication of the result of the election.
- (c) Appeals process:
 - (i) Appeals shall be heard by the Elections Committee who shall have the power to declare the election void and/or a candidate withdrawn.
 - (ii) Appeals must be made on the grounds that electoral regulations have been breached,.
 - (iii) The Elections Committee may call relevant witnesses when considering an appeal.
- (d) The outcome of the appeal shall be published within 24 hours of the decision being reached and shall take immediate effect.

9. Complaints and Appeals Procedures (continued)

- (e) Appeals against a decision of the Elections Committee may be made to the Appeals Committee within 24 hours of the publication of that decision.
 - (f) Any dispute over the conduct of an election which occurs after the opening of nominations and before the Count shall be dealt with by the Returning Officer.
- (e) Any complaints against the Returning Officer shall be dealt with solely by the Appeals Committee who may dismiss the Returning Officer. The Deputy Returning Officer shall become the Returning Officer and the Elections Committee shall appoint a replacement Deputy Returning Officer.

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SECTION B

Regulations for the Election of Student Council

Where elections take place for Student Council they shall follow the same procedure, as outlined above (Regulations for the Election of Executive).

SECTION C

Referenda

1. A referendum can be triggered by:
 - (i) A Motion of No Confidence in an Executive Officer or an Officer Elect. Additional guidelines for the tabling and conduct of such motions at Student Council are contained within Appendix III, Standing Order 13.
 - (ii) A petition of not less than 5% of ordinary members relating to affiliation to external organisations.
 - (iii) A motion passed by a simple majority of Student Council.
2. A referendum shall be organised by the Elections Committee within five working days of the trigger. In the case of an Executive Officer facing a motion of no-confidence being a member of Elections Committee they shall be deemed to have resigned from the Committee for the period of the referendum.
3. There shall be at least five working days between the publication of notice of the referendum and the referendum.
4. The proposer of the motion shall be held responsible for the publicity of putting the case.
5. Referendum shall be phrased as a question requiring a simple yes/no answer.
6. The Returning Officer shall only have a casting vote which shall be used in the event of a tie.

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SECTION D

Election of Students' Union Representatives to NUS Conference

1. Elections for NUS & NUS Wales Conference shall be by cross campus ballot as provided for in the NUS guidelines.
1. The President shall be entitled to attend NUS and NUS Wales Conferences as observers.

Appendix 3

Standing Orders for Members and Student Council Meetings

STANDING ORDERS FOR THE CONDUCT OF STUDENT COUNCIL AND MEMBERS MEETINGS

1. The Chair

- (a) (i) The President shall Chair the Members Meeting.
- (a) (ii) At Student Council, the Chair shall be a non-executive member elected by way of cross campus ballot inline with appendix 2 of the Bye-laws.
- (a) (iii) At Student Council a Deputy Chair shall be a non-executive member elected by the members of Student Council at the first meeting of each session
- (b) The Chair shall have a casting vote only.
- (c) The Chair shall keep order and shall be heard in silence.
- (d) In the absence of the Chair of Student Council, the Deputy Chair shall act as Chair.

2. Observers

- (a) Ordinary Members shall have the right to attend Student Council on the condition that there is sufficient room for them and that they remain orderly.
- (b) It shall be at the discretion of the Chair to declare the meeting room full and to ask any disorderly member to leave the room.

3. Order of Business

- (a) Apologies for Absence or Lateness.
- (b) (i) At Student Council, the Chair shall then call for any matters arising from the minutes of the last meeting of Student Council, the Athletic Union Council, the Societies and Academic Councils and all Standing and Ad Hoc Committees.
- (b) (ii) In the case of a Members Meeting the minutes of the previous meeting will be dealt with prior to Student Council minutes.
- (c) Notice of Elections and By-Elections.
- (d) Elections.

- (e) Constitutional Amendments.

3. Order of Business (continued)

- (f) Sabbatical Timesheets.
- (g) Executive Reports.
- (h) Tabled Motions.
- (i) Tabled Discussion.
- (j) Any Other Business.

4. Papers

Multiple copies of all relevant Papers shall be made available at the beginning of the meeting.

5. Order of Business

The Chair shall have the power to change the order of business subject to the approval of the meeting.

6. Minutes of Standing or Ad-Hoc Committees

- (a) Any item in the report of a Standing or Ad Hoc Committee may be challenged. Such points of information will be answered by the Committee in the order of the dates of the meetings to which they refer.
- (b) The report shall be deemed to be accepted unless any of the following procedural motions is proposed by any member of the Union:
 - (i) The rejection of any decision or recommendation made by a Standing or Ad Hoc Committee.
 - (ii) The instruction to continue work which has not adequately fulfilled the mandate from the previous Student Council.
 - (iii) The referral of any decision or recommendation of the Standing or Ad Hoc Committees to a Members Meeting.
- (c) The three procedural motions may be moved in respect of all or any specified part(s) of a Standing or Ad Hoc Committees' report.

7. Members Meeting

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At a Members Meeting any business that has not been publicised in advance shall be provided for information only and no decision may be taken on such matters.

8. Speakers

- (a) All speakers shall address the Chair using the formula, "Chair..."
- (b) Any member desiring to speak shall raise their arm.

9. Procedure for Debate

- (a) The Proposer of the Motion shall speak for up to four minutes.
- (b) The Chair shall then call for a speech against the motion, which shall last for up to four minutes.
- (c) The Chair will then allow a period of debate calling speakers who may speak for, against or on the motion for up to two minutes.
- (d) The Chair shall call such Speakers in the order they catch their eye whilst trying to keep a balanced debate
- (e) If at any time there is no speaker available, the Chair shall move directly to the summation and a vote.
- (f) At the end of this period of debate, the period may be extended at the discretion of the meeting in the manner specified in Standing Order 14 (a)(vii).
- (g) The time limit for speakers on procedural motions shall be two minutes.
- (h) The specified limit for individual contributions may be extended at the discretion of the meeting and voted upon, such an extension being taken without discussion and by a simple majority. Such an extension shall be limited to 10 minutes.

10. Members Meetings and Student Council

- (a) A Members Meeting may pass either of the following Procedural Motions, where there shall be a maximum of two speeches for and two speeches against the Procedural Motion, and the Chair, their nominee, or the relevant Executive Officer shall have the right to speak last.
 - (i) The Rejection of any decision or Recommendation made by the Student Council. (Such rejections must be carried by the same majority which carried the original decision or recommendation in question).
 - (ii) The Censure of an Officer for failing to fulfil a previous mandate. (If this is passed, members shall have the right to immediately table a Vote of No-Confidence in the Officer, which shall be conducted according to Standing Order 13).

10. Members Meetings and Student Council (continued)

- (b) Student Council may pass the Procedural Motions and Motions of Censure detailed in Standing Orders 11 and 12, which shall be binding subject to (a)(i) above.

11. Executive Officer Reports

- (a) Each Sabbatical Officer shall present a written report to every meeting of Student Council, and each Non-Sabbatical Officer shall present a report to every other meeting.
- (b) The chair shall allow a period of time for questions to each Executive Officer.
- (c) Each report shall be deemed to be accepted unless the following are passed:
 - (i) A Censure Motion rejecting the report, as detailed in Standing Order 12(a) (i).
 - (ii) A Procedural Motion instructing the Officer to continue work which has not adequately fulfilled a mandate from a previous Members Meeting, or meeting of Student Council. Their report will then be deferred until the next meeting for re-evaluation.
- (d) The Executive Officer presenting the report shall have the right to speak against a motion proposed under Standing Order 11 (c).

12. Motions of Censure at Student Council

(a) Automatic Censures

These shall be deemed passed automatically, unless extenuating/mitigating circumstances are presented at Student Council, which can then vote to block the censure by a two-thirds majority.

- (i) Failure to submit a report to Student Council without good reason as laid down in Appendix III, Standing Order 11(a). Good reason will be determined by Student Council.
- (ii) Failure to attend Student Council without apologies, or repeated absence without good reason: Good reason will be determined by Student Council.

(b) Non-Automatic Censures

These shall require a proposer (who shall have the right to speak for the Censure motion, and seconder, and shall be taken in the order in which they are called, subject to the provisions detailed in (i) to (v) below. The executive Officer concerned shall have the right to speak against the motion, following which a vote shall immediately be called without further discussion. A proposed censure shall require a two-thirds majority vote in order to pass.

- (c) Non-Automatic Censures (continued)
- (i) Rejection of an Executive Officer's Report (must be tabled during the relevant section of the Student Council Agenda).
 - (ii) Rejection of an Executive Officer's Timesheet for consistent or unexplained lateness or absence (must be tabled during the relevant section of the Student Council Agenda).
 - (i) Neglect of Constitutional obligations as detailed in the Executive Officer's Job Description.
 - (iv) Contempt of Student Council in any of the following cases, i.e. where an Executive Office has:
 - a. Refused to fully participate in being held accountable to Student Council.
 - b. Withheld, without sufficient reason, relevant information from Student Council which is within its competence. (Sufficient reason shall be determined by Student Council).
 - c. Acted to obstruct or thwart the execution of the powers, duties and obligations of Student Council as laid down in the Constitution.
 - d. Misled Student Council.
 - e. Committed any other form of contempt, which must be explained by the proposer of the Censure.
 - (v) Failure to adequately fulfil a mandate from a Members Meeting or Student Council having already been cautioned to do so at a previous meeting of Student Council, in accordance with Standing Order 11(c)(ii).
 - (vi) Failure to attend without good reason, their relevant Standing Committee meetings as mandated by the Constitution: Good reason will be determined by Student Council.
- (c) Upon the passing of THREE motions of Censure (whether proposed or automatic) within one session a motion of no confidence in the Executive Officer shall be automatically tabled for the following meeting, and shall be conducted in accordance with Standing Order 13.

13. Motions of No Confidence (in Executive Officers) at Student Council and Members Meetings (continued)

- (c) A motion of No Confidence shall be worded to include the phrase "The Members Meeting/Student Council has No Confidence in..."
- (d) Conduct of Motions of No Confidence at a Members Meeting:
 - (i) If an Ordinary Member at the Members meeting wishes to table a Motion of No Confidence, following the censure of an officer for failing to fulfil a previous mandate, they must immediately stand and call "No Confidence". This motion will require a seconder.

- (ii) The proposer of the Vote of No confidence (whether laid down or called verbally at the Members Meeting) shall have the right to speak for the motion.
- (iii) In either case the Executive Officer concerned shall have the right to speak against the motion.
- (iv) The Chair shall allow an appropriate amount of time for discussion, which shall not include any personal attack(s) on the Officer concerned.
- (v) After discussion, the Chair shall call a vote, which will require a two-thirds majority in order to pass.
- (v) Should the Vote of No Confidence be in the President (who shall Chair the Members Meeting) then the Chair of the Student Council shall chair the meeting until the motion is resolved. If the Motion of No Confidence is passed, the chair of Student Council shall chair the remainder of the Members Meeting.

(e) Conduct of Motions of No Confidence at Student Council:

- (i) In the case of an automatic Motion of No Confidence (as in 13a(i) above) the motion will be proposed by Student Council who may elect a member to speak for the motion.
- (ii) In the case of a motion laid down [as in b(ii)] the proposer shall have the right to speak for the motion.
- (iii) In either case, the Executive Officer concerned shall have the right to speak against the motion.
- (iv) The Chair shall allow an appropriate amount of time for discussion, which shall not include any personal attack(s) on the Officer concerned.
- (v) After discussion, the Chair shall call a vote, which will require a two-thirds majority in order to pass.

(f) The Consequences of a Motion of No confidence at a Members Meeting of Student Council:

- (i) If a Motion of No Confidence is passed at a Members Meeting or Student Council, this will trigger an immediate Referendum of the Student Body in accordance with Appendix II Section C (Referenda).

14. Motions

- (a) Motions shall be submitted as laid down in Ordinance 8.2.
- (b) The proposer of a motion shall have the right to make a proposing speech and to sum up before a vote is taken. The summing up shall contain no new information on matters which have not been directly referred to during the course of the debate. The seconder of a motion shall also have the right to speak, although not to sum up.

15. Amendments

- (a) Only one amendment to a motion may be moved at a time and no other amendment shall be taken into consideration until the last one has been disposed of.
- (b) Amendments shall be taken in the order in which they are submitted.
- (c) Amendments may negate the substantive motive but no amendment shall be discussed which is not relevant to the content of the substantive motion. The Chair's ruling on the question is final subject to Standing Order 16.
- (d) Amendments which are accepted by the proposer and seconder of the substantive motions shall be incorporated into the substantive without debate or vote, and the proposer and seconder of the original motion shall remain as proposer and seconder of the motion as amended.
- (e) Amendments which have not been accepted by the proposer and seconder of the substantive motion shall be debated immediately after the proposing speech for the substantive motion.
- (f) The proposer of such an amendment shall have the right to make a proposing speech and to sum up before a vote is taken. The summation shall contain no new information on matters which have not been directly referred to during the course of the debate.
- (g) The seconder of such an amendment shall also have the right to speak, although not to sum up.
- (h) The proposer of an original motion shall have the right to speak immediately after the summing up by the proposer of an amendment which has not been accepted by them.
- (i) If an amendment is passed which substantially alters the original motion, the motion shall then become the property of the proposer of the amendment. Therefore that person shall own the summation speech.

16. Procedural Motions

- (a) Between speeches on a motion or an amendment, or in the case of (f) (below), during a speech, at any time due to the Chair calling a vote, debate may be interrupted by any of the following procedural motions in the following order of ascendance:
 - (i) that the meeting has no confidence in the Chair
 - (ii) that the question now be put
 - (iii) that the question be not put
 - (iv) that the question be referred to an appropriate committee
 - (v) that the question lies on the table until the next meeting
 - (vi) that the question be voted on in parts
 - (vii) that the time limit be overturned

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(b) All procedural motions must be both proposed and seconded.

(c) In the case of 16(a)(i), the proposer shall have the right to speak. If the Chair so wishes, they shall have the right to leave the Chair and reply. A vote shall be taken without further discussion. If 16(a)(i) is passed, the Chair must leave the Chair for the remainder of the Meeting.

(d) Procedural motions 16(a)(ii),(iii), (iv), (v) and (vi) shall not be moved before there have been two speeches for and one against the motion or amendment under discussion.

(e) In cases 16(a)(iii), (iv), (v) and (vi) the proposer of the procedural motion shall speak to their motion and the proposer of the main motion shall have the right to reply if they wish. If the proposer of the main motion forgoes this right, the procedural motion shall now be taken without further discussion.

(f) Any member wishing to propose any procedural motion shall rise to their feet and say "Procedural Motion", whereupon the Chair shall be bound to recognise them.

(g) In the event of two or more members arising with different procedural motions, the order of precedence shall be according to 16(a).

(h) In the case 16(a) (vii) there shall be a speech in favour and a speech against the motion. A vote shall then be taken without discussion.

(i) Procedural Motions shall require a two-thirds majority to pass.

(j) There shall be no further procedural motions except 16(a)(i) until the preceding one has been disposed of.

(k) No procedural motion, if defeated, may be put again during the same debate until there have been four speeches in the debate in progress.

(l) Procedural motions may not be moved while a vote is being conducted.

17. **Tabled Discussion**

(a) Any Councillor can submit a topic of discussion with the relevant executive officer with responsibility for democratic systems prior to Student Council for inclusion in the Agenda in accordance with Ordinance 8.2.

(b) At the appropriate time the proposer of the discussion topic shall have 3 minutes to speak, followed by an appropriate discussion period at the discretion of the Chair.

(c) The number of topics included at each meeting shall be at the discretion of the Chair. While space on the Agenda shall be allocated on a "first-

come, first-served basis”, consideration shall be given to issues of urgency.

18. Points of Order and Information

- (a) No interruption shall be permitted when a member is speaking except:
 - (i) on a point of order
 - (ii) to move procedural motion 16(a)(i)
- (b) Members wishing to raise a point of order shall be recognised by the Chair by their rising to their feet and saying “Order”. The member then speaking must stop. Points of Order shall be addressed by the Chair and shall use the formula, “Is it in order that ...?” They shall relate solely to the conduct of the meeting and not to its business and the chair’s ruling shall be final subject to Standing Order 16.
- (b) Members wishing to raise a point of information shall be recognised by the Chair on their rising to their feet and saying “information”. Points of information may be raised only after the speaker has finished. No point of information shall be raised immediately after a summation or after a reply by a proposer.

19. Chair’s Rulings

- (a) Any ruling made by the Chair may be challenged by any member.
- (b) Should the Chair’s ruling be challenged, the Chair shall leave the Chair. The proposer of the challenge shall speak to their motion, and the challenged Chair shall have the right to reply. A vote shall immediately be taken, requiring a simple majority, and the decision shall be binding upon the Chair.

20. Voting

Voting on a motion shall be by production of a member’s own current Union card.

21. Adjournment or Closure of Meeting

If, in the opinion of the Chair, orderly debate of the business has become impossible, the Chair shall declare the meeting adjourned until order is restored or shall declare the meeting closed when the time allotted for the meeting has expired.

22. Suspension

- (a) Any of these Standing Orders may be suspended for the duration of a meeting by a two-thirds majority of members except for Standing Orders a(a)(i), 1(b), 1(c), 2(a), 2(b), 4, 6, 7, 8, 10(a), 11(a), 11(e), 12, 13, 14, 15(a), 15(b), 15(c), 15(d), 15(h), 16, 17(b), 17(c), 18, 19, 20, 21.

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- (b) It shall be competent for any member at any time to move the reintroduction of a suspended Standing Order(s), and such a motion shall only require a simple majority for the reintroduction of the Standing Order(s).

Appendix Four Student Council Composition

The Student Council membership shall include 60 ordinary members elected under the following guidelines :

1. Academic Cohort
 - 1.1 The Academic Cohort shall consist of 15 ordinary members who are elected by and from Academic Council as detailed in Bye-Law 12.1.
 - 1.2 The ballot shall be conducted by way of a ballot at the first academic council meeting of the academic session.

2. Key Minority Groups Cohort
 - 2.1 The Key Minority Groups Cohort shall consist of 15 ordinary members who represent mature, postgraduate, international and other key minority groups.
 - 2.2 Representatives shall automatically include any part time officers elected to represent minority groups including but not limited to:
 - International Students Officer
 - Mature Students Officer
 - Post Graduate Students Officer
 - Students with Disabilities Officer
 - LGBT Students Officer
 - 2.3 Remaining positions will be elected by and from the following groups in the equivalent proportion to the total student population:
 - International Students Association
 - Mature Students Association
 - Postgraduate Students Association

3. Student Activities Cohort
 - 3.1 The Student Activities Cohort shall consist of 15 ordinary members who are elected by the student activities forums detailed in 14.2, 15.2 and 16.2 and the activity groups in 3.3 below.
 - 3.2 Representatives from each group shall be elected in the equivalent proportion to the student population from each activity area.
 - 3.3 Representatives shall be sought from other student activity groups including student run services. A minimum of one representative shall be sought from:

Student Volunteering Cardiff
Rag (Raising & Giving)
Shag (Sexual Health Awareness Group)
Nightline

4. Block of 15 Cohort

- 4.1 The Block of 15 students shall consist of 15 ordinary members elected by and from the membership by way of a cross campus ballot.
- 4.2 The ballot shall take place at the earliest reasonable opportunity after the commencement of the academic session.

5. Additional Provisions

- 5.1 Ballot processes detailed above may be run by way of a show of hands, secret paper ballot or electronic voting process at the discretion of the relevant officer and shall be held within the spirit of the elections regulations detailed in appendix 2.
- 5.2 In the event that a cohort is unable to fulfil its entitlement, the existing vacancies may be filled by other cohorts. Any such decision to re-allocate vacancies between cohorts shall be determined by Trustees
- 5.3 Where a councillor resigns or is removed from office, a replacement should first be sought from within the cohort, or by other cohorts where this is not possible.
- 5.4 An ordinary member may only be representative of one cohort.

Appendix Five

Executive Officer and Student Role Job Descriptions

Full Time Executive Officer Roles

PRESIDENT

The purpose of the role shall be:

The President shall be the team leader of the Student Officer Team and act as the public face of Cardiff University Students Union. This will include undertaking the role of the key liaison with the General Manager and senior management of the Students' Union and the Vice Chancellor, Council and Senate within Cardiff University.

The role will also act as the chair for all Officer Team, Board of Directors and Board of Trustees meetings as well as retaining the casting vote.

ACADEMIC AND UNIVERSITY AFFAIRS OFFICER

The purpose of the role shall be:

The Academic and University Affairs Officer shall lead on academic support and representation for the membership. This will include leading the Students' Union academic appeals and student support through the provision of effective representative systems such as the Course Representatives and Academic Council structure.

The role will also act as the key link to the University relating to academia and seek to provide the membership with proactive and responsive services.

WELFARE, CAMPAIGNS AND COMMUNICATION OFFICER

The purpose of the role shall be:

The Welfare, Campaigns and Communications Officer shall act as the principle officer involved in ensuring that membership welfare needs are addressed. This will include taking an active role to lead Students' Union campaigns and be central to the development of effective communications between the organisation, its membership and other stakeholders.

The role will also co-ordinate the and lead the democratic structures of the Students' Union include the ongoing development of Student Council, AGM and Officer Elections.

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ATHLETIC UNION PRESIDENT

The purpose of the role shall be:

The Athletic Union President shall be responsible for the ongoing development of the provision of sporting activity within the Students' Union. This will include support of all Sports Clubs and competitive and recreational sport programmes as well as ensuring the provision of activity is inline with members needs.

The role will also lead on sporting events such as Varstiy, AU Awards and represent Cardiff and the membership on a national level with regard to sport.

SOCIETIES, EVENTS AND ACTIVITIES OFFICER

The purpose of the role shall be:

The Societies, Events and Activities Officer shall be responsible for the ongoing development of support for student led groups, including societies, within the Students' Union. This will include the support of all society activity including recreational, representative and support based activity groups as well as ensuring provision of support is inline with members needs.

The role will also lead on championing all student led activity and look to provide additional activity opportunities.

HEAD OF STUDENT MEDIA AND GAIR RHYDD EDITOR

The purpose of the role shall be:

The Head of Student Media and Gair Rhydd Editor shall be responsible for providing the voice of the students of Cardiff University. This will include undertaking the role of editor of the student newspaper *Gair Rhydd* as well as providing support to other media channels.

The role will also look to develop the range and quality of opportunities for all students with an interest in student media.

FINANCE AND COMMERCIAL OFFICER

The purpose of the role shall be:

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The Finance and Commercial Officer shall act as the principle officer engaged with the organisations commercial services and financial operations. This will include a close working relationship with commercial operations and the finance department to ensure the “Students First” ethos is inherent.

The role will also look to continue to strive towards increasing sustainability and reducing the environmental impact of the operations of the organisation

HEALTHCARE STUDENT INTEGRATION OFFICER

The purpose of the role shall be:

The Healthcare Student Integration Officer shall act as the principle officer engaged with the representation of Healthcare Students. This will include endeavouring to integrate Healthcare students into the Cardiff University experience and ensuring the actions, operations and policies of Cardiff University Students’ Union fully include provision for Healthcare students.

The role will also seek to increase the the effectiveness of communications to Healthcare students on placement regarding activities, events, opportunities and services.

Part Time Officer Roles

Ethical and Environmental Officer

- a. To convene and chair meetings of the Ethical & Environmental Committee as and when appropriate.
- b. To implement the recommendations and initiatives of the Ad-Hoc Committees (detailed in Law 25)
- c. Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.

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- d. Regularly liaise with and implement relevant priority campaigns as set out by Welfare, Campaigns and Communication Officer.
- e. Identify and organise campaigns to raise the awareness of the minority caucus culture amongst students.
- f. Aid and assist all minority caucus members, societies and fellow officers as appropriate.
- g. To organise a Go Green week in line with the years Campaign Calendar as organised by the Welfare, Campaigns and Communication Officer .
- h. To monitor and make recommendations to help improve the E&E policies including working with the Welfare, Campaigns and Communication Officer with respect to the relevant policies in the Policy Book.
- i. To work with where possible the Careers Service to promote ethical career opportunities to students.

Women's Officer

To convene and chair meetings of relevant female issue Committees as and when appropriate.

- b. To implement the recommendations and initiatives of the Ad-Hoc Committees (detailed in Law 25)
- c. Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.
- d. Regularly liaise with and implement priority campaigns as set out by Welfare, Campaigns and Communication Officer.
- e. Identify and organise campaigns as appropriate.
- f. Aid and assist all minority caucus members, societies and fellow officers as appropriate.
- g. Organise events for International Women's Day

Lesbian, Gay, Bisexual and Transgender (LGBT) Officer

- a. To convene and chair meetings of LGB Committees as and when appropriate.
- b. To implement the recommendations and initiatives of the Ad-Hoc Committees (detailed in Law 25)
- c. Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.
- d. Regularly liaise with and implement priority campaigns as set out by the Welfare, Campaigns and Communication Officer.
- e. Identify and organise campaigns to raise the awareness of the minority caucus culture amongst students
- f. Aid and assist all minority caucus members, societies and fellow officers as appropriate.
- g. To organise campaigns working with any interested parties for World AID's Day.

Mature Students Officer

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- a. To convene and chair meetings of Mature Students Representative Committees as and when appropriate.
- b. To implement the recommendations and initiatives of the Ad-Hoc Committees (detailed in Law 25)
- c. Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.
- d. Regularly liaise with and implement priority campaigns as set out by the Welfare, Campaigns and Communication Officer.
- e. Identify and organise campaigns to raise the awareness of relevant issues.
- f. Aid and assist all minority caucus members, societies and fellow officers as appropriate.
- g. To organise at least one social event for mature students.

Postgraduate Students Officer

- a. To convene and or chair meetings of Postgraduate Representative Committees as and when appropriate.
- b. To implement the recommendations and initiatives of the Ad-Hoc Committees (detailed in Law 25)
- c. Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.
- d. Regularly liaise with and implement priority campaigns as set out by the Welfare, Campaigns and Communication Officer and/or the Societies, Events and Activities Officer.
- e. Identify and organise campaigns to raise the awareness of the minority caucus culture amongst students
- f. Aid and assist all minority caucus members, societies and fellow officers as appropriate.
- g. To attend regular meetings with the Societies, Events and Activities Officer and the Grad Centre Manager.
- h. To liaise with the Welfare, Campaigns and Communication Officer to support the Postgraduate Orientation Programme (POP) in the Freshers' period.

Students with Disabilities (SWD) Officer

- a. To convene and chair meetings of SWD Committees as and when appropriate.
- b. To implement the recommendations and initiatives of the Ad-Hoc Committees (detailed in Law 25)
- c. Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.
- d. Regularly liaise with and implement priority campaigns as set out by the Welfare, Campaigns and Communication Officer and/or the Societies, Events and Activities Officer.
- e. Identify and organise campaigns to raise the awareness of the minority caucus culture amongst students
- f. Aid and assist all minority caucus members, societies and fellow officers as appropriate.

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g. To organise at least one SWD event/campaign in the year e.g. World Mental Health Day.

International Students Officer

To convene and chair meetings of relevant International Student Committee and Society Committees as and when appropriate.

Represent appropriate student caucus within the University, locally and nationally, liaising with relevant organisations and professional bodies.

Identify and organise campaigns to raise the awareness of relevant issues.

Regularly liaise with and implement relevant priority campaigns as set out by the relevant Officer.

To assist the Societies, Events and Activities Officer in the development of an appropriate International Students association.

To implement the recommendations and initiatives of the Ad Hoc Committees.

Aid and assist all minority caucus members, societies and fellow officers as appropriate.

To work with the relevant Officers to identify and organise campaigns to raise awareness of the minority caucus amongst students.

To organise a programme of events for international students.

To continue to develop the Union's channels for representing students.