

---

The Bye-Laws of

**Cardiff University Students' Union**  
**Undeb Myfyrwyr Prifysgol Caerdydd**

---

**Bye-Laws Update History:**

Bye-Law (s) Amendments

Student Senate & Board of Trustees Approval Dates

Bye-Laws 1, 3-4, 6-16, 18

Approved by Student Senate on 21<sup>st</sup> November 2016  
and by the Trustees on 5<sup>th</sup> December 2016

Bye-Law 2

Approved by Student Senate on 18<sup>th</sup> February 2010  
and by the Trustees on 27<sup>th</sup> July 2010

Bye-Laws 5

Approved by Student Senate on 28<sup>th</sup> March 2017  
and by the Trustees on 30<sup>th</sup> March 2017

Bye-Laws 17, 19

Approved by Student Senate on 28<sup>th</sup> April 2015 and  
by the Trustees on 17<sup>th</sup> December 2015

Bye-Law 20

Approved by Student Senate on 2<sup>nd</sup> May 2017 and by  
the Trustees on 29<sup>th</sup> June 2017

2017/2018:

Student Senate & Board of Trustees Approval Dates

Bye-Law 15

Approved by Student Senate on 14 November 2017  
and by the Board of Trustees on 14 December 2017

Bye-Law 14

Approved by Student Senate on 05 December 2017  
and by the Board of Trustees on 14 December 2017

All Bye-Laws  
(Except Bye-Law 8, 17 & 18)

Approved by the Board of Trustees on the 23 March  
2018 and by Student Senate on the 24 April 2018

## CONTENTS

1. Membership .....	3
2. Complaints & Discipline .....	5
3. Referenda .....	6
4. Student Members' Meetings .....	7
5. Student Council .....	8
6. Scrutiny Committee .....	10
7. Sabbatical Trustees .....	12
8. Campaign Officers .....	13
9. Sabbatical Trustee Resignations and Dismissals .....	14
10. Academic Representation .....	15
11. Sport .....	16
12. Sports Clubs .....	16
13. Intra Mural Games (IMG) .....	18
14. Societies .....	20
15. Student Media .....	22
16. Policy Book .....	24
17. Amendments to the Bye-Laws .....	25
18. Bilingualism .....	26
19. Staff Student Protocol .....	27
20. Sub Committees of the Board .....	31

## **1. Membership**

- 1.1 Student membership shall be open to all Students of the University as defined by paragraph 11 of Statute 1 of the University.
- 1.2 There shall be 3 classes of non Student Membership of the Union:
  - (a) Honorary;
  - (b) Life; and
  - (c) Associate.
  - 1.2.1 Honorary membership shall be open to distinguished persons subject to the approval of Student Council.
  - 1.2.2 Life membership shall be open to all persons who hold Honorary or Life membership 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 who shall be deemed to hold Honorary or Life Membership of Cardiff University Students' Union upon payment of the appropriate annual membership fee.
  - 1.2.3 Associate membership shall be open to any other person with a valid reason upon application to the Union.
  - 1.2.4 All members of staff of Cardiff University Students' Union and Cardiff University shall hold automatic Associate Membership.
- 1.3 Privileges of Membership
  - 1.3.1 Student Members shall be entitled to:
    - (a) attend, speak and vote at Student Members' Meetings;
    - (b) stand and vote in Union elections;
    - (c) use all recreational facilities and services of the Union;
    - (d) introduce guests into the Union building; and
    - (e) apply for and utilise student membership of student activity groups.
  - 1.3.2 Honorary and Life Members shall be entitled to:
    - (a) use all recreational facilities of the Union;
    - (b) apply for associate membership to student activity groups; and
    - (c) introduce guests into the Union building.
  - 1.3.3 Associate Members shall be entitled to:
    - (a) apply for associate membership to student activity groups; and
    - (b) use all social facilities of the Union.
- 1.4 Responsibilities of Membership
  - 1.4.1 All forms of membership shall be subject to the adherence to the Union's policies, Code of Conduct and terms of membership.

## 1.5 Withdrawal of Membership

- 1.5.1 Any or all privileges of Student Membership may be suspended for breach of Union policies, Code of Conduct, terms of membership or any such cause as is defined by the Trustees, however membership itself will not be withdrawn.
- 1.5.2 Honorary, Life and Associate forms of membership shall be subject to withdrawal or suspension for breach of Union policies, Code of Conduct, terms of membership or any such cause as is defined by the Trustees.

## 1.6 Students that opt out of membership

- 1.6.1 Every Student shall have the right to:
  - (a) not to be a member of the Union; and
  - (b) signify that he/she does not wish to be represented by a representative body.
- 1.6.2 Every Student who has exercised their 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 Union services or otherwise, by reason of having done so.
- 1.6.3 No student who has exercised their right to opt out of membership of the Union shall be permitted to engage with the democratic functions of the Union.
- 1.6.4 A member may withdraw their membership through notification in writing to the President.

## **2. Complaints & Discipline**

### **2.1 Complaints**

- 2.1.1 In the event that any Student Member or non Student Member is of the opinion that they have been unfairly treated, represented or maligned by the Union or any member of its staff (including the Officer Trustees) or by any Student Member or non Student Member of the Union, they shall have the right to submit a complaint. Bye Law Appendix 1 sets out the process for bringing complaints against the Union or any member of its staff (including the Officer Trustees) or any Student Member or Associate, Life or Honorary Member of the Union.

### **2.2 Discipline**

- 2.2.1 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. Expectations of behaviour are laid out in the Code of Conduct within Bye Law Appendix 1.
- 2.2.2 All Student Members and non Student Members of the Union are subject to the Union's Memorandum and Articles of Association, Bye-Laws and Policy.
- 2.2.3 The Union reserves the right to take disciplinary action in accordance with the disciplinary procedure contained in Bye-Law Appendix 1 against any Student Member, non Student Member or club or society of the Union that contravenes the Union's Memorandum and Articles of Association, Bye-Laws, or Policy.

### **3. Referenda**

- 3.1 A referendum, triggered in accordance with Article 18 shall be conducted in line with the election and voting procedures detailed in Bye-Law Appendix 2.
- 3.2 The Returning Officer shall be appointed in line with Bye-Law Appendix 2 and shall have the authority detailed within Bye-Law Appendix 2. The Returning Officer shall confirm the question to be put.
- 3.3 Notice shall be given of a Referendum, including the question, the date of the referendum and where Student Members can find information regarding the Yes/No cases.
- 3.4 There shall be at least five days' notice between the publication of notice of the referendum and the referendum.
- 3.5 Expectations of conduct and regulations regarding campaign activity shall be laid down by the Returning Officer.
- 3.6 There shall be at least two consecutive days of voting.
- 3.7 Measures shall be put in place by the Returning Officer to ensure Student Members may only vote once.
- 3.8 The proposer of the referendum motion shall be responsible for publicity in putting the case to Student Members.
- 3.9 The referendum question shall be phrased as a question requiring a yes/no response.
- 3.10 The Count shall commence when reasonably possible after closure of the Poll. The following people shall be allowed to observe the Count:
  - (a) representatives of the Yes and No campaigns;
  - (b) the Returning Officer and Deputy Returning Officers; and
  - (c) any other people at the discretion of the Returning Officer.
- 3.11 The Returning Officer shall be required to publish the result to all Student Members at the earliest reasonable opportunity.
- 3.12 In the event of a tie, the motion will be deemed to have fallen.

#### **4. Student Members' Meetings**

- 4.1 A Student Members' Meeting, including the Student Members' Annual General Meeting, shall be conducted in line with the procedures detailed in Appendix 3.
- 4.2 There shall be at least five days' notice between the publication of notice of the Student Members' Meeting and the deadline for submission of agenda items.
- 4.3 The agenda for each Student Members' Meeting shall be published and displayed at least four days before the commencement of the meeting. The notice shall include the process for submitting amendments.
- 4.4 The quorum for Student Members' Meetings shall be 500 Student Members and shall be competent to amend, pass or reject any tabled business.
- 4.5 Any amendments to tabled business must be submitted to the Chair at least 24 hours before the meeting. Amendments must be relevant and not frustrate the intention of that business, as determined by the Chair.
- 4.6 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 from the original meeting shall be transacted. In the event of the adjourned meeting being or becoming inquorate the unfinished business (other than proposed amendments to the Memorandum and Articles) shall be referred to the Student Council whose decision thereon shall be final.

## 5. Student Council

- 5.1 Student Council shall, for publicity purposes be known as Student Senate in accordance with Article 49.1 until such time as this Bye-Law is changed. For consistency the term Student Council shall be used in the Bye-Laws.
- 5.2 Composition
- 5.2.1 The members of Student Council shall be:
- a) any two Sabbatical Trustees of the Union;
  - b) all Campaign Officers. Any Campaign Officer unable to attend a meeting of Student Council shall be entitled to appoint a proxy from their respective association to attend in their place, who shall carry their vote;
  - c) 25 Student Members, elected by way of cross campus ballot, with 12 places reserved for self-defining women; and
  - d) ten Student Members who are elected Academic Reps, selected at random on a meeting-by-meeting basis.
- 5.2.2 The Chief Executive or their nominee shall be in attendance, but shall not be a member.
- 5.3 The Chair of Student Council shall be elected by secret ballot by and from the members of Student Council. The term of Student Council Chair shall be from the 1st July to the 30th of June the following year. The Chair cannot be a Sabbatical Trustee or one of the ten Academic Reps randomly selected to attend Student Council meetings.
- 5.4 The Vice Chair of Student Council shall be elected by secret ballot by and from the members of Student Council at the first meeting of the Academic Session. The Vice Chair cannot be a Sabbatical Trustee or one of the ten Academic Reps randomly selected to attend Student Council meetings.
- 5.5 Meetings
- 5.5.1 The quorum for a meeting of Student Council shall be 50% of the elected members of Student Council plus one. Academic Rep members shall not form part of quorum if they are not in attendance. A meeting shall also be deemed inquorate if no Sabbatical Trustee is present.
- 5.5.2 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.
- 5.5.3 In the event that more than 50% of members in attendance abstain from a vote within Student Council, the vote shall be deemed as inquorate.
- 5.5.4 In the event a motion falls in any policy-making body the same motion shall not be submitted for consideration again in the same academic year. It shall be at the Chair's discretion as to whether a motion is the same.
- 5.5.5 In the event of a tied vote, the Chair shall have the casting vote.



- 5.5.6 Student Council shall meet no less than five times per academic session. At least one meeting should be held in each term.
- 5.5.7 Student Council shall be convened by the Chair and shall require at least 48 hours' notice.
- 5.5.8 The Chair shall convene an extraordinary meeting at the request of:
- (a) the President;
  - (b) a majority of the Sabbatical Trustees;
  - (c) a majority of Campaign Officers; or
  - (d) a majority of the members of Student Council.
- 5.5.9 Student Council shall be conducted according to the Standing Orders detailed in Appendix 3.
- 5.6 Responsibilities
- 5.6.1 The responsibilities of Student Council shall include:
- (a) to represent the voice of Students;
  - (b) to set the Policy of the Union and refer Policy to the Members in accordance with Article 49.1.2;
  - (c) to make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Article 50;
  - (d) to receive quarterly reports from the Trustees;
  - (e) to form, direct, receive reports from and disband working groups; and
  - (f) to receive the Union's budget at the first meeting of the Academic Session.
- 5.7 Additional Duties & Responsibilities
- 5.7.1 Student Council is responsible for holding Sabbatical Trustees and Campaign Officers to account on behalf of the Student Members. To ensure effective scrutiny Student Council delegates these responsibilities to an independent Scrutiny Committee, elected by cross campus ballot. The Chair of Student Council shall also be invited to attend Scrutiny Committee meetings.
- 5.8 Removal of Councillors
- 5.8.1 Any Councillor absent without good cause from three meetings of Student Council in any one Academic Session shall be deemed to have resigned.
- 5.8.2 The definition of "good cause" shall be determined by Student Council.
- 5.9 Replacement of Councillors
- 5.9.1 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 election procedure given in Appendix 2.
- 5.9.2 If deemed appropriate a vacancy on Student Council can remain vacant but quorum shall not be adjusted. For avoidance of doubt Student Council shall decide what is deemed appropriate.

## **6. Scrutiny Committee**

### **6.1 Composition**

- 6.1.1 The membership of Scrutiny Committee shall consist of ten Student Members elected by cross campus ballot.
- 6.1.2 A member of staff of Cardiff University Students' Union shall be in attendance at Scrutiny Committee.
- 6.1.3 All Sabbatical Trustees and Campaign Officers shall be invited to attend as appropriate.
- 6.1.4 The Chair shall be elected from and by the membership of Scrutiny Committee.
- 6.1.5 The Chair shall have a casting vote in the event of a tie.
- 6.1.6 The Chair of Student Council shall be invited to attend, but shall not be a member.

### **6.2 Meetings**

- 6.2.1 Scrutiny Committee shall meet at least once in each term.
- 6.2.2 In order to transact business at least six Scrutiny Committee Members shall be present.
- 6.2.3 An extraordinary Scrutiny Meeting may be called by:
  - a) six Members of the Committee;
  - b) the Chair of Student Council;
  - c) a majority of the members of the Sabbatical Trustee Executive Committees;
  - d) a majority of Campaign Officers; or
  - e) a majority of the Sabbatical Trustees.

### **6.3 Duties & Responsibilities**

- 6.3.1 Scrutiny Committee is a Sub-Committee of Student Council, and as such must carry out such duties and exercise such powers as delegated by Student Council.
- 6.3.2 To be familiar with the roles and responsibilities of the Sabbatical Trustees and Campaign Officers.
- 6.3.3 To hold the Sabbatical Trustees and Campaign Officers to account with regards to their roles, responsibilities and manifesto commitments.
- 6.3.4 Where appropriate, to support and empower Sabbatical Trustees and Campaign Officers in the projects they undertake.
- 6.3.5 To consider applying a censure or submitting a motion of no confidence to Student Council, in the event of a Sabbatical Trustee or Campaign Officer not fulfilling their roles, responsibilities or manifesto commitments.

#### 6.4 Removal of Scrutiny Committee Member

6.4.1 Any Scrutiny Committee Member absent without good cause from two meetings of Scrutiny Committee in any one Academic Session shall be deemed to have resigned.

6.4.2 The definition of “good cause” shall be determined by Scrutiny Committee.

#### 6.5 Replacement of Scrutiny Committee Members

6.5.1 Where vacancies on Scrutiny Committee occur as a result of the removal or resignation of Scrutiny Committee Members, their vacancy will be filled in line with the election procedure given in Appendix 2. Such an election shall take place at the earliest reasonable opportunity.

6.5.2 Where vacancies on Scrutiny Committee result in quorum being unable to be met, Student Members may be elected from and by Student Council to Scrutiny Committee to enable Scrutiny Committee to reach quorum.

6.5.3 If deemed appropriate a vacancy on Scrutiny Committee can remain vacant. For avoidance of doubt Scrutiny Committee shall decide what is deemed appropriate.

## **7. Sabbatical Trustees**

- 7.1 All Sabbatical Trustees are required to support the other Trustees of the Union to effectively execute the duties required of Trustees of registered Charities.
- 7.2 Sabbatical Trustees' eligibility, responsibilities and remuneration
  - 7.2.1 All Sabbatical Trustees shall sign a contract of employment with the Union, and must have a right to work in the United Kingdom for the duration of their expected employment.
  - 7.2.2 The term of office shall normally be defined as a calendar year beginning on 1<sup>st</sup> July. A Student shall not normally hold a Sabbatical Trustee role if they have any academic commitments during their year of office other than end of session re-examinations.
  - 7.2.3 At the time of their election each Sabbatical Trustee must be a student or a Sabbatical Trustee, in accordance with Article 23.4.
  - 7.2.4 At the time of their election each Sabbatical Trustee must not be disqualified or precluded from being a charity trustee or company director in accordance with relevant legislation.
  - 7.2.5 Sabbatical Trustees shall be deemed to be a registered students of Cardiff University and Student Members of the Union.
  - 7.2.6 Provisions for Sabbatical Trustees' duties and remuneration shall be detailed in a contract of employment.
  - 7.2.7 Sabbatical Trustees pay shall be determined and reviewed by the Appointments and Remuneration Committee.
  - 7.2.8 Sabbatical Trustee roles shall be determined by a Members' Meeting in the preceding Academic Session, but will at all times include a President.
- 7.3 All Sabbatical Trustees shall be required to:
  - (a) use due diligence in governing the Union;
  - (b) represent Student Members' interests to the best of their ability;
  - (c) positively engage in the work of the Scrutiny Committee;
  - (d) uphold the values of the Union; and
  - (e) uphold the principles of public life.

## **8. Campaign Officers**

- 8.1 Campaign Officers shall not be required to define themselves as a member of a caucus group in order to represent that group.
- 8.2 Campaign Officers shall be elected by Cross Campus ballot.
- 8.3 All Campaign Officers shall be required to:
  - (a) use due diligence in undertaking their roles;
  - (b) represent Student Members' interests to the best of their ability;
  - (c) positively engage in the work of the Scrutiny Committee;
  - (d) uphold values of the Union; and
  - (e) uphold the principles of public life.

## **9. Sabbatical Trustee Resignations and Dismissals**

- 9.1 A Sabbatical Trustee or Sabbatical Trustee-elect may resign for personal reasons. The vacancy shall be filled as soon as possible as provided in Appendix 2 or it may remain unfilled if deemed appropriate by Student Council.
- 9.2 The procedure for the dismissal of a Sabbatical Trustee or Sabbatical Trustee-elect shall be:
  - 9.2.1 a motion of no confidence in the Sabbatical Trustee or Sabbatical Trustee-elect passed by a majority of the Student Members voting in a Referendum, provided that at least 1,500 Student 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 Student Members;
  - Or
  - 9.2.2 a motion of no confidence in the Sabbatical Trustee or Sabbatical Trustee-elect passed by a 75% majority in a vote of the Student Council.
- 9.3 Immediately following their election, a Sabbatical Trustee-elect shall be entitled to observe all committees relevant to their office.
- 9.4 Any Sabbatical Trustee 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.

## 10. Academic Representation

10.1 The Union shall ensure academic representation for Student Members at Cardiff University.

10.2 There shall be academic forums for each College at Cardiff University and one for Postgraduate research students. The forums shall discuss academic issues affecting students with Cardiff University representatives.

10.3 The academic forums shall be:

- (a) College of Arts, Humanities, and Social Sciences Forum;
- (b) College of Biomedical and Life Sciences Forum;
- (c) College of Physical Sciences and Engineering Forum; and
- (d) Postgraduate Research Representatives Forum.

10.4 Membership of the forums shall be:

- (a) Vice President Education;
- (b) Co-chair as detailed in 10.5;
- (c) The Chair of Each Student Staff Panel within the particular College or Postgraduate Research Representatives in the case of the Postgraduate Research Representatives Forum;
- (d) Pro Vice Chancellor for Student Experience and Academic Standards; and
- (e) The College Dean for Education and Students.

10.5 Meetings

- (a) Each forum shall meet no less than twice during the Academic Session.
- (b) The Vice President Education shall Chair each forum except:
  - i. the Postgraduate Research Representatives Forum which shall be Co-Chaired with the Vice President Postgraduate Students; and
  - ii. The Biomedical and Life Sciences Forum which shall be Co-Chaired with the Vice President Heath Park Campus.
- (c) At the Chair's discretion additional representatives from Cardiff University shall be invited to the meeting.

## **11. Sport**

- 11.1 There shall be an Athletic Union that shall deal with all matters relating to sport within the Union.
- 11.2 Rights and responsibilities of all Sports Clubs and IMG Teams shall be laid out within the Activities Laws.

## **12. Sports Clubs**

### **12.1 Athletic Union Clubs Executive**

#### **12.1.1 Membership of the Athletic Union Clubs' Executive shall be:**

- (a) Vice President Sports and Athletic Union President; and
- (b) no less than five and no more than eight Student Members, holding valid membership to the Athletic Union who are elected annually from the Athletic Union Clubs' Forum.

#### **12.1.2 Meetings**

- (a) Meetings shall be held as required.
- (b) A meeting can be held at the request of the Vice President Sports and Athletic Union President or any three members of the Athletic Union Clubs Executive.
- (c) The quorum shall be 50% of the members of the Executive.
- (d) Any Executive Member absent without good cause from three meetings of the Athletic Union Clubs Executive in any one Academic Session shall be deemed to have resigned.
- (e) Meetings shall be chaired by the Vice President Sports and Athletic Union President or their nominee.
- (f) Other persons may be invited to attend meetings of the Athletic Union Clubs Executive as required.

#### **12.1.3 Responsibilities**

- (a) To make recommendations to the Vice President Sports and Athletic Union President for the running of sports clubs within the Union.
- (b) To represent sports clubs within the Union and make recommendations to Student Council on behalf of the Athletic Union Sports Club members.
- (c)
- (d) To receive proposed amendments to the Activities Laws.
- (e) To approve sports club constitutions.
- (f)
- (g) To consider requests for the affiliation of sports clubs.

### **12.2 Athletic Union Clubs Forum**

#### **12.2.1 Membership of the Athletic Union Clubs Forum shall be:**

- (a) Athletic Union Clubs Executive
- (b) At least one committee member of each affiliated sports club. In the case of a Student Member attending the Athletic Union Clubs Forum on behalf of more than one club, they shall have only one vote. In the case of multiple committee members being in attendance, each Club shall hold one vote.



### 12.2.2 Meetings

- (a) Athletic Union Clubs Forum meetings shall take place no less than twice during each Academic Session.
- (b) Athletic Union Clubs Forum meetings may be called at the request of the Vice President Sports and Athletic Union President, a majority of the Athletic Union Clubs Executive members or by representatives of ten affiliated sports clubs.
- (c) Athletic Union Clubs Forum meetings shall be chaired by the Vice President Sports and Athletic Union President or their nominee.
- (d) Quorum for meetings shall be 50% of the membership.

### 12.2.3 Responsibilities

- (a) To elect the Student Members of the Athletic Union Clubs Executive.
- (b) To discuss and make recommendations to the Vice President Sports and Athletic Union President and the Athletic Union Clubs Executive.
- (c) To highlight areas of concern affecting sports clubs.
- (d) To receive notification of affiliated and disaffiliated Clubs
- (e) To receive an annual financial report of income and expenditure within the Athletic Union.

## 12.3 Sports Clubs Constitutions

12.3.1 All affiliated Sports Clubs are required to have a constitution approved by the Athletic Union Clubs Executive. Amendments to a sports club's constitution must be approved by both a general meeting of that particular sports club's Student Members and the Athletic Union Clubs Executive.

12.3.2 The Athletic Union Executive reserves the right to present amendments to sports club constitutions for acceptance at a sports club general meetings.

### **13. Intra Mural Games (IMG)**

#### **13.1 Athletic Union Intra Mural Games (IMG) Executive**

##### **13.1.1 Membership of the Athletic Union Intra Mural Games Executive shall be:**

- (a) Vice President Sports and Athletic Union President; and
- (b) A representative of each sporting framework within IMG

##### **13.1.2 Meetings**

- (a) Meetings shall be held as required at the request of the Vice President Sports and Athletic Union President or any three members of the Athletic Union Intra Mural Games Executive.
- (b) The quorum shall be 50% of the members of the Committee.
- (c) Any Member absent without good cause from three meetings of the Athletic Union Intra Mural Games Executive in any one Academic Session shall be deemed to have resigned.
- (d) Meetings shall be chaired by the Vice President Sports and Athletic Union President or their nominee.
- (e) Other persons may be invited to attend an Athletic Union Intra Mural Games Executive Meeting, as appropriate.

##### **13.1.3 Responsibilities**

- (a) To be make recommendations to the Vice President Sports and Athletic Union President for the running of the Intra Mural Games programme within the Union.
- (b) To represent Intra Mural Games within the Union and make recommendations to Student Council on behalf of the Athletic Union Intra Mural Games members.

#### **13.2 Athletic Union Intra Mural Games Forums**

##### **13.2.1 Membership of the Athletic Union Intra Mural Games Forums shall be:**

- (a) the Athletic Union IMG Executive; and
- (b) one member of each registered sports team. In the case of a member attending Athletic Union Intra Mural Games Forum on behalf of more than one team, they shall have only one vote. In the case of multiple members being in attendance, each Club shall hold one vote.

##### **13.2.2 Meetings**

- (a) Athletic Union Intra Mural Games Forum meetings shall take place no fewer than twice during each Academic Session.
- (b) An Athletic Union Intra Mural Games Forums may be called at the request of the Vice President Sports and Athletic Union President, a majority of the Athletic Union Intra Mural Games Executive or by representatives of ten registered Intra Mural Games teams.
- (c) Athletic Union Intra Mural Games Forums shall be chaired by the Vice President Sports and Athletic Union President or their nominee.
- (d) The Vice President Sports and Athletic Union President may hold a forum for each Intra Mural Games sport or amalgamate forums.

### 13.2.3 Responsibilities

- (a) To elect the Student Members of the Athletic Union Intra Mural Games Executive.
- (b) To discuss and make recommendations to the Athletic Union Intra Mural Games Executive and Vice President Sports and Athletic Union President.
- (c) To highlight areas of concern affecting Intra Mural Games teams.

## **14. Societies**

14.1 There shall be a Guild of Societies that shall deal with all matters relating to societies within the Union.

14.2 Rights and responsibilities of all societies shall be laid out within the Activities Laws.

14.3 Guild of Societies Executive

14.3.1 Membership of the Guild of Societies Executive shall be:

- (a) Vice President Societies and Volunteering; and
- (b) no less than five and no more than eight Student Members annually elected from the Guild of Societies Forum.

14.3.2 Meetings

- (a) Meetings shall be held as required and held at the request of the Vice President Societies and Volunteering or any three members of the Guild of Societies Executive.
- (b) The quorum shall be 50% of the members of the Executive.
- (c) Any Member absent without good cause from three meetings of the Societies Executive in any one Academic Session shall be deemed to have resigned.
- (d) Meetings shall be chaired by the Vice President Societies and Volunteering or their nominee.
- (e) Other persons may be invited to attend a Guild of Societies Executive as appropriate.

14.3.3 Responsibilities

- (a) To make recommendations to the Vice President Societies and Volunteering for the running of societies within the Union.
- (b) To represent societies within the Union and to make recommendations to Student Council on behalf of the Guild of Societies members.
- (c) To receive proposed amendments to the Activities Laws.
- (d) To approve society constitutions.
- (e) To consider requests for the affiliation of societies.

14.4 Guild of Societies Forums

14.4.1 Forums consist of representatives of all affiliated Societies. At the discretion of the Vice President Societies and Volunteering, forums may be split by society type or category.

14.4.2 Membership of the Guild of Societies Forums shall be:

- (a) Guild of Societies Executive; and
- (b) at least one committee member of each affiliated 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. In the case of multiple committee members being in attendance, each Society shall hold one vote.

#### 14.4.3 Meetings

- (a) Guild of Societies Forums shall be minuted and shall take place on no fewer than two occasions during each Academic Session.
- (b) A Guild of Societies Forum may be called at the request of the Vice President Societies and Volunteering, a majority of the Guild of Societies Executive or by representatives of ten societies.
- (c) Guild of Societies Forums shall be chaired by the Vice President Societies and Volunteering or their nominee.
- (d) Quorum for forums shall be 50% of the members.

#### 14.4.4 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 Vice President Societies and Volunteering.
- (c) To highlight areas of concern affecting societies.
- (d) To receive notification of affiliated and disaffiliated Societies.
- (e) To receive an annual financial report of income and expenditure within the Guild of Societies.

#### 14.5 Societies' Constitutions

14.5.1 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 that particular society's Student Members and the Guild of Societies Executive.

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

## 15. Student Media

- 15.1 There shall be a Cardiff Student Media that shall deal with all matters relating to student media activity within the Union.
- 15.2 Cardiff Student Media shall consist of a newspaper, magazine, radio station and television production station. These media channels shall be:
- (a) Newspaper entitled “gair rhydd”;
  - (b) magazine entitled “Quench”;
  - (c) radio Station entitled “Xpress Radio”; and
  - (d) television Production Station entitled “Cardiff UnionTV”
- 15.3 A Student Media Advisory Group will oversee the activity of Student Media by providing advice, support and direction to the lead volunteers within each of the media platforms in relation to best practice, assessing risk and legal compliance. The Advisory Group will not exercise any editorial control over Student Media.

### 15.3.1 Membership

- (a) The Advisory Group shall consist of internal members; Union President, Chief Executive (or their nominee) and two External individuals with expertise in media law.
- (b) External Advisory Group members shall be selected to provide specific legal and academic input. External Advisory Group members shall be selected by the internal Advisory Group members.
- (c) Membership to the Advisory Group shall be reviewed on an annual basis.
- (d) The group shall be chaired by the Chief Executive or their nominee.

### 15.3.2 Meetings

- (a) The Advisory Group shall meet at least annually but may be called to meet at any time at the request of any member of the group or by a lead volunteer in order to provide support relating to a specific issue.
- (b) The Advisory Group may provide direction in the absence of a physical meeting where three members are in agreement.

### 15.3.3 Responsibilities

The Advisory Group will:

- (a) Provide advice and support to the lead volunteers with regard to journalism law and best practice.
- (b) Provide direction to lead volunteers on matters relating to high risk content.
- (c) In order to balance freedom of expression and legal risk, the group will determine whether high risk content is appropriate for publication or broadcast and may issue guidance or direction on undertakings required prior to publication or broadcast. Where the risk associated with publication or broadcast cannot be mitigated through additional actions, the Advisory Group would have authority to withhold publication or broadcast.

- (d) Consider complaints that relate to the content of publications and broadcast and have the right to set actions that remedy upheld complaints.
- 15.4 Student Media shall not contravene the Equal Opportunities statement in the Union's Equal Opportunities Policy.
- 15.5 During Union Elections:
  - 15.5.1 Student Media will not express comment or criticism or offer opinion about any candidate from the close of nominations until such time as the result of the election has been published. Student Media will not disseminate false information by distortion, selection or misrepresentation of any candidate. Student Media will only print facts about candidates which are in the interest of the electorate.
  - 15.5.2 Student Media is prohibited from publicising the name, aliases, picture or any material relating to any candidate in the time period identified in Bye- Law 15.5.1 above. Exceptions will be made for by-lines by regular contributors, and current Sabbatical Trustees standing for re-election who shall be allowed to be quoted in reference to their current Sabbatical Trustee role.
  - 15.5.3 In the time period identified in Bye-Law 15.5.1 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 publication.
- 15.6 In the event that any individual is of the opinion that they have been unfairly represented or maligned by Student Media, they shall have the following recourse:
  - 15.6.1 A written complaint should be lodged with the Student Editor or Controller. They shall determine the validity of the complaint, responding to the complainant within two working days of the complaint being received.
  - 15.6.2 Should the Editor or Controller 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 importance the Editor or Controller shall afford the right of reply to the complainant.
  - 15.6.3 Should the Editor or Controller determine the complaint to be invalid, the complainant shall have the right to appeal to the Student Media Advisory Group. This shall be the final stage of appeal within the organisation. Any further appeal should be directed towards appropriate regulatory bodies.
  - 15.6.4 The Advisory group will consider complaints received via regulators such as Ofcom or IPSO and will respond appropriately.
- 15.7 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.

## **16. Policy Book**

- 16.1 The Union shall keep a Policy Book, published on its website and shall ensure it is maintained as a true record of the Policy of the Union as resolved by Members Meetings and Student Council.
- 16.2 Policy will lapse after three years unless re-passed as a motion by a Members Meeting or Student Council.
- 16.3 Student Council shall be informed of any Policy that has lapsed and been removed from the Policy Book and shall be minuted by Student Council.



## **17. Amendments to the Bye-Laws**

- 17.1 Amendments to the Bye-Laws shall be made jointly by the Trustees and the Student Council in accordance with Article 50.
- 17.2 Amendments to the Bye-Laws may be proposed by Student Members to Student Council.

## **18. Bilingualism**

### **18.1 Definition:**

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

### **18.2 Application:**

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

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

18.2.3 All publicity displayed by the Union shall be bilingual as defined in 18.1.1 where reasonably practicable.

18.2.4 Full translation shall be provided in all Members' Meetings of the Union upon request.

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

18.2.6 Both Welsh and English versions of the Memorandum and Articles of Association, Bye-Laws and Policy Book will be available to members on request, with the English being the legally binding version.

### **18.3 Welsh Language Policy:**

18.3.1 The Union shall have a Welsh Language Policy that shall be reviewed annually by the Welsh Language Steering Group, and approved by the Board of Trustees.

### **18.4 Operation and Enforcement:**

18.4.1 The Union shall employ the services of translator.

18.4.2 The Union shall ensure that a translator and equipment for simultaneous translation are available in all Members' Meetings upon reasonable request.

18.4.3 Any breaches of the Welsh Language Policy shall be dealt with in line with the Complaints Procedure contained in Appendix 1.

## 19. Staff Student Protocol

### 19.1 Context

- 19.1.1 Cardiff University Students' Union is a democratic organisation that works under the direction of its students and Elected Officers. The Union employs staff to: manage its activities and services, provide professional advice, to ensure continuity and to support Elected Officers. Staff are also often responsible for the implementation of political policy.
- 19.1.2 The Union strives to be recognised as a good employer and seeks to create a positive and productive working environment. The Union places a high level of importance on the relationship between its staff and Officers.
- 19.1.3 This protocol is intended to complement, not contradict, other Union policies, in particular the Complaints Procedure, the Conflict of Interest Policy and the Grievance Procedure. Staff members, students and Elected Officers are advised to familiarise themselves with the above policies when deciding how an issue might be resolved most effectively.
- 19.1.4 This document aims to provide some general guidance on broad principles, and to provide avenues for the resolution of problems as and when they arise. The complex nature of the Union can create 'grey areas' in terms of the relationship of employees with student staff, Elected Officers, Trustees and Managers that are, in most cases, managed informally. These relationships are also expected to change periodically as new Officers are elected, new policies are developed and new initiatives are begun. Staff and Elected Officers are expected to take personal responsibility for the maintenance and development of an effective working environment, and to approach new or challenging situations in a professional, proactive and reasonable manner.

### 19.2 Purpose

- 19.2.1 The purpose of this Protocol is to set out principles and guidelines which ensure that there is clarity as to the roles and responsibilities of:
- 19.2.1.1 Union staff;
  - 19.2.1.2 Union management;
  - 19.2.1.3 Trustees;
  - 19.2.1.4 Elected Officers;
  - 19.2.1.5 Student staff.
- 19.2.2 The Union complies with all relevant employment legislation.
- 19.2.3 Staff are provided with an environment in which they are entitled to confidentiality and protection from unfair treatment.
- 19.2.4 The Union is protected from undue interference from staff in the conduct of governance and political policy development.

### 19.3 Definitions

- 19.3.1 In this Bye-Law:
- "Political policy" is policy that is developed and approved by the Elected Officers through the democratic structures. e.g. affiliation to NUS, education funding policy;

- “Policies” are documents, such as this one, largely developed by staff, which provide frameworks and procedures for the day-to-day operations of the organisation e.g. Risk Management Policy, Environmental Policy;
- “Staff” are individuals or groups of individuals who are employed by the Cardiff University Students’ Union;
- “Student staff” are students at Cardiff University who are working during their period of study, but whose primary purpose at the University is as a student. Permanent staff who have chosen to undertake a course to complement their work will not normally be regarded as student staff; and
- the distinction between “staff” and “student staff” in this document exists to provide guidance on issues of conflicting priorities. In the event of confusion as to the status of an individual staff member, guidance from the Chief Executive will be sought.

#### 19.4 Roles and Responsibilities

19.4.1 Elected Officers provide political leadership to the organisation, defining political policy through democratic means. They represent the members of the Union and work closely with staff to ensure that the operations of the Union, particularly those within an Officer’s portfolio, cater for, and are responsive to, the needs of the membership.

19.4.2 The Union’s Strategic Management Team shall take responsibility for ensuring that organisational direction is informed and influenced by the political agendas of Elected Officers.

19.4.3 In many instances, Elected Officers, both full time and part time, work closely with members of staff. Each are expected to invest time and effort to ensure that productive and effective working relationships are developed. Broadly, however, the work of staff is to be directed by the management structure, and the impact of Elected Officers on the day-to-day work of staff should be limited to the development of political policy, discussions within the Board of Trustees, and discussions with senior managers who are members of the Strategic Management Team.

19.4.4 The Board of Trustees is the only group or committee which includes student members who are empowered to discuss staff matters relating to recruitment, appointment, remuneration, performance and terms and conditions of staff.

19.4.5 Elected Officers of the Union should actively ensure that discussions concerning individual staff members, on conduct, performance, recruitment and of terms and conditions do not take place in either informal or formal Union meetings, or:

- In University or external media;
- On online forums, websites or social media;
- In formal or informal Union meetings; or
- In formal or informal meetings with students, staff or other Union stakeholders.

19.4.6 The Trustees delegate their responsibility for ensuring fair elections to a Returning Officer and Deputy Returning Officers nominated by the Board of Trustees. All associated administrative functions, including appointing staff members are delegated, so as not to undermine the Sabbatical Trustees’ and Student Trustees’ right to take an active role in the political aspect of any election process.

19.4.7 Staff and Elected Officers are expected to nurture effective working relationships, but relationships of an intimate nature between staff and Elected Officers should be avoided. When a relationship of this nature arises, it should be disclosed to the Chief Executive to protect all involved from accusations or perceptions related to conflicts of interest. Where appropriate the individuals may be required to complete a 'Declaration of Interest'.

## 19.5 The role of staff

19.5.1 Staff are expected to provide professional advice to the Elected Officers in their areas of expertise, but may not seek to unduly influence political policy decisions or the political policy positions of Elected Officers.

19.5.2 Staff may not seek to unduly influence or probe Elected Officers, or any other Trustees, concerning individual staffing matters or any other reserved business of the Board of Trustees.

19.5.3 Staff may not participate in, or seek to influence, the democratic processes of the Union.

19.5.4 Staff should not comment on the conduct or performance of Elected Officers, or the Union's political policy or political direction, including:

- In University or external media;
- On online forums or websites, or social media;
- In formal and informal Union meetings;
- In formal or informal meetings with students, staff and other Union stakeholders

19.5.5 Staff should not enter into discussion with Union members as to the performance of Elected Officers.

19.5.6 Unless defined as "student staff", the responsibilities and restrictions placed on staff members shall override the privileges of Union membership.

- 19.5.6.1 In practice staff members:
- Cannot participate in democratic meetings;
  - Cannot not stand or vote in any Union elections.

19.5.7 Student staff shall enjoy the full rights and privileges of Union membership, save for any restriction placed on them whilst on duty. In particular:

- 19.5.7.1
- Student staff cannot campaign on an issue or in an election whilst on duty;
  - Points 19.5.1 to 19.5.5 above apply to student staff whilst on duty or acting as a staff member.

## 19.6 Complaints against staff

19.6.1 Any member of the Union who has cause for complaint on a matter relating to any individual or group of staff is to raise the matter with a Trustee.

19.6.2 The complaint will be raised by the Trustee with the Chief Executive or Deputy Chief Executive. The complaint will be investigated and the Trustee will advise the student of the result of the investigation.

19.6.3 A Trustee with cause for complaint on a matter relating to any individual group or staff member may, in the first instance, raise the issue with the Chief Executive. If the complaint is about the Chief Executive, or if the matter is not resolved satisfactorily by the Chief Executive, then the matter should be raised at the Board of Trustees.

19.6.4 If further action needs to be taken, the appropriate Union policy will be followed, e.g. Disciplinary, Grievance or Capability.

#### 19.7 Complaints against Elected Officers

19.7.1 Complaints about Elected Officers from students will be dealt with using the Complaints Procedure.

19.7.2 Complaints about Elected officers by staff members should be reported to the staff members' line manager in the first instance. Where the matter cannot be resolved informally or is of a more serious nature it should be reported to the Chief Executive and will normally be progressed under the Grievance Procedure.

## **20. Sub Committees of the Board**

### **20.1 Leadership Team**

#### **20.1.1 Membership of the Leadership Team shall be:**

- (a) President (Co-Chair); and
- (b) Up to six Sabbatical Trustees; and
- (c) Chief Executive (Co-Chair); and
- (d) Up to six strategic managers of the Union, provided there are more Sabbatical Trustees than senior manager as members of the Leadership Team.

#### **20.1.2 Meetings**

- (a) Shall be held as at least six times a year.
- (b) Quorum for the meeting shall be ten and must include at least five Sabbatical Trustees.

#### **20.1.3 Duties & Responsibilities**

- (a) To adopt, agree and review the operating policies and procedures of the Union;
- (b) To coordinate operational objectives against the Union's operating plan;
- (c) To receive reports on the Union's budget in line with the Union's financial plan and the actions of the Board of Trustees;
- (d) To receive reports from Sabbatical Trustees as to the progress of the Union against its representational campaigning plans;
- (e) To receive reports from The Strategic Management Team as to the progress of the Union against its operating plan;
- (f) To consider the actions and resolves of Student Council, Student Members' Annual General Meeting and other democratic forums.

### **20.2 Finance and Audit Committee**

#### **20.2.1 Membership of the Finance and Audit Committee shall be determined from time to time by the Board of Trustees.**

#### **20.2.2 Meetings**

- (a) Shall be held as at least once a year.
- (b) Quorum for the meeting shall be at least 50% of the members of the Committee.

#### **20.2.3 Duties & Responsibilities**

- (a) To carry out such duties and exercise such powers as delegated by the Board of Trustees from time to time;
- (b) To monitor financial management, development and services in accordance with financial policies, procedures and regulations;
- (c) To receive reports from internal and external auditors;
- (d) To appoint external auditor ensuring that these appointments are subject to tender every five years; and
- (e) To review financial systems, policies and procedures.

### 20.3 Health, Environment, Maintenance and Safety Committee

20.3.1 Membership of the Health, Safety and Maintenance Committee shall be determined from time to time by the Board of Trustees.

#### 20.3.2 Meetings

- (a) Shall be held as at least once a year.
- (b) Quorum for the meeting shall be at least 50% of the members of the Committee.

#### 20.3.3 Duties & Responsibilities

- (a) To carry out such duties and exercise such powers as delegated by the Board of Trustees from time to time;
- (b) To monitor health, safety and maintenance management in accordance with the Union's policies, procedures and regulations;
- (c) To review health and safety systems, policies and procedures;
- (d) To consider and keep under review building work which may be needed to conform to good health, safety and welfare practice.

### 20.4 Appointments and Remuneration Committee

20.4.1 Membership of the Appointments and Remunerations Committee shall be determined from time to time by the Board of Trustees.

#### 20.4.2 Meetings

- (a) Shall be held as at least once a year.
- (b) Quorum for the meeting shall be at least 50% of the members of the Committee.

#### 20.4.3 Duties & Responsibilities

- (a) To carry out such duties and exercise such powers as delegated by the Board of Trustees from time to time;
- (b) To identify and recommend the appointment of External and Student Trustees to the Board of Trustees;
- (c) To determine the remuneration of the Sabbatical Trustees and the Chief Executive.

### 20.5 Human Resources Committee

20.5.1 Membership of the Human Resources Committee shall be determined from time to time by the Board of Trustees.

#### 20.5.2 Meetings

- (a) Shall be held as at least once a year.
- (b) Quorum for the meeting shall be at least 50% of the members of the Committee.



### 20.5.3 Duties & Responsibilities

- (a) To carry out such duties and exercise such powers as delegated by the Board of Trustees from time to time;
- (b) To monitor human resources management and oversee the development of human resources policies, procedures and regulations;
- (c) To ensure best practice in human resources management and compliance with employment law;
- (d) To monitor equality and diversity in the Union's role as an employer;
- (e) To set human resources objectives; and
- (f) To approve permanent head count increases.

## 20.6 Chief Executive's Appraisal Group

20.6.1 Membership of the Chief Executive's Appraisal Group shall be determined from time to time by the Board of Trustees.

### 20.6.2 Meetings

- (a) Shall be held as at least once a year.
- (b) Quorum for the meeting shall be at least 50% of the members of the Group.

### 20.6.3 Duties & Responsibilities

- (a) To appraise the work of the Chief Executive;
- (b) To agree objectives beyond those set within the organisational balanced scorecard;
- (c) To agree personal development plans for the Chief Executive;
- (d) To monitor performance against the organisational balanced scorecard and personal development plans; and
- (e) To agree the domestic arrangements for day-to-day HR processes involving the Chief Executive.

## 20.7 Satisfaction, Engagement and Participation Committee

20.7.1 Membership of the Satisfaction, Engagement and Participation Committee shall be determined from time to time by the Board of Trustees.

### 20.7.2 Meetings

- (a) Shall be held as at least once a year.
- (b) Quorum for the meeting shall be at least 50% of the members of the Committee.

### 20.7.3 Duties & Responsibilities

- (a) To carry out such duties and exercise such powers as delegated by the Board of Trustees from time to time;
- (b) To monitor and review annual satisfaction, engagement and participation data in student activities, student welfare, student voice and student development. This shall include a review of the findings and associated action plans arising from internal and external survey data;
- (c) To set, repeal and review policy relating to student activity groups;
- (d) To annually review the terms of membership and associated fees for the Athletic Union and Guild of Societies;
- (e) To monitor and review the relationship with Student Media;
- (f) To receive the annual report and strategic plan for Cardiff Volunteering;
- (g) To receive timely reports on democratic activity, such as the elections cycle;