
The Bye-Laws Appendices of

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

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Appendix 1 - Complaints, Discipline and Appeals Procedures

Section A - Complaints Procedure

Introduction

This document 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.

Where a complaint is made under this procedure about an employee of the Students' Union it will be discussed with the Human Resources Manager. If it is considered that the alleged actions by the member of staff may constitute misconduct it will be investigated and progressed in accordance with Company's Disciplinary Procedure.

Stage One

Where possible, complaints will be resolved as close to the origin of the complaint as possible. All parties will take a constructive approach with a view to providing a solution and acceptable remedy.

If having pursued this approach, the complainant believes that their concerns have not been properly addressed, or where the complaint is particularly serious or confidential, then the complaint will progress to stage two, set out below.

Stage Two

Complaints received by the organisation will be investigated and led by the appropriate Head of Department in relation to the nature of the complaint. Complaints can be sent to any member of staff, officer or lodged with our general communication email address at studentsunion@cardiff.ac.uk

A panel will be convened by the Head of Department and will normally comprise of:

- Head of Department / External Trustee
- Two Sabbatical Trustees / Student Trustees

Each individual above should declare any conflict of interest in relation to the matter or any of the individuals involved. Where a conflict of interest exists, consideration should be given to the appropriateness of a Trustee or Staff member's involvement in the panel.

Complaints Panel

The panel shall liaise or meet with the complainant in order to fully understand the nature of the complaint.

A summary of the complaint will be put to the individuals named by the complainant, prior to the panel meeting with them in order to understand any alternative perspective.

In both of these instances, all parties should be made aware that they have an opportunity to provide additional information to the panel after the initial meeting.

The panel will meet with other parties at their discretion where they believe an individual may have been witness to or party to any incident relating to the complaint.

Where the panel are meeting with students, any student is permitted to be accompanied by a fellow student for support.

In the case of a complaint made against a society/club, its chair (or nominee) shall represent the society/club.

If an individual (or representative of a student group) named by the complainant fails to attend a meeting with good cause, the meeting may be deferred. Should the panel feel that without reasonable cause, the individual fails to attend two arranged meetings, the panels investigation shall continue in their absence.

The panel shall:

- judge the complaint and determine, on the balance of probability, whether an individual or group has acted in a manner that is inappropriate/in contrary to expected behaviour
- make a decision on any action as a consequence

In the period between a complaint being received and any decision of the Complaints Panel, the alleged offender shall, at the discretion of the Head of Department, have access to services or facilities suspended in so far as it is necessary in order to undertake an effective investigation. This should be considered in relation to the risk of harm or distress to staff or students or where it would be deemed feasible that ongoing access to a service or facility may impact upon an effective investigation.

Courses of Action

The panel may conclude, having considered appropriate representations from all parties, that a complaint is dismissed, partly upheld or fully upheld. As a result of a complaint being partly or fully upheld, the panel may apply one or more sanctions against the individual or group involved:

- a written reprimand; and/or
- a suspension of any or all of the privileges of membership of the Union, which for the avoidance of doubt shall not include the removal from office of any person elected by means of a cross-campus ballot; and/or
- a life ban which shall entail a total ban from Union premises at all times. This shall not interfere with academic commitments or external examinations taking place in the Union; and/or
- if the offence is committed by a member who is a Student and the offence is found to be serious enough, the Student must be referred to the Student Disciplinary Code of the University. Once the University are notified of this, the Student becomes subject to University's Disciplinary Procedures; and/or
- where the complaint is upheld against a student group, a suspension or privileges of affiliation; and/or
- where the complaint is upheld against a student group, individuals in positions of responsibility or the wider membership may be subject to action as an individual; or
- a dismissal of the allegations.

The complaints panel shall provide a written explanation of the decision to the individual and/or student group involved.

Timeframe

The panel should seek to ensure that an investigation takes place in a timely manner. This would normally involve seeking to come to a conclusion within the investigation and a communication of the outcomes to the individuals or groups involved within 21 days.

Appeals

An appeal may be made by the sanctioned individual or group on the grounds that:

- The Complaints process has not followed the correct procedure; and/or
- New information has become available that for good reason could not be presented during the Complaints Process at the time of the original investigation; and/or
- The actions applied as a result of the investigation are disproportionate

An appeal should be submitted in writing to the Students' Union President within 7 days of receipt of the outcome of the investigation.

Further Action

It may be necessary to consider disciplinary action against staff members as a consequence of issues being brought to the attention of the Union via a complaint. In such cases, disciplinary action shall be considered in accordance with the Company's Disciplinary Policy.

Section B - Discipline Procedure

Introduction

This document sets out the process for the Union to investigate and take action with individuals or groups in relation to inappropriate conduct or behaviour and applies to all individuals who hold a Student or Associate, Life or Honorary Member membership of the Students' Union. All members of the Union are subject to this disciplinary code and standards of behaviour whilst:

- on Union premises; and/or
- engaged in any activity under the auspices of the Union including conduct whilst participating in any activity linked to affiliation student groups

Expected standards of behaviour

The Union expects members and guests of the Union to engage in a positive manner with students, staff and visitors to the University and Union when engaged in use of the services and activities provided or when recognisable as a representative of the organisation.

The following (non exhaustive list) would be considered instances of where the standard of behaviour of members is a concern and therefore may result in disciplinary action if found to have taken place:

- behaviour causing or likely to cause physical harm to others;
- any form of harassment, unlawful discrimination or bullying of others;
- drunken and disorderly behaviour;
- possession or sale of illegal drugs;
- bringing the Union into disrepute;
- theft or fraud;
- deliberate damage to property;
- breach of any terms of membership of the Athletic Union or Guild of Societies;
- breach of any Policies or Bye-Laws of the Union

Further to the list above, the Union would also make reference to the Rules of Behaviour as laid down within the Cardiff University Student Discipline Procedure.

Reports of alleged breaches of this code of conduct may be reported to any member of staff, officer or lodged with our general communication email address at studentsunion@cardiff.ac.uk

Initial Assessment

Upon being made aware of an alleged breach of behaviour, a Head of Department will be appointed to consider the matter. At the initial stage, this Head of Department will assess whether:

- The allegation relates to behaviour of a member of the Union
- The allegation relates to conduct by that individual whilst under the auspices of the Union
- The allegation appears to be an instance of behaviour that could be deemed as a breach of the standard of behaviour expected by members

Where all these criteria are met, an investigation panel will be formed. Where any of the above are not met, the matter will not be considered under the discipline process and the matter will be dismissed.

Investigation

An investigation panel will consider instances of the breach of standards of behaviour. The panel will be convened by an appropriate Head of Department in relation to the alleged breach and shall normally include:

- Head of Department / External Trustee
- Two Sabbatical Trustees / Student Trustees

Each individual above should declare any conflict of interest in relation to the matter or any of the individuals involved. Where a conflict of interest exists, consideration should be given to the appropriateness of a Trustee or Staff member's involvement in the panel.

The investigation panel will seek to undertake an investigation into any alleged breach of standards of behaviour. In doing so the panel may seek information from members, Union or University staff or third parties.

A summary of the allegation will be put to the individuals identified, prior to the panel meeting with them in order to understand any alternative perspective.

The panel will meet with other parties at their discretion where they believe an individual may have been witness to or party to any incident or occurrence.

Where the panel are meeting with students, any student is permitted to be accompanied by a fellow student for support.

In the case of a complaint made against a society/club, its president or chair (or nominee) shall represent the society/club.

If an individual (or representative of a student group) alleged to have breached these standards of behaviour fails to attend a meeting with good cause, the meeting may be deferred. Should the panel feel that without reasonable cause, the individual fails to attend two arranged meetings, the panel's investigation shall continue in their absence.

The panel shall:

- judge the complaint and determine, on the balance of probability, whether an individual or group has acted in a manner that is alleged
- confirm whether this contravenes the expected standards of behaviour of members or participants in activity
- make a decision on any action as a consequence

In the period between the initiation of this process and the decision of the panel, the alleged offender shall, at the discretion of the Head of Department, have access to services or facilities suspended in so far as it is necessary in order to undertake an effective investigation. This should be considered in relation to the risk of harm or distress to staff or students or where it would be deemed feasible that ongoing access to a service or facility may impact upon an effective investigation.

Courses of Action

The panel will conclude, having considered appropriate representations from all parties, whether an individual or group have been in breach of the expected standards of behaviour. Where this is deemed to be the case, the panel shall be permitted to apply appropriate action that may include:

- a written reprimand; and/or
- a 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; and/or
- 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; and/or
- a permanent or temporary suspension of any or all of the benefits of affiliation to the Union as a club or society; and/or

- a monetary fine may be applied only in a instance where there is a cost of making good or compensating for any damage or loss suffered by the Union in consequence of the actions of the member, club or society; and/or
- if the offence is committed by a member who is a Student and the offence is found to be serious enough, the Student may be referred to the Student Code of Behaviour of the University. Once the University are notified of this, the Student may become subject to University's Disciplinary Procedures; and/or
- dismissal of the allegations.

Timeframe

The panel should seek to ensure that an investigation takes place in a timely manner. This would normally involve seeking to come to a conclusion within the investigation and a communication of the outcomes to the individuals or groups involved within 21 days.

Appeals

An appeal may be made by the sanctioned individual or group on the grounds that:

- The Discipline process has not followed the correct procedure; and/or
- New information has become available that for good reason could not be presented during the Discipline Process at the time of the original investigation; and/or
- The actions applied as a result of the investigation are disproportionate

An appeal should be submitted in writing to the Students' Union President within 7 days of receipt of the outcome of the investigation.

Section C - Appeals Procedure

Introduction

This process should be used to appeal against decisions made under the Complaints or Discipline process.

The grounds for appeal are:

- The Complaints or Discipline process has not followed the correct procedure; and/or
- New information has become available that for good reason could not be presented during the Complaints or Discipline Process at the time of the original investigation and/or
- The actions applied as a result of the investigation are disproportionate.

For the avoidance of doubt, the Appeals process will not reconsider existing evidence to re-assess the outcome of the original investigation.

Submitting an Appeal

Appeals should be submitted in writing to the Students' Union President (supresident@cardiff.ac.uk) within 7 days of the individual or group receiving written notification of the outcome of the Complaint or Discipline process.

The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon.

Appeals Panel

A panel will be convened by the Students' Union President and will normally comprise of:

- Two Sabbatical Officers/ Student Trustees
- Director/Head of Department/External Trustee

Each individual above should declare any conflict of interest in relation to the matter or any of the individuals involved. Where a conflict of interest exists, consideration should be given to the appropriateness of a Trustee or Staff member's involvement in the panel. Should the President have a conflict of interest in participating in an appeal, an alternative Sabbatical Officer shall convene the panel.

The Panel

The panel will review the appeal submission and determine whether an appeal is permissible under the grounds listed above.

The panel may seek information from any relevant party in order to determine whether the any of the grounds above are substantiated.

In all cases that are appealed, when written notification of the decision of the panel is issued, if the appellant is an Student Member his or her attention shall be drawn to the further independent complaints processes offered by the University according to the Code of Practice between the Union and the University. This further stage is not available to Associate, Life or Honorary Members.

Timeframe

The Appeals panel will normally be convened within 21 days of the receipt of the appeal. The appeals panel would normally seek to reach a decision and communicate it to the appellant within 14 days of first meeting.

Where the appellant attends a meeting with the Appeals Panel, they shall be entitled to be accompanied by a fellow student member for support.

The appellant has the right to present their case in person or in writing to the Appeals Panel.

Outcomes

The Appeals Panel at the end of its investigation will either uphold the appeal in whole or in part, make recommendation for any remedies to be applied or dismiss the appeal.

The Appeals panel shall have open to them, the same potential outcomes as the Complaints or Discipline Panels.

Appendix 2 - Elections & Voting Regulations

Section A - Elections & Voting

1. Election Regulations

- (a) Every ordinary Student Member shall have equal voting rights in the election conducted under these regulations.
- (b) The Sabbatical Trustees and Campaign Officers for each session shall be elected in the Spring Semester of the previous session.
- (c) These election regulations shall be adhered to for all cross campus ballots including Sabbatical Trustees, Campaign Officers Student Council Members, Scrutiny Committee Members and NUS Conference Delegates.

2. The Returning Officer

- (a) The Returning Officer for each election shall be appointed from an external organisation. The Deputy Returning Officer shall be an appropriate Union staff member. In the event of the Returning Officer not being available at any time, the Deputy Returning Officer shall act as Returning Officer.
- (b) The Returning Officer has the authority to remove a candidate from the election.
- (c) The Returning Officer has full authority over the running of the election process. They shall be able to make interpretations of all election regulations should the need arise.

3. Nominations Process

- (a) Notice of elections shall state:
 - (i) the specific office for which nominations are invited
 - (ii) how to submit an application
 - (iii) the time of the closure of nominations
 - (iv) the date of the poll
- (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 in the manner specified in the notice of election.
- (d) Candidates may withdraw their nominations at any point during the election in writing to the Deputy Returning Officer.
- (e) A Student Member shall not be eligible to submit a nomination for more than one position, except for Scrutiny Committee, NUS Wales Conference Delegate and NUS Conference

Delegate positions which may be submitted alongside any other candidacy.

- (f) Should a position not have sufficient candidates at close of nominations to fill all available posts, the nomination period for that position may be extended for a defined period. In this instance the minimum period (4 (c)) between close of nominations and start of polling shall be adjusted accordingly.

4. Notice of Poll

- (a) 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
- (b) The notice of Poll shall be published within one working day of the candidates meeting.
- (c) There shall be at least ten days between the close of nominations and the first day on which the Poll is held.

5. The Poll

- (a) Expectations of conduct and regulations regarding campaign activity of election candidates and their representatives is laid down within the Candidates Information Pack.
- (b) The Union will provide a platform for the wider student population to scrutinise and question election candidates.

6. Counting Agents

- (a) If the election is conducted through a paper ballot then the Returning Officer may engage Counting Agents for the count, who shall be Student Members of the Union and who are not candidates, nor active campaigners of any candidate.
- (b) The Returning Officer shall inform all candidates of the names of counting Agents at least 24 hours before the count.
- (c) Each candidate may appeal against any of the names submitted and those appealed against may, at the discretion of Returning Officer, be replaced.

7. The Ballot

- (a) Elections shall be conducted using the Single Transferable Vote Electoral system as defined by the Electoral Reform Society.
- (b) There shall be at least two consecutive days of Polling.
- (c) Every voter shall be required to authenticate and measures shall be put in place by the

Returning Officer to ensure members may only vote once.

8. The Count

- (a) The Count shall commence when reasonably possible after closure of the Poll.
- (b) The following shall be allowed to attend the Count:
 - (i) Candidates
 - (ii) The Returning Officer, Deputy Returning Officers,
 - (iii) The Cardiff University Academic Registrar (or their nominee).
 - (iv) 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:
 - (i) Declare the result to candidates
 - (ii) Publish the results to all Members at the earliest opportunity.
- (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 it shall be at the Returning Officers discretion to make adjustments to the Election process and Regulations laid down in the Bye Laws and Candidate Information Pack, if deemed necessary.
- (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) Complaints
 - (i) Elections Complaints shall be submitted and dealt with in line with the Candidate Information Pack.
 - (ii) Election Complaints shall be considered by the Returning Officer team who will seek to investigate an allegation. If in their mind there is reasonable evidence to indicate a breach of election rules and that an advantage has been gained, they will seek to take appropriate corrective action, or where this is not possible, may exclude a candidate.
- (b) Appeals

- (i) Notice of an appeal to the result must be declared to the Returning Officer in writing within 24 hours of the declaration of the result of the election to candidates.
- (ii) If an appeal is made, the Returning Officer shall publicise this fact, if possible together with the publication of the result of the election.
- (iii) Appeals process:
 - (iii.i) Appeals shall be heard by the Returning Officer who shall have the power to declare the election void and/or a candidate withdrawn.
 - (iii.ii) Appeals must be made on the grounds that either electoral regulations have been breached, or that the count process was not equitable.
 - (iii.iii) The Returning Officer may call relevant witnesses when considering an appeal.
- (iv) The outcome of the appeal shall be published as soon as possible after the decision is reached and shall take immediate effect.
- (v) Any complaints against the Returning Officer shall be dealt with solely by an appropriate external organisation who may dismiss the Returning Officer. The Deputy Returning Officer, or other appropriate individual, shall become the Returning Office in this instance.

10. Replacement of Sabbatical Trustees

- (a) Should the office of a Sabbatical Trustee become vacant in accordance with Article 301 the vacancy shall be filled by way of a By-Election.
- (b) If the office of a Sabbatical Trustee is not successfully filled in line with election regulations detailed in this Appendix the office shall remain vacant.
- (c) If the office of a Sabbatical Trustee becomes vacant in accordance with Article 30.2 the office shall remain vacant for the duration of the term, unless Student Council call for the vacancy to be filled by cross campus ballot by a 75% majority vote.

11. Resignation and Dismissal of Campaign Officers

- (a) The office of a Campaign Officer shall be vacated if:
 - (i) they cease to be a Student;
 - (ii) they are removed from Student Membership of the Union in accordance with the Union's code of conduct;
 - (iii) they resign by notice to the Union.
 - (iv) they die; or
 - (v) they are removed from office by either:

- (v.i) a motion of no confidence in the Campaign Officer is passed by a simple majority of the Student Members voting in a Referendum, provided that at least 1,500 of the 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
- (v.ii) a motion of no confidence in the Campaign is passed by a 75% majority in a vote of the Student Council; or
- (v.iii) The office of Campaign Officer shall be vacated if a majority resolution of no confidence is passed by the Trustees.

12. Replacement of Campaign Officers

- (a) If a Campaign Officer resigns, is disqualified or is removed from office at any time prior to the commencement of the Academic Year, the vacancy that results shall be filled through a By-Election.
- (b) If the office of a Campaign Officer is not successfully filled in line with election regulations detailed in this appendix the office shall remain vacant.
- (c) If a Campaign Officer resigns, is disqualified or is removed from office after the commencement of the Academic Year, the office shall remain vacant.
- (d) Student Council shall have to power to call for the vacancy to be filled by cross campus ballot by a 75% majority vote.

Section B - Referenda

1. In accordance with Article 18, a Referendum can be triggered by:
 - (i) A Secure Petition of not less than 500 Student Members relating to any issue, including affiliation to external organisations;
 - (ii) A motion passed by a simple majority of Student Council;
 - (iii) A resolution of the Trustees.
2. In accordance with Article 28, a referendum on a motion of no confidence in a Sabbatical Trustee can only be triggered by a Secure Petition of no confidence in that Sabbatical Trustee signed by at least 500 Student Members.
3. A Referendum on a motion of no confidence in a Campaign Officer can be triggered by the passing of a motion of no confidence in that Campaign Officer at a Members' Meeting or by Student Council.
4. Additional guidelines for the tabling and conduct of motions of no confidence at Members' Meetings or Student Council are contained within Appendix 3.
5. A Referendum shall be organised by the Union within five days of the trigger.
6. There shall be at least five days between the publication of notice of the Referendum and the Referendum.
7. The proposer of the motion shall be held responsible for the publicity of putting the case.
8. Referendum questions shall be phrased as a question requiring a yes/no answer.

Section C - 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.
2. The Union President shall be entitled to attend NUS and NUS Wales Conferences as an observer.

Appendix 3 - Standing Orders for Members and Student Council Meetings

Procedure for conducting Student Council and Members Meetings

1. The Chair

- (a) The Chair of Student Council shall chair a Members Meeting.
- (b) In the absence of the Chair of Student Council, the Student Members present shall confirm acceptance of another Student Council Member to chair the meeting.

2. Observers

- (a) Student 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) The order of business shall include any content required by Article 19. If the meeting is not an Annual General Meeting under Article 19, the order of business shall be determined by the Chair. The Chair shall have the power to change the order of business subject to the approval of the meeting.
- (b) 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.
- (c) Multiple copies of all relevant papers shall be made available at the beginning of the meeting.

4. Procedure for Debate

- (a) The Chair shall have the authority to adjust timings and order of debate in order to facilitate an effective discussion:
 - (i) The Proposer of the Motion shall speak for up to four minutes.
 - (ii) The Chair shall then call for a speech against the motion, which shall last for up to four minutes.
 - (iii) 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.
 - (iv) The Chair shall call such speakers in the order they catch their eye whilst trying to keep a balanced debate.
 - (v) If at any time there is no speaker available, the Chair shall move directly to the summation and a vote.
 - (vi) The summation shall include a final speech for the motion by the proposer or their nominee and from an opposer. The summation should not include new information not included in the debate.
 - (vii) At the end of this period of debate, the period may be extended at the discretion of the meeting

5. Motions of Censure at Scrutiny Committee

- (a) A Censure may be applied to a Sabbatical Trustee or Campaign Officer.

(b) Automatic Censures

These shall be deemed passed automatically, unless extenuating/mitigating circumstances are presented at Scrutiny Committee:

- (i) Failure to submit a report without good reason
- (ii) Failure to attend Scrutiny Committee without apologies, or repeated absence.

(c) Non-Automatic Censures

- (i) The Scrutiny Committee shall have the authority to apply censures for other means. In considering such a censure, the Committee shall confirm their intention with the officer and give them appropriate opportunity to respond before any decision is made to apply the censure.
- (ii) Such censures may be applied for:
 - (a) Neglect of duties or obligations
 - (b) Frustration of democratic processes
 - (c) Failure to fulfil a mandate from decision making bodies

This is not an exhaustive list.

- (d) Upon the passing of three motions of Censure within one academic session a motion of no confidence in the Sabbatical Trustee or Campaign Officer shall be automatically tabled for the following meeting of Student Council.

6. Motions of No Confidence (in Sabbatical Trustee or Campaign Officer) at Student Council and Members' Meetings

(a) Conduct of Motions of No Confidence in a Campaign Officer at a Members' Meeting:

- (i) If a Student Member at the Members' Meeting wishes to table a Motion of No Confidence, they may bring this to the Chair's attention.
- (ii) The proposer of the Vote of No confidence shall have the right to speak for the motion.
- (iii) The Campaign 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 allow any personal attack(s) on Campaign Officer concerned.
- (v) After discussion, the Chair shall call a vote, which will require a 75% majority in order to pass.

(b) Conduct of Motions of No Confidence in a Sabbatical Trustee or Campaign Officer at Student Council:

- (i) The proposer of the motion of no confidence at Student Council may be:
 - (i.i) A representative of the Scrutiny Committee where the motion is recommended by the Scrutiny Committee, or
 - (i.ii) A member of Student Council.
- (ii) The proposer of the motion of no confidence shall have the right to speak for the motion.
- (iii) In either case, the Sabbatical Trustee or Campaign Officer concerned shall have the

right to speak against the motion.

- (i.v) The Chair shall allow an appropriate amount of time for discussion, which shall not include any personal attack(s) on the individual concerned.
- (v) After discussion, the Chair shall call a vote, which will require a 75% majority in order to pass.

7. Amendments to motions

- (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.
- (d) Amendments which are accepted by the proposer of the substantive motions shall be incorporated into the substantive motion without debate or vote, and the proposer of the original motion shall remain as proposer of the motion as amended.
- (e) Amendments which have not been accepted by the proposer 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 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.
- (h) 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.

8. Procedural Motions

- (a) Between speeches on a motion or an amendment, or in the case of Standing Order 8(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
- (b) All procedural motions must be both proposed and seconded.

- (c) In the case of Standing Order 8(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 Standing Order 8(a)(i) is passed, the Chair must leave the Chair for the remainder of the meeting.
- (d) Procedural motions Standing Order 8(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 Standing Order 8(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 Standing Order 8(a).
- (h) In the case Standing Order 8(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 Standing Order 8(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.

9. Chair's Rulings

- (a) Any ruling made by the Chair may be challenged by any Student 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.

10. Adjournment or Closure of Meeting

- (a) 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.

11. 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 2(a), 2(b), 5, 6, 7(a), 7(b), 7(c), 7(d), 7(g), 8, 9 and 10.

- (b) It shall be competent for any Student 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 4 – Sabbatical Trustees’ Job Descriptions

1. Students’ Union President

The role of President is to lead the team of Sabbatical Trustees and the Students' Union as a whole. The role includes acting as the Chair of the Board of Directors and Trustees of the Union and being a Trustee of Cardiff University.

2. Vice President Education

The role of Vice President Education is to represent the views of all students on academic issues to the University. Vice President Education is also a Trustee of Cardiff University.

3. Vice President Heath Park Campus

The role of Vice President Heath Park Campus is to improve the healthcare student experience and the services at the Heath Park campus. The role represents the needs of those students across all areas of student life.

4. Vice President Welfare and Campaigns

The role of Vice President Welfare and Campaigns is to represent the welfare needs of all students across campus and support the Campaign Officers.

5. Vice President Postgraduate Students

The role of Vice President Postgraduate Students is to improve the postgraduate student experience. The role represents the needs of those students across all areas of student life.

6. Vice President Societies and Volunteering

The role of Vice President Societies and Volunteering is to champion societies, volunteering and student-led services and represent their needs across campus.

7. Vice President Sports & Athletic Union President

The role of Vice President Sports & Athletic Union President is to champion competitive and non-competitive sport and to represent the needs of sports clubs across campus.