

Student Senate

Members of Student Senate are notified that the next meeting will be held as shown below:

Tuesday 24 April 2018

Room 4J, 4th Floor Students' Union 5pm

Agenda

Please contact the Student Voice Team on 02920 781435 or email democracy@cardiff.ac.uk to discuss any additions or amendments you may have or to request further information on any of the below agenda items.

- I Standard Items:**
 - A. Apologies
 - B. Minutes from previous meeting Attached (Page 2)

- II Students' Union Items:**
 - A. Report from the Board of Trustees Oral Report
 - B. Students with Disabilities Update Oral Update
 - C. Bye Laws Update Circulated separately
 - D. Ratification of Student Trustees Awaiting papers

- III Submitted Items:**
 - A. Cardiff University Students' Union should support UCU's industrial action Attached (Page 6)
 - B. Recognise the State of Palestine Attached (Page 8)

- IV Any Other Business:**
 - 1. Lapsed motions Circulated separately
 - A. Better Integration of Overseas students
 - B) Electronics Watch
 - C) Healthy Eating in ASSL
 - D) Increase Awareness of Carbon Monoxide Poisoning
 - E) Making Cardiff Council More Accessible
 - F) Students not suspects
 - 2. Notice of Student Senate Chair 2018 Oral update

SECTION I

Student Senate
Monday 29th January 2018.
Room 4J, 4th Floor Students' Union, 5pm

Senators in Attendance:

Amr Alwishah	George Baldwin	Adarsh Bansal
Alani Padzil	Jac Brown	Catherine Chamberlain
Mathilde Fouani	Aditi Gupta - <i>Chair</i>	Jane Hobbs
Tomos Llewelyn	Matt Medveczki	Henrietta Page
Connor Radcliffe	Lewis Rigley	Julia Rooke
Cameron Rose	Jessica Warren	Joshua Lewis
Taz Jones	Janet Williams	Jacob Morris
Hanin Abou Salem	Jo Tan	Caroline Pilat (Academic Rep)

Sabbatical Officers in Attendance:

Tom Kelly (VP Sports)
 Nick Fox (VP Welfare)

Students' Union Staff in Attendance:

Steve Ralph (Head of Student Voice)
 Holly Thomas (Student Voice Co-ordinator)
 Louise McMillan (Student Voice Co-ordinator)
 Vicki Groves (Student Voice Assistant) - *Minutes*

I.	Standard Items
A.	<p><u>Apologies</u></p> <p>Apologies were received from Niall Yasseen, Catherine Iannucci, Gabriela Bugeja, Rafal Latif, Georgia Parry and Holly Monson.</p>
B.	<p><u>Welcome from the Chair</u></p> <p>AG welcomed attendees to the meeting.</p>
C.	<p><u>Minutes from previous meeting</u></p> <p>There were no amendments to the minutes from the previous meeting.</p>
II.	Students' Union Items

A.	<p><u>Student Senate Amendments</u></p> <p>SR explained this was requested by last year’s senate and students have been spoken to in focus groups. Explained 3 proposals have been provided and asked for positive and negative feedback from senators. More feedback will be collected and a debate held in the next Senate.</p>
III.	Submitted Items
A.	<p><u>Making the Union plastic straw free</u></p> <p>Proposed by: Nia Jones Seconded by: Jessica Warren</p> <p>NJ spoke for the motion and explained that thousands of plastic straws are used and discarded every day in the UK and they are very damaging to wildlife. Lots of straws are unnecessarily used in the Taf and Y Plas. Is trying to get local businesses to ditch straws or use biodegradable alternatives. Explained the Union have already agreed to this but want it in official writing.</p> <p>No speaker against.</p> <p style="text-align: center;">Motion passed.</p>
B.	<p><u>For the Students’ Union to ensure the protection of students involved in sex work</u></p> <p>Proposed by: Cameron Rose Seconded by: Henrietta Page</p> <p>CR spoke for the motion and explained the definition of sex work and that it is only partly criminalised, it is the loitering aspect of sex work that is illegal. Wants to ensure there is protection for student sex workers as the resolutions in this motion have come directly from student sex workers. Other universities can punish them with suspension but want CUSU to ensure their protection.</p> <p>HP added that this is not to endorse behaviour, it is already happening and students need protection not exclusion.</p> <p>No speaker against.</p> <p>AA asked if these students should be given a form of work that makes them feel more comfortable and what support should come from this motion.</p> <p>HP replied it is more about awareness, so students feel more comfortable to come forward.</p> <p>CR explained they want specific support, not just existing support services.</p>

	<p>TL asked for clarification on ‘senate resolves 3’.</p> <p>HP explained that PeP is a drug given after exposure to HIV, to reduce chances of catching virus. It has side effects.</p> <p>JM asked how they would ensure support could be given in Welsh.</p> <p>HP replied that the current services make efforts to provide support in Welsh.</p> <p>CR added that they would look into the logistics of support in Welsh.</p> <p>HAS expressed concern that the motion should offer support to get students out and offer an alternative if wanted. Asked about Section 3.1 of the Student Behaviour Policy.</p> <p>HP explained it is to safeguard student and lobby the University to make sure they are exempt punishment in the future. There will be options to help students to get out if they wish.</p> <p>HP and CR summated the motion.</p> <p style="text-align: center;">Motion passed.</p>
<p>C.</p>	<p><u>Securing bursaries and grants for postgraduates in need</u></p> <p>Proposed by: Jake Smith Seconded by: George Baldwin</p> <p>JS spoke for the motion and explained that PG study is becoming a requirement for many jobs but is generally for more privileged students. Most universities offer bursaries for students from low income backgrounds, but these are only open to UG students. Across the UK, there are some good schemes, for example Manchester and Bangor. This is a mandate to take the motion forward to the NUS national conference.</p> <p>No speaker against.</p> <p>AP asked if this would only be provided for home students and if it would be for tuition and living.</p> <p>JS replied that the research included a chat with international student support and that Cardiff University has schemes for international students to help them get into PG study. There are rules around visas and this can affect funding but nothing in this motion limits it to home students.</p> <p>CR asked if this covers all PG degrees.</p> <p>JS replied yes.</p> <p>CP asked if PhD students receive any funding.</p> <p>JS replied that a large proportion of PhD students are self-funded. Some PhD students</p>

	<p>can teach, but are limited to 6 hours a week. Some can be externally funded through research councils.</p> <p>HAS commented that not many students are funded and it can be difficult as most PHD contracts are for 40 hours. Agreed it would be good to support PG students as Cardiff University research is internationally renowned.</p> <p>JS did not summate.</p> <p style="text-align: center;">Motion passed.</p>
<p>D.</p>	<p><u>Better hand dryers in the ASSL</u></p> <p>Proposed by: George Baldwin Seconded by: Catherine Iannucci</p> <p>GB spoke for the motion and explained there are 3 floors in the ASSL and the ground and 2nd floor need renovations in these toilets. There are no current plans for these renovations, so the SU should lobby Cardiff University and the library to install new hand dryers in the men’s and women’s toilets.</p> <p>AA spoke against the motion and explained that the engineering building also has hand dryers that need renovating and updating. Would like the motion to be retracted and a new motion to support this across all campus.</p> <p>JW spoke for the motion and explained wet hands spread germs faster.</p> <p>TL proposed an amendment to add ‘and Sir Martin Evans Building’ to the motion.</p> <p>JB spoke against the amendment and explained the next discussion should include all campus, not individual buildings.</p> <p>TL withdrew amendment.</p> <p>CP asked about ‘better’ and what this would specifically include.</p> <p>MM explained the motion calls for lobbying and the SU should not decide which hand dryers to provide.</p> <p>CP replied that the SU could lobby with some detail.</p> <p>JS replied that newer and better generally mean the same.</p> <p>GB summated the motion.</p> <p style="text-align: center;">Motion passed.</p>
	<p>AG explained there are no lapsing motions and encouraged senators to run for roles in the upcoming elections.</p>

Section II

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|--------------------------------------|-------------|
| A. Report from the Board of Trustees | Oral Report |
| B. Students with Disabilities Update | Oral Update |

Section III

Cardiff University Students' Union should support UCU's industrial action.

The Student Senate Notes

1. UCU have already been on strike for 14 days, are now undertaking action short of a strike (working to contract) and should no resolution be found further strike days, also during the exam period, are likely. Currently CUSU after an initial statement against the strike, despite the NUS stating its support, is not openly supporting the industrial action, but in an attempt to appease both supportive and non-supportive students holds what is believes to be a non-partisan or neutral position.

The Student Senate Believes

1. There is, however, no neutral position. In not supporting the strike the SU is not acting in the best interests of students and staff. The core principle of unionism is solidarity and the belief that collective action is more powerful than individual acts. The NUS on a national level as well as other trade unions support UCU in their just struggle for decent pensions. These cuts are just one further step in the marketisation of education and the implementation of austerity. To fight against the attacks together is in the interests of both staff and students. Students are not passive by-standers or victims harmed by the strike action. There is no separate "student experience" disconnected from lecturers' and other members of staff's working conditions. Their working conditions are our learning conditions. And postgraduates who teach (also members of the students' union) have an interest in the dispute from both sides, as do all students who will go on to work in academia. But regardless of what workplace we end up in, to counter austerity and brutal cuts to pensions and wages should be met with broad resistance rather than silence. Each victory can help us in our struggles in the futures. We have a lot of power and that power should be utilised to support striking staff to hopefully together win this dispute and be stronger together in future struggles.

The Student Senate Resolves

Action should be taken as soon as possible.

1. The SU sabbatical officers should publish an official statement to show their support and solidarity with UCU as representatives of the students.
2. The SU should use its means of communication (email, social media, etc., including the campaign and sabbatical officers twitter/FB accounts) to advertise events set up in relation to the industrial action and circulate materials with updates on the dispute on a regular, at least weekly, basis. This should happen not only in weeks with strike days, but in between periods of action in case of a discontinuous strike and leading up to it. (This is not to say the SU should take over campaigning for UCU completely, but for example the great teach-out events organised during the last round of strikes might have attracted more students, if they had been made aware of them by SU as well.)
3. Following on from a first talk between the VPs Postgrad and Education with the UCU representatives, the SU should continue to regularly consult with local UCU representatives on how to best collaborate.
4. The SU should itself set up and facilitate events that further communication between staff and students to its best capabilities. This could be Q&As about the strike, but also teach-outs on strike days, and hosting events like: How can students actively support the industrial action. To organise these the SU could reach out to students who have already been involved in supporting the strike but should also try to reach out to students who do not yet feel well-informed about the dispute and would like to learn more about it and possibly get involved.
5. The SU should update its website information on the strike action to show a more complete picture, including UCU's arguments for taking the action and include links to the position of the NUS (joint statement with UCU and further information) as well as a link to the Cardiff Student Strike Hub website set up by Cardiff University students to compile all student responses to the strike.
6. The SU will support students who have been left in uncertainty about matters such as refunds, compensation, extenuating circumstances. This means increasing pressure on senior management to provide substantial answers to questions raised by students.
7. Should further strike action occur during the next academic year, the sabbatical officers should make sure that the SU's position on the strike is reached through consultation and debate with students, giving room to all arguments, before the industrial action begins.

Proposer: Paulina Backs

Secunder: Amr Alwishah

Recognise the State of Palestine

The Student Senate Notes

1. That Cardiff University has been a destination for Palestinian students, with 30 Palestinian nationals and 17 with a Palestinian home address enrolled at Cardiff University over the last 10 years.
2. That on the 13th of October 2014, MPs of the British Parliament took part in a debate scheduled by the Backbench Business Committee on a motion relating to Palestine and Israel. MPs voted 274 to 12, to approve the amended motion: 'That this House believes that the Government should recognise the state of Palestine alongside the state of Israel, as a contribution to securing a negotiated two state solution.'
3. That as of 30th October 2014, 135 (69.9%) of the 193 member states of the United Nations have recognised the State of Palestine.
4. That other universities in the UK such as Durham University recognise Palestine and its academic institutions.
5. That the Gaza Strip has a population of 1.7 million people of whom 1.2 million are refugees from Israel.
6. That the Gaza Strip is 360 sq km in area, four times smaller than London.
7. That there is a naval, aerial and land blockade maintained by Israel over Gaza.
8. That over half of the population of Gaza are children with the majority of schools operating double shifts.
9. That in the recent war on Gaza in the summer of 2014, 2,139 Palestinians (most of them civilians, including more than 490 children) were killed in Gaza and 14,000 Palestinians were wounded. Israel's death toll stands at 64 soldiers and six civilians (Source: UN).
10. That according to the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), in the eight-day war on Gaza in November 2012, 140 Palestinians were killed, 1200 Palestinians injured (the majority of whom were civilians) and 5 Israelis.
11. That the Gaza massacre in the winter of 2008-09 claimed the lives of over a thousand Palestinians.
12. That according to the United Nations Relief and Work Agency (UNRWA), more than 300,000 Palestinians in Gaza were forced to take shelter in its schools during the recent war, and up to 500,000 Palestinians have been displaced by the conflict.

The Student Senate Believes

1. That Cardiff University is a global university with interest in what goes on in the world.
2. That it is our moral and ethical duty to speak out for human rights and justice and not stand by silently.
3. That life in Gaza has become intolerable.
4. The recent deaths of civilians in Palestine and Israel were avoidable.

5. That Cardiff University should recognise the state of Palestine alongside the state of Israel, as a main contribution to ensuring all students are equal in dignity and rights.
6. That Cardiff University should add its voice to those of the numerous governments and institutions that support Palestinian statehood as an acknowledgment that only through recognition that Palestinians can have the dignity and hope that they need to engage in further negotiations and to live in a country that they can properly call their own.
7. That Palestinian statehood is in the interests of the people of Palestine and the people of Israel.
8. That we have a part to play in ending this cycle of violence in Palestine through campaigning and activism.
9. That all democratic bodies within the Union should have the ability to campaign for human rights and justice.
10. That an effective way to support Palestine is to firstly recognise the State of Palestine.
11. That Cardiff University must not withhold the birthright of Palestinian students as statelessness, displacement and exile continue to affect the lives of Palestinians.

The Student Senate Resolves

1. To mandate Cardiff University's international office to enlist Palestine among endorsed international countries as a way of acknowledgment to its alumni, current and prospective Palestinian students.
2. That Cardiff University publicly announce the recognition of the state of Palestine, and provide a physical recognition of and dedicated webpage to the recognition on the University website.
3. That the SU acknowledge the plight of the Palestinian people and their right to self-determination; including an end to the murder of civilians, military occupation, house demolitions, settlement building, denial of the right of return of refugees and inhumane siege.
4. That the SU will publish a statement of support recognising the plight of the Palestinian people and condemning the current inhumane situation in Gaza.
5. That Cardiff University and its SU will promote, fund and support the discussion of international issues at every democratic body within Cardiff University including the Forums and Union Council.

Proposer: *Cameron Rose*

Secunder: Amr Alwishah

IV Any Other Business:

- | | |
|---|-----------------------|
| 1. Lapsed motions | Circulated separately |
| A. Better Integration of Overseas students | |
| B) Electronics Watch | |
| C) Healthy Eating in ASSL | |
| D) Increase Awareness of Carbon Monoxide Poisoning | |
| E) Making Cardiff Council More Accessible | |
| F) Students not suspects | |
| 2. Notice of Student Senate Chair
2018/2019 Applications | Oral update |

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Proposed Amendments to Bye Laws and Appendices

Over the last few months, a number of staff, with input from relevant officers have conducted a review of the Union Bye Laws and Bye Law Appendices.

The review has sought to:

- Remove or correct errors or conflicts
- Ensure compliance with Education Act requirements
- Harmonise with provisions in other Union policies
- Remove or clarify provisions that are unclear or have caused some confusion
- Remove or correct out of date provisions

The key changes proposed are:

Bye Laws

1.5.1 -	Clarity over withdrawal and suspension of membership
5.5.4	Clarity that a policy proposed and fallen in other forum may not then be resubmitted to Student Senate within the same period
6.3.1	Confirmation that Scrutiny derives its authority from Student Senate
6.4.1	A drop in the number of meetings to which a member may be absent before potential removal
6.5.2	Provision for Student Senate Members to make up Scrutiny Committee in the event that membership falls below the level needed for quorum
7.2.3 & 4	Provision to ensure that student status and eligibility to be a Trustee is confirmed
12.1.3	Changes to responsibilities of AU Executive to reflect current practice
12.2.3	Changes to responsibilities of AU Forum to reflect current practice
13.1	Changes to IMG Executive to seek to enable it to be reformed as it has not been active for a number of years
13.2	Changes to responsibilities of IMG Forum to reflect proposed practice
14.3.3	Changes to responsibilities of Guild Executive to reflect current practice
14.4	Changes to structure and responsibilities of Guild Forum to reflect current practice
19	Harmonisation of Staff Student Protocol Bye Law with updated Staff Student Protocol Policy

Bye Law Appendices

Appendix 1 – Section B	Incorporation of Code of Conduct into the Discipline Procedure
Appendix 1 – Section C	Provision to fulfil Education Act 1994 requirement
Appendix 2 – 3. e)	Removal of contradiction that a student could stand for both election officer and scrutiny committee roles
Appendix 2 – 6.	Removal of use of students as counting agents and associated provisions

Further changes to wording include correction of errors, numbering adjustments and wording changes to maintain consistency of language used.



Proposed action:
Approval of the document as presented
Direction relating to any areas of development that are required



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 21st November 2016
and by the Trustees on 5th December 2016

Bye-Law 2

Approved by Student Senate on 18th February 2010
and by the Trustees on 27th July 2010

Bye-Laws 5

Approved by Student Senate on 28th March 2017
and by the Trustees on 30th March 2017

Bye-Laws 17, 19

Approved by Student Senate on 28th April 2015 and
by the Trustees on 17th December 2015

Bye-Law 20

Approved by Student Senate on 2nd May 2017 and by
the Trustees on 29th 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

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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.

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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.

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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.

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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.](#)

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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.

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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.

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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.

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5.5.5 In the event of a tied vote, the Chair shall have the casting vote.

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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.

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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.

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Deleted: either the members of the Education, Guild Societies, Athletic Union, Postgraduate or Heath Park

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.

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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.

Commented [SW5]: With a requirement to meet each term, absence from three meetings could be a whole academic year of meetings that are missed.
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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.

Commented [SW6]: With a membership of 10, but a quorum of six, should we have more than four vacancies on Scrutiny Committee it will be impossible for the Committee to reach quorum. In this instance, it would be appropriate to elect individuals quickly to reach a minimum number of 6 members.
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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.

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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.

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7.2.2 The term of office shall normally be defined as a calendar year beginning on 1st 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.

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7.2.6 Provisions for Sabbatical Trustees' duties and remuneration shall be detailed in a contract of employment.

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7.2.7 Sabbatical Trustees pay shall be determined and reviewed by the Appointments and Remuneration Committee.

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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.

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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.

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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.

Deleted: Sports Clubs and Intra Mural Games (IMG) Teams are required to adhere to the

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.

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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.

Deleted: be responsible for and

Deleted: To ensure that Athletic Union Sports Club members comply with the Activities Laws.

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Deleted: To ensure that all sports club constitutions comply with the provisions of the Union's Equal Opportunities policy.

Commented [SW7]: The committee are not "responsible" for the running of sports clubs within the Union, nor are they responsible for the enforcement Union or AU rules

The executive can put forward amendments to the Activities Laws in 12.1.3 (a). The additional of proposed indicates that this should take place in advance of the SEP meeting to confirm any changes.

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.

Deleted: and disaffiliation

Deleted: Two Student Members

Commented [SW8]: Clarification that a club flooding the room with members, does not give additional voting rights

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) Quoracy for meetings shall be 50% of the membership.

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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.

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Commented [SW9]: The responsibility for affiliations already sits with the AU Executive committee.
Disaffiliation of a sports club is as the result of:
• A club dissolving itself
• A club failing to reach the minimum requirement in order to operate
• A club disciplinary or conduct matter
Provision of these requirements sit within the Activities Laws or the Discipline Procedure in Appendix 1 of the Bye Laws

Deleted: To receive affiliation requests for new sports clubs and to recommend affiliations to the Athletic Union Clubs Executive. ¶
(e) To hear representations from sports clubs that have been disaffiliated from the Athletic Union

Deleted: 12.4 . The rights and responsibilities of sports clubs shall be laid down within the Activities Laws.

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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

Deleted: No less than four and no more than seven Student Members annually elected from the Athletic Union Intra Mural Games Forums.

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 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.

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Commented [SW11]: Activities Laws do not apply to IMG Teams. Union and AU Behavioural policies do still remain

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.

Deleted: (c) To ensure that the Athletic Union Intra Mural Games members comply with the Activities Laws.¶
(d) . To receive and put forward amendments to the Activities Laws.

Commented [SW12]: Clarification that a club flooding the room with members, does not give additional voting rights

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

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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.

Deleted: (d) To hear representations from Intra Mural Games teams that have been disaffiliated.

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.

Deleted: All societies shall be required to adhere to the Ac

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.

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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.

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Deleted: To ensure that Guild of Societies members comply with the Activities Laws.

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Deleted: To ensure that all society constitutions comply with the provisions of the Union's Equal Opportunities policy.

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.

Commented [SW14]: The committee are not "responsible" for the running of societies within the Union, nor are they responsible for the enforcement Union or Society rules

The executive can put forward amendments to the Activities Laws in 14.3.3 (a). The additional of proposed indicates that this should take place in advance of the SEP meeting to confirm any changes.

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Commented [SW15]: Clarification that a club flooding the room with members, does not give additional voting rights

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) Quoracy for forums shall be 50% of the members.

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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

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Deleted: affiliation requests for new societies and to recommend affiliations to the Societies Executive.¶
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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.

Commented [SW16]: The responsibility for affiliations already sits with the Society Executive committee.

Disaffiliation of a sports club is as the result of:
•A club dissolving itself
•A club failing to reach the minimum requirement in order to operate
•A club disciplinary or conduct matter
Provision of these requirements sit within the Activities Laws or the Discipline Procedure in Appendix 1 of the Bye Laws

Deleted: To hear representations from those societies that have been disaffiliated from the Guild of Societies.

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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.

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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.

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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;

Commented [SW18]: The Staff Student Protocol is also a management policy that sits with and sets out the responsibilities of staff members as Trustees and Elected Officers. This policy has been reviewed, updated and approved by the HR Sub Committee and as a result, this Bye Laws needs a similar review.

The proposed amendments maintain a consistency between the Bye Laws and the revised management policy.

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- “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

Deleted: Staffing Issues Officers and Elected Officers

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.

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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.

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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.

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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:

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- 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.

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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.

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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.

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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.

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19.7 Complaints against Elected Officers

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

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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.

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¶
• the matter should be raised with the Chief Executive;¶
• the matter will then be discussed with the Board of Trustees; and¶
• the matter will be investigated and the staff member will be informed of the outcome of the investigation.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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;

The Bye-Laws Appendices of

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

Bye-Laws Appendices update history:

<u>2016/2017:</u>	<u>Student Senate & Board of Trustees Approval Dates</u>
Appendix 1	Approved by Student Senate on 24 January 2017 and by the Trustees on 20 January 2017
Appendices 2 - 4	Approved by Student Senate on 21 November 2016 and by the Trustees on 05 December 2016
<u>2017/2018:</u>	<u>Student Senate & Board of Trustees Approval Dates</u>
Appendix 4	Approved by Student Senate on 05 December 2017 and by the Board of Trustees on 14 December 2017

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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 – Code of Conduct and Discipline Procedure

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Introduction

This document sets out the [expectations of Members conduct and the](#) process for the Union [shall](#) 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:

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- 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

Students' Union Code of Conduct

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.

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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 [the Code of Conduct](#). In doing so the panel may seek information from members, Union or University staff or third parties.

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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 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 alleged
- confirm whether this contravenes the [Union Code of Conduct](#),
- make a decision on any action as a consequence

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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.

[If the matter still cannot be resolved, Cardiff University, in accordance with the provisions of the 1994 Education Act, may refer the matter to an independently appointed person who shall investigate the matter.](#)

Commented [SW1]: There is a requirement within the Education Act 1994 for the University to provide a route for students to complain if they feel dissatisfied in their dealings with the Union. This requirement extends to the Union complaints policy including such provision.

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,

Deleted: Scrutiny Committee

- (i) NUS Wales Conference Delegate and NUS Conference Delegate positions which may be submitted alongside any other candidacy.
- (ii) Student Senate and Scrutiny Committee positions which may be held concurrently.

Commented [SW2]: The previous provision incorrectly stated that a student could hold a Sabbatical or Campaign Officer role alongside Scrutiny Committee membership

- (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 if required.

Deleted: .

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 salaried Students' Union staff.

Deleted: Full-Time

Deleted: Student Members of the Union and who are not candidates, nor active campaigners of any candidate.

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.

Deleted: <#>The Returning Officer shall inform all candidates of the names of counting Agents at least 24 hours before the count.¶

Deleted: <#>Each candidate may appeal against any of the names submitted and those appealed against may, at the discretion of Returning Officer, be replaced.¶

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 30.1 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.