



University of Wolverhampton

Students' Union

BYELAWS

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100 Membership of the Students' Union and what it means

Introduction

This Byelaw outlines the benefits of membership to students and others including what rights you can expect from the Union and how to leave membership if you wish.

Our Values

Brave	Members have access to our activities and can try new things and meet new people
Inclusive	All students are automatically members of the Union
Innovative	Students can lead the organisation and contribute new ideas at Student Member meetings.
Supportive	We offer advice and representation to our Student Members so they have the best learning experience

Membership

- 101 All students enrolled on a course at the University of Wolverhampton will automatically be members of the Students Union (Student Membership).
- 102 The Trustees may establish other types of membership (Associate Membership). Staff of the Students' Union are automatically Associate Members.
- 103 Membership cannot be transferred between students and lasts until a student is no longer enrolled on a course at the University of Wolverhampton or decides to opt-out.

Benefits of Student Membership

- 104 Student Members shall have the right to:
 - a. Be represented by the Union to the University and others;
 - b. Use the services and facilities of the Union;
 - c. Participate in all activities of the Union;
 - d. Attend and vote at Student Members Meetings;
 - e. Participate in Union decision-making; and stand and vote in elections.
- 105 Associate Members shall the right to:
 - a. Use the services and facilities of the Union;
 - b. Participate in other activities of the Union.
- 106 Associate Members may be charged different or additional costs than Student Members to access these rights.

Conditions of Membership

- 107 All Members, whether Student or Associate Members will be subject to the Code of Conduct as set out by the Trustee Board as well as the Articles and Byelaws of the Union.

Opting out of Membership

- 108 A Member can opt out of Membership via email to data@wolvesunion.org. A student who has opted-out of Membership shall cease being a Member of the Students' Union for the duration of their enrolment at the University unless they write again to the Union asking to be reinstated.
- 109 A Student Member who has opted out will not have access to the benefits outlined in 104 above unless approved by the Trustee Board. They will not be able to vote or stand in any democratic processes including student meetings and committees of student activities.
- 110 For the avoidance of doubt, students who have opted out of student membership may still be subject to the Union's Code of Conduct when accessing the services.
- 111 The University has an obligation to ensure that no student is disadvantaged in their dealings with the University if they have chosen not to be a member of the Students' Union.

200 Student Union Officers

Introduction

Wolves SU is led by students. Each year four officers represent your views to the University and others as well as running projects and campaigning for your rights.

Our Values

Brave	The University hears your views through the work of the officers, and they often act as a critical friend to the Institution
Inclusive	Officers actively work to include students in the work of the Union
Innovative	Projects and initiatives are led by Student Officers and each year a different team will run these within the Union
Supportive	Officers campaign for your rights and to improve student life

Student Officer Roles

201 There will be the following Student Officer positions

- a) President
- b) Vice-President (Academic)
- c) Vice-President (Community)
- d) Vice-President (Diversity)

202 The roles of all Student Officers shall include:

- a) Actively engaging students to find out their views, opinions and concerns
- b) Representing student views to the University and other organisations
- c) Attending and engaging in all University meetings as needed, including preparation for them
- d) Encouraging involvement in the Unions activities including democratic events
- e) Campaigning for improvements to student life
- f) Working with Union staff on projects within the Union
- g) Reporting regularly to students and Student Council on their work and making themselves accountable for their actions
- h) Being a Trustee of the Students' Union

203 The role of the President shall include:

- a) Taking lead responsibility on the development and delivery of the Union's democratic structures and procedures.
- b) Working with the University of Wolverhampton (UOW) and its departments/faculties and liaises with relevant external agencies.
- c) Leading on representing all UOW students internally and externally and actively encourages students to become more engaged within their Students' Union.

204 The role of the Vice-President (Academic) shall include:

- a) Being the principle representative on academic issues primarily to the University, but to other relevant bodies as well.

- b) Coordinating the academic representation system including its support at department and faculty level.
- c) To actively monitor higher education issues on the local and national scale.
- d) To represent individual students in academic reviews.

205 The role of the Vice-President (Community) shall include:

- a) Taking the lead on community issues such as housing, catering, transport, health and well-being, environmental, as well as students' place in the wider community
- b) Having lead student responsibility on campus development and for representing a diverse body of students' needs and interests to relevant University departments.

206 The role of the Vice-President (Diversity) shall include:

- a) Leading on diversity issues, including raising the profile of issues related to diversity and promoting a commitment to end discrimination across all the student body.
- b) Representing the individual needs of the diverse student body, with a particular focus on both post graduate and international students and other student support groups.

207 Officers will be expected to work with each other as well as student groups and individual student members to achieve their roles.

208 Officers will be elected as outlined in the rules for elections and the Articles of Association.

209 As employees of the Union Officers will be subject to any professional standards and terms of conditions as set by the Trustee Board. The Trustee Board will set their remuneration and issue a contract for their work.

300 Student Voice

Introduction

Your Students' Union is run by students, for students; by you, for you. We do this through having radical and robust democratic processes for you to change your course, your campus, and your community; and for you to hold your Students' Union accountable for what it does in your name.

Our Values

Brave	We encourage freedom of speech and debate through or democratic events
Inclusive	Student Council members seek feedback and ideas from all students
Innovative	If an idea at Council – a motion – passes it becomes policy that we will enact
Supportive	Council members are encouraged to work together to resolve differences and concentrate on what students want

301 There will be the following democratic mechanisms for understanding student needs:

- a) Elections (as outlined in Byelaw 05)
- b) Referenda (as outlined in Byelaw 05)
- c) Student Council
- d) Student Members Meetings

Student Council

302 The purpose of Student Council will be:

- a) To be a place where the view of Wolverhampton Students can be discussed and debated
- b) To form policy that reflects the views of Wolverhampton Students
- c) To provide a forum where student officers are held to account for their work
- d) To set byelaws, along with the Trustee Board

303 The membership of Student Council shall be:

Non-Voting Members

- a) Union Chair
- b) 4 Full-Time Elected Officers

Voting Members

- c) 6 Faculty Representatives (2 per Faculty)
- d) 6 Society Representatives
- e) 3 Campus Representatives

- f) 10 Open Spaces (these can be held by anyone with membership of the Union.)

304 The role of Student Council members shall be:

- a) To actively seek input from the people they represent on the work of the Union including proposals to Council
- b) To report on the work of Student Council and the Union to those that they represent
- c) To engage in and promote Wolves SU's democratic processes

305 In addition the role of the Student Council Chair shall be:

- a) To promote an accessible culture at Student Council
- b) To seek the clear resolution of issues and the creation of Policy at Council
- c) To ensure fair and balanced debate within meetings
- d) To ensure a safe environment within meetings
- e) To promote Student Council and its workings to Student Members
- f) To oversee the accountability of officers
- g) Any other duties as set out in their Job Description as approved by the Trustee Board

Administration of Student Council

306 There shall be at least 3 meetings of Student Council each year. Notice of the time, date and place of all Student Council meeting will be sent to all Student Council members and/or placed on the Union website at least ten days before each meeting. For the avoidance of doubt notice can be given by placing a prominent message on the SU Website.

307 The deadline for motions and additional items requested by Student Council members shall be seven days before the meeting and such items shall be accepted at the discretion of the chair. All items will be circulated to all members and placed on the Union website at least five days before the meeting.

308 The meeting can take place at any location that, in the view of the Chair, maximises engagement including online.

309 The agenda shall be confirmed by the Chair but shall include (in order)

- a) Opening remarks from the Chair (including apologies)
- b) Approving Minutes of the last meeting and discussing Matters arising
- c) Officer Report and questions
- d) Reports from other bodies
- e) Motions for debate
- f) Request speakers
- g) Other business approved by the Chair
- h) Emergency Business that has emerged in the past seven days and approved by the Chair

- 310 No business will be discussed at Council unless 50% of members are present.

Student Officer Reports- Executive Committee Accountability

- 311 At each Student Council each officer will present a written report of no more than 2 sides that outlines
- a) Their work on manifesto pledges
 - b) Their work on policy of the Students' Union
 - c) Other activity that they have undertaken since the last Council meeting.
- 312 At the Council meeting each officer will be able to give a short speech about their report for a length of time set by the Council Chair.
- 313 After receiving the report Student Council will vote on whether to accept the report or not. This will require a simple majority to pass.
- 314 If the report is not accepted student council will vote on one of the two following options
- a) To caution the officer and request that they work differently before the next Council meeting
 - b) To call a vote of no confidence (such a vote shall require a 2/3rd majority)
- 315 Should a vote of no confidence be called a referendum will be held.

Submission of Motions

- 316 Motions must be submitted by a minimum of two Council Members at least seven days before the Student Council Meeting. The Motion must be submitted in a format outlined by the Student Council Chair and be related to representative and campaigning policy.
- 317 Emergency Motions – those discussing an issue that has arisen after the seven hours deadline and cannot wait to be debated – may be accepted by the Chair at their discretion.

Debate on Motions

- 318 The following process shall apply to the debate of motions:
- a) There shall be a speech for the motion given by one of the proposers of the motion for a length decided by the chair.
 - b) Any Council Member may request a speech against the motion. The chair will allow one council member to speak against for the same length as the proposing speech.
 - c) There may be additional speeches for the motion if decided by the Chair.
 - d) There may be debates on amendments if accepted by the Chair.
 - e) There will be a vote for the motion (requiring a simple majority) and it will become Union Policy (subject to any ratification required by the Trustee Board). The Chair shall decide the outcome of the vote and may request a count.

- 319 Should the vote be tied the Chair may cast a vote but otherwise they will not have a vote in the motions debate.

Subcommittees of Student Council

- 320 Council may set up subcommittees to aid its work.

All Student Members Meeting

- 321 The Union shall hold an annual Student Members' meeting once in each Academic. The annual Student Members' meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Student Members to attend.
- 322 The notice of the annual Student Members' meeting will be at least 14 clear days before the meeting and may be placed on the Union website. It must state the business to be transacted which shall include:
- a) ratification of minutes of the previous annual Student Members' meeting;
 - b) receiving the report of the Trustees on the Union's activities since the previous annual Student Members' meeting;
 - c) formally presenting the accounts of the Union to the Student Members;
 - d) approving the list of affiliations of the Union; and
 - e) open questions to the Trustees by the Student Members.
- 323 All students will be entitled to attend, vote and speak at the meeting.
- 324 The meeting can take place at any location that, in the view of the Trustees, maximises engagement including online.
- 325 Quorum for the meeting shall be 100 Student Members. If this is not achieved within 15 minutes of the start of the meeting it shall be adjourned to the same time and place the next week. If 100 Student Members are not present within 30 minutes of the postponed meeting the quorum shall be the number of students present.

Alterations to the Union's Articles

- 326 Should the Union seek to change its Articles the period of time for amendments to any proposal by the Board shall be 14 days.

400 Student Activities

Introduction

Student Groups and Societies at the University of Wolverhampton Students' Union are an important part of the Students' Union. This Byelaw explains what they do and who the Societies Executive are.

Our Values

Brave	Our Activities are places to try out new things and discuss new ideas
Inclusive	Student Groups & Societies are usually open to all students
Innovative	Our rules encourage people to set up groups to meet their needs and interests
Supportive	Society Activities are a great way to meet people who share your interests and background

Purpose and categorisation of Student Groups and Societies

- 401** Student Groups and Societies exist to offer development opportunities for students.
- 402** Student Groups and Societies may be categorised into different areas by the Society Executive. This will be to encourage interaction between similar students as well as support their administration.

Principles for Student Groups and Societies

- 403** All Student Groups and Societies of Wolves Union must:
- a) Base and focus their activities around students at the University of Wolverhampton
 - b) Have a constitution which sets out the remit and scope of the Student Group or Society;
 - c) Have at least 10 Student members (or 10 Students willing to become members on creation);
 - d) Not overlap, in activities or goals, with Student Groups and Societies that already exist;
 - e) Set long term goals and plans;
 - f) Have a committee with responsibility for the Group as laid out in the Student Activities Handbook;
 - g) Be open to all Wolves Union students unless a restriction has been approved by the Societies Executive;
 - h) Not use funds for personal gain, or use funds outside of the remit of the Student Group or Society;
 - i) Abide by all Byelaws, policy and regulations of Wolves Union.
- 404** The Committee of each Student Group and Society will have responsibility for ensuring that these Principles are upheld.

Society Executive

- 405 There will a Society Executive that will have oversight over all Student Groups and Societies. Their powers shall include:
- a) Approving a Student Group and Society Handbook outlining the administration of student activities
 - b) Approving new Student Groups & Societies of Wolves Union
 - c) Approve the removal of Student Groups & Societies of Wolves Union who have not met the principles outlined in this Byelaw
 - d) Approving categories for different types of Student Groups and Societies
- 406 For the avoidance of doubt all of the above powers are delegated by the Trustee Board and may be removed or overturned by that body.

Society Executive Membership and operation

- 407 Membership of the Society Executive shall be
- a) The Officer Trustee with responsibility for Student Activities or the President if not in position.
 - b) A representative from each category of Student Group or Society elected by cross campus ballot.
 - c) A Chair of the Society Executive elected by Cross Campus Ballot.
- 408 Society Executive shall meet at least once a term though may do so more often as set by the Chair or Officer Trustees. Notice of the time, date and place the meeting will be sent to all members and/or placed on the Union website at least ten days before each meeting.
- 409 The deadline for motions and additional items requested by members shall be seven days before the meeting and such items shall be accepted at the discretion of the chair. All items will be circulated to all members at least five days before the meeting
- 410 The meeting can take place at any location that, in the view of the Chair, maximises engagement including online.
- 411 The agenda shall be confirmed by the Chair but shall include (in order)
- i) Opening remarks from the Chair (including apologies)
 - j) Approving Minutes of the last meeting and discussing Matters arising
 - k) Approving new Student Groups & Societies
 - l) Removing Student Groups & Societies
 - m) Changes to the Student Groups & Societies Handbook
 - n) Changes to the categorisation of Student Groups & Societies (annual item)
 - o) Other business approved by the Chair
 - p) Emergency Business that has emerged in the past seven days and approved by the Chair
- 412 No business will be discussed unless 50% of members are present.

Submission of Motions

- 413** Motions must be submitted by a minimum of two Executive Members at least seven days before the Meeting. The Motion must be submitted in a format outlined by Chair and be related to the function of Student Groups & Societies.
- 414** Emergency Motions – those discussing an issue that has arisen after the seven hours deadline and cannot wait to be debated – may be accepted by the Chair at their discretion.

500 Elections and Referenda

Introduction

Your Students' Union is run by students, for students; by you, for you. We do this through having radical and robust democratic processes for you to change your course, your campus, and your community; and for you to hold your Students' Union accountable for what it does in your name.

This Bye-Law contains the policies and procedures on how to make changes at your Students' Union, but also who is responsible for running democratic processes and elections.

Our Values

Brave	You can call a referendum on any issue you wish that impacts students
Inclusive	All Student Members can vote in the elections and referendums
Innovative	Elections and referendums are an opportunity for Students to show off their ideas and creativity
Supportive	The Returning Officer and their team give guidance and the election principles aim to support students to have positive experiences of democracy

Returning Officer

- 501 Trustee Board will appoint a Returning Officer who will ensure that all elections are fair. They will not be a member of the Students' Union. They shall remain in place for two years and their term may be removed.
- 502 The Returning Officer shall make the final decision on any elections issues and will be the only person able to remove a candidate from the election.

Deputy Returning officers

- 503 The Returning Officer may delegate day to day responsibility for the elections to one of more members of Union staff.

Timing of Elections

- 504 Elections for Full Time Officer positions will take place in the Spring Term of each Academic Year.
- 505 Additional elections will be called by the Returning Officer as required to maximise student engagement.

Election Principles and Rules

- 506 Election Principles exist to ensure that elections remain free, equitable, and fair. All students, candidates, and their campaign teams, must adhere to and

abide by these Principles. The Election Principles include, but are not limited to:

- a) Only do things another student at the University of Wolverhampton would be able to do;
- b) Treat other students and staff with respect;
- c) Do not behave or engage in ways that would cause the election to be unfair;
- d) Do not exceed your budget.

507 The Deputy Returning Officer will clarify the Election Principles for each election as well as setting out specific rules.

Election Rules

508 For each Election the Returning Officer will set out a set of rules in good time for the election. These will include guidance on the following:

- a) Rules on nominations for election and the details that students need to provide in order to stand.
- b) The timings for nominations and campaigning.
- c) How candidates can campaign.
- d) Rules explaining how students can vote including any provision for online voting.
- e) Rules for complaints about elections and the sanctions that the Returning Officer may implement on candidates.
- f) Rules concerning candidates who wish to campaign together as a "slate".

Complaints

509 For the avoidance of doubt the Returning Officer will have the final say on any complaints received.

510 No election shall be counted until all complaints concerning the elections have been resolved.

511 A Student may raise a concern about the Union under the 1994 Education Act if they wish.

Referenda

512 Referenda are votes which are open to the entire student body for them to decide on a specific question.

513 A referendum shall be held to debate any issue by:

- a) a Secure Petition signed by 2% of members in accordance with Articles or
- b) a simple majority vote of the Trustee Board or
- c) a vote of Student Council in line with the Articles.

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

- a) A notice period for the referendum of at least 7 days
 - b) The quorum for the referendum which shall not be more than 5% of all Student Members
 - c) Provision held by secret ballot outlining the process for voting including how many days it shall be open for.
 - d) The date and time where the count will take place and how the result will be publicised.
 - e) The procedure for submitting complaints and how they will be dealt with.
- 515** There will be an Appeals process concerning the outcome of the referenda and the conduct of the Returning Officer. Appeals should be submitted to the Board of Trustees no later than 5 days following receipt of a response from the Returning Officer. The Board's decision is final.