

# Bye-Law 1

# Membership



*As a Students' Union, our Student Members are our highest priority and greatest asset. This Bye-law outlines the different types of Members, their responsibilities, as well as what happens when someone's membership comes to an end.*

This Bye-law was last updated in **September 2024**.

See also:

- Articles of Association of Warwick Students' Union – Articles 8-13

The **President** shall be the officer with lead interpretation of this Bylaw.

## **Types of Membership and their benefits**

101 There are three types of Membership of Warwick Students' Union:

- a. Company Law Members who are also the Trustees of the Union. The Trustees are the only Company Law Members. Trustees become Company Law Members on becoming a trustee and cease to be a Company Law Member when they cease to be a trustee.
- b. Student Members who are:
  - i. current students at the University of Warwick, who have not chosen to opt-out of membership or had membership terminated in accordance with Article 10 of the Articles of Association of the Union; and
  - ii. The Sabbatical Officers of the Union.
- c. Associate Members who are individuals or groups of people, who the Trustees have decided to allow to be members of the Union with limited rights.

102 Company Law Members are entitled:

- a. To participate in Company Law Meetings including voting on matters put to a vote.
- b. To make decisions by written resolution where the resolution is a matter for the Company Law Members.
- c. To amend the Union's articles of association and change the Union's name.

103 Student Members are entitled:

- a. To be represented by the Union on academic issues
- b. To be eligible for participation in all student constituent groups and the committees of clubs and societies, subject to their rules and regulations.

- c. Be eligible to vote in, and to stand for office, in Union elections, subject to their rules and regulations.
- d. Be eligible for participation in All Student Votes, Student Council and any other meetings/functions recognized by the Union, subject to their rules and regulations.
- e. Be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies.
- f. To utilize the social facilities administered by the Union.
- g. To have access to the services and support facilities provided by the Union.
- h. Any other relevant issues that arise because of their student status.

104 Student Groups (Societies & Sport Clubs) should not exceed the number of associate members being equal to or more than the total number of full members.

### **Responsibilities**

105 All members are subject to the Articles, Bye-laws and Policies of Warwick SU as well as the Code of Conduct and the Disciplinary Procedure

### **Ceasing to be a member**

106 Associate Membership and Honorary Life Membership may be revoked by a decision of the Trustees.

107 Every student shall have the right to opt-out of Student Membership of the Union.

108 Students who opt out of membership of the Union shall not be entitled to:

- a. Gain advice & formal representation by the Union
- b. Hold elected office in the Union
- c. Vote in Union elections
- d. Join student groups & liberation groups affiliated to the Union
- e. Hold other positions pertaining to the Union including but not limited to societies and sport clubs.

109 Students who wish to opt-out of Student Membership can do so in writing to the Union.

110 The opt out shall be valid until the person asks to re-join, in which case they must do so in writing.

111 Even those who have opted out are required to conduct themselves according to our relevant governing documents and code of conduct.

### **Termination of Membership**

112 Student Membership of the Union and those rights associated to opted out students will immediately be terminated when:

- a. They cease to be a student at University or an Officer
- b. Membership is withdrawn in accordance with the Code of Conduct or Disciplinary Procedure for Student Members and in accordance with the Articles of Association.



## Bye-law 2

# Decision Making and Policy

*Student leadership and collaboration amongst Members are central to decision-making at the Union. This Bye-law outlines the SU's decision-making bodies as well as the types of decisions they are responsible for.*

This Bye-law was last updated in **September 2024**.

The **President and VP Democracy and Development** shall be the officers with lead interpretation of this Bylaw.

### Decision Making Bodies

201 There are the following decision-making bodies in the Union:

- a. The **Trustee Board** has overall responsibility for the management and administration of the Union. Its role is described in the Articles of Association Part Three (3).
- b. **Impact Assessment** draws from the powers of the Trustee Board to offer guidance on mitigating any legal, financial, or reputational risks to any motions sent through to Student Council or ASV. Details pertaining impact assessment are explained in the Impact Assessment supporting document.
- c. **Company Law meetings** which can pass resolutions to make changes to the legal structure and functioning of the Union, as well as the Union's Articles of Association. Their role is described in the Articles of Association Article 17, although Company Law Members can also pass written resolutions under Article 18.
- d. **Student Members' meetings** These occur at least once per year and can set policy for the Union to follow. Their role is described in Bye-law 4 and the Articles of Association Articles 16.
- e. **Referenda** (also known as **All Student Votes**) are votes of all students that can set policy for the Union to follow. Their role is described in Bye-law 4 and the Articles of Association Article 15.
- f. **Student Council** meetings set policy for the Union to follow in between Referenda and Student Member meetings. Their role is described in Bylaw 4 and the Articles of Association Article 46.
- g. **Student Union Forums** are a subgroup of Student Council within a particular area of the Union and roles are described in Bye-Law 5
- h. **Elected Officers** will also make decisions. They are elected to be leaders and representatives by the student body. They have a mandate to action relevant manifesto pledges and important campaigns

on issues affecting students. Their role is described in Bye-law 3. Further information on how they are elected can be found in Bye-law 6.

202 Day-to-day running of the Union’s services and fulfilment of its policy and strategy will be delegated by the Trustee Board to committees, staff and volunteers as they find appropriate. The Trustee Board has the power to delegate under Articles 29 – 31 of the Union’s Articles of Association.

### Types of Formal Decision

203 There are the following types of policy and procedures.

Policy	Function	Passed by
<b>Company Law Resolutions</b>	Changes to the legal operation and structure of the Union, including its Articles of Association.	Company Law Meeting
<b>Trustee Board decision to overrule a decision or policy made by Student Members at a Student Members’ meeting or by Referenda/All Student Votes or by Student Council</b>	Where a decision or policy would otherwise: have financial implications for the Union; breach (or potentially breach) the law; not be in the best interests of the Union or its charitable objects; or affect the Trustee Board’s ability to comply with its responsibility for the governance, budget, finances and strategy of the Union. For example, the Trustee Board may overrule a decision or policy which may otherwise harm the Union’s reputation.	Trustee Board (see Article 28.3)
<b>Impact Assessment</b>	To act on behalf of the Trustee Board to assess legal, financial or reputational risk before policy has been mandated through the below bodies.	Impact Assessment (see supporting document)
<b>Union Policy Motion</b>	The collective view of the Union’s members.  It gives the Union a stance on an issue and a mandate for change.	Referenda (aka All Student Votes) or Student Members’ meetings

<b>Motion to amend Bye-laws</b>	Changes to Bye-laws	Trustee Board, acting alone <b>or</b> Student Council, with approval by Trustee Board
<b>Motion to renew or amend current policies</b>	To renew lapsed policy so it is current for a further two years or amend existing policy to add relevant material or remove irrelevant material	Referenda / All Student Votes <b>or</b> Student Council <i>(in line with the original policy)</i>
<b>Motion to set or appeal Regulations &amp; Principles</b>	Regulations and Principles give operational guidance on how an area of the Union should run.	Referenda / All Student Votes <b>or</b> Student Council
<b>Motion to affiliate to another organization, renewing or stopping an existing affiliation</b>	The Union may have a relationship with other organizations at the approval of its members. If approved, this will not be valid until the annual ratification of affiliations (typically at the first All-Student Vote of the academic year).	Referenda / All Student Votes <b>or</b> Student Council <i>(ratified at the next Referendum / All Student Vote or Student Members' meeting)</i> <b>or</b> Student Members' meeting
<b>Operational and Staff Policies</b>	Guidance for Staff required by legislation or for the smooth running of the Union which is not subject to democratic oversight except through elected Trustee Board members.	Trustee Board

### **Actions to be Undertaken in Relation to Decision Making**

- 204 All decisions will be subject to a financial plan and impact assessment which will be outlined in the Union Regulations (<https://www.warwicksu.com/your-union/how-the-su-works/governingdocuments/>) and reviewed at least every 3 years by the Trustee Board.
- 205 Policies agreed by Referenda (aka All Student Votes), Student Members' meetings and Student Council will be placed into a Policy "Zone" which will be owned by a particular SU Forum as outlined in a supporting document. This regulation will be reviewed at least every 3 years.
- 206 Once policy has been assigned, the Union is mandated to action said policy until completion or when the duration of that policy time has been put up for renewal/lapse. The Full-Time Officer Team will assign policy to a specific officer lead in order to be transparent with the student body and be held to account.

207 Union Policy due to lapse will be considered by the Student Council as outlined in a supporting document. This Regulation will be reviewed at least every 3 years. Further detail on this will be contained within the 'Policy Duration and Lapsing' supporting document.



## Bye-law 3

# Elected Leaders

*The core purpose of the students' union is to represent students to the university and wider community. The Union's elected representatives are the main way that this occurs, and they are described in this Bye-law along with the committees that support them.*

*Principles:*

*Accountable to students*

*Cohesive team structures*

This Byelaw was last updated in **September 2024**.

The **President and VP Education** of the Union shall be the officers with the lead interpretation of this Byelaw.

### **Types of representatives and their general responsibilities.**

301. There are the following types of representative(s) and officers within the Union:

#### 301.1 **Full-Time Officers** (listed below)

- President
- Vice President for Education
- Vice President for Democracy & Development
- Vice President for Societies
- Vice President for Sports
- Vice President for Welfare & Campaigns
- Vice President for Postgraduate Students

#### 301.2 **Part-Time Officers** (listed below)

- Environment & Ethics Officer
- Widening Participation Officer
- LGBTQUA+ Officer
- Trans Students' Officer
- Women's Officer
- Disabled Students' Officer
- Ethnic Minorities Officer

- Part-Time & Mature Students' Officer
- International Students' Officer (Non-EU)
- International Students' Officer (EU)

301.3 **Student Trustees** (up to six, in accordance with Article 19.2)

301.4 **SU Forum Rep Members** (listed below)

- Steering Group Members
- Operations Forum Members
- Societies Forum Members
- Sports Forum Members
- Welfare Forum Members
- Sustainability Forum Members
- Postgraduate Forum Members

301.5 **Academic Rep Structures** (listed below)

- Faculty Representatives
- Course Reps
- Student Staff Liaison Committee (SSLC) Chairs
- Student Staff Liaison Committee (SSLC) Secretaries

301.6 Society Exec Members

301.7 Sport Club Exec Members

302 Full-Time Officers and most Part-Time Officers shall be elected during the Spring Elections period. The remaining Part-Time Officers (International EU/Non-EU and Part-Time Mature Students' Officers) will be elected during the Autumn Election period. These appointments will be for no more than 12 months. The Chair of Student Council shall be elected at the first Student Council of the academic year, from the existing Forum representatives to Council, to serve until the last Student Council of the academic year.

303 No person should hold multiple Union positions (Full-Time or Student posts) for the avoidance of doubt:

- A person may not, at any time, hold multiple of the positions listed in 301.2-4  
For clarity, this excludes Course Representative positions and Society and Sport Club Exec positions.
- If a person holds multiple of the positions listed in 301.2-4 they must resign from one position immediately
- Full-Time Officers are voting members of the Board of Trustees and Student Council. They are Sabbatical Officers (as referred to in the Union's articles of association) and as such are Trustees of the Union, under Article 20.2. They may not vote on Forums.

304 All Full-Time Officers shall be expected to attend Union meetings and relevant University meetings as required by the duties of their role.



- 305 All representatives have a responsibility to declare any interest from which they would derive a personal advantage as a result of any decision taken by a meeting of any Union body which they are present, in accordance with the Union's Conflict of Interest policy. At any meeting where an interest has been declared, the elected representative concerned will not cast a vote on that matter. For further detail, please refer to the supporting document 'Officer Code of Conduct'.
- 306 No person may use the title of an officer position until they commence the start date and have taken up office at that time. During that time in which they have been elected, they shall be eligible to use the title followed by the suffix "-elect" or using, "incoming [title]".
- 307 The title of the position-elect will not have any access to the particular post until the current Officer's term ends. The current Officer may however seek to involve the incoming post-holder to attend relevant meetings with stakeholders and give briefings and preparation to their successor(s). This is up to the discretion of the Union and its specified Full-Time or Part-Time Officer.
- a. This is not applicable to any other roles listed above.

### **Full-Time Officers**

- 308 The Full-Time Officer term of office will commence on 1st August until 31st July, inclusive.
- 309 Full-Time Officers are paid employees of the Union and major office holders as described in the 1994 Education Act. They are referred to as Sabbatical Officers in the Union's Articles of Association.
- 310 A Full-Time Officer must be a Student Member of the Union for the duration of their term of office. If they opt-out, the role will be vacated. For the avoidance of doubt, a Full-Time Officer shall become both a Student Member and a Company Law Member of the Union immediately when their term of office commences and shall cease being a Student Member and a Company Law Member when their term of office terminates. See article 9.1.2, 10.2, 11.1 and 12.1.
- 311 In the case of a postgraduate student being elected to a Full-Time Officer position, the terms of office dates for the incoming and outgoing officers of that position would be decided on a case-by-case basis, in consultation with the Trustees.
- 312 The position of Vice President for Postgraduate Students is to be reserved for students currently undertaking postgraduate study to seek election, however all student members will be able to vote for the post.

### **Part-Time Officers**

- 313 Elections for these positions will be open to members of their respective communities and only those who define into those communities will be eligible to vote for those positions.
- 313.1 The exception of the Environment and Ethics Officer, where all students are able to nominate and vote.

### **Performance, Scrutiny and Accountability of Officers**

- 314 All Officers are accountable to the student body.
- 315 The scrutiny of Full-Time Officers will be held through the Scrutiny Panel.

- 316 The role of the Scrutiny Panel is to ensure that all Full-Time Officers are working collaboratively, performing in their role and offer constructive feedback for improvement.
- 317 **Scrutiny Panel**
- 317.1 The Scrutiny Panel will meet with the Full-Time Officers once each academic term. Officers shall provide a written report one week before every meeting of the Scrutiny Panel, detailing their work since the previous meeting and the progress they have made towards their priorities and manifesto commitments.
- 317.2 The Scrutiny Panel shall interview each Full-Time Officer on their report and discuss any matters the Panel believes to be pertinent. Every Officer has the right to be accompanied by a friend or representative at the panel interview. Panel interviews shall be private and only the Panel members, a member(s) of the Student Voice Team, the Officer being interviewed, and their friend or representative may attend.
- 317.3 The membership of the Panel shall be elected members of the various Warwick SU forums, chosen from within each forum. The number of panel members will be equal to the number of forums, with each forum providing one panel member. Members must not have sat on a previous Scrutiny Panel in that academic year, where possible. Forums are encouraged to submit questions to the Full Time Officers, to be actioned by their Forum representative at Scrutiny Panel.
- 317.4 Each panel member will be required to have no significant conflicts of interest between themselves and the officer on whose panel they are sat. Members of the Panel and Officers must declare any conflicts of interest they are aware of which affect the Scrutiny Panel's ability to be impartial in their review.
- 317.5 All members of the Panel shall be given access to information about officers manifestos, achievements, and reports.
- 317.6 Following the conclusion of the Panel, the Panel members shall provide recommendations and commendations for each Full-Time Officer, and to Student Council if necessary (for example if an item is referred to the panel by Student Council). These recommendations and commendations may be published at the discretion of the officer. Panel should also, at the last Panel in an Officer's term of office, in collaboration with the Officer, update the Full-Time Job Descriptions.
- 318 All Officers are accountable to students through the processes of censure and no confidence, as set out at article 26.2 of the Union's Articles of Association.
- a. If a motion of censure is passed, this shall be treated as a formal statement of disapproval by the student membership.
  - b. If a motion of no confidence is passed, this shall dismiss the Officer from their position. A vote of no confidence shall have the following consequences:
    - A Full-Time Officer will be suspended on full pay from their employed position within the Union pending a decision as to whether they can continue as an employee of the organisation;
    - The Officer against whom the vote of no confidence is passed will be ineligible to stand for an Officer position again.
- 319 A motion of censure may be brought by any Union member. A motion of no confidence can only be triggered by a Secure Petition (as defined in the Articles) signed or agreed by at least 4% of Union members, in accordance with article 26.2. Such motions may only be made against Officers (both Full-Time and Part-Time) of the Union.

- 320 A motion of no confidence will require a quoracy of at least 4% of Union members and a simple majority vote in favour of an officer's removal for this to take effect.
- 321 Upon recommendation from a unanimous decision of a Scrutiny Panel, a motion of censure can be recommended to Student Council, whereby Council, in a 2/3rds vote, may refer the motion to the above processes, specifically 320.
- 322 A motion of censure refers to criticising a particular officer.
- 323 Full-Time Officers may be removed from their position on the grounds of:
- a. No confidence of the student membership, which will be a substantial reason for dismissal;
  - b. misconduct or gross misconduct
  - c. for Full-Time Officers specifically, dismissal as an employee of the organisation;
  - d. for all Student Officers, a breach of the Union's Code of Conduct
- 324 If through disciplinary action of the Union or University, an Officer's status as a member of the Union is revoked, they shall be instantly dismissed as an Officer as if a vote of no confidence had been carried against them in accordance with Article 26.2. In the case of Student Officers, if the University revokes their student status they shall be instantly dismissed as an Officer as if a vote of no confidence had been carried against them.
- 325 Other SU Representatives, are able to be removed from their positions for the reasons listed in 323, by a two-thirds majority of Student Council, with a motion proposed and seconded by members of the relevant forum. (Welfare provisions and first steps in supporting processes)

## **326. Academic Representatives**

326.1 There shall be the following Academic Representatives:

- a. Faculty of Arts
  - i. Open (2 Places)
  - ii. Postgraduate Taught (1 Place)
  - iii. Postgraduate Research (1 Place)
- b. Faculty of Social Sciences
  - i. Open (2 Places)
  - ii. Postgraduate Taught (1 Place)
  - iii. Postgraduate Research (1 Place)
- c. Faculty of Science, Engineering and Medicine
  - i. Open (2 Places)
  - ii. Postgraduate Taught (1 Place)
  - iii. Postgraduate Research (1 Place)

326.2 Further information on the above roles can be found in the Academic Rep Handbook.

## **327 Conference Delegates**

- 327.1 Organisations that Warwick SU affiliates to may hold conferences that delegates can be sent to.
- 327.2 NUS Conference Delegates shall be elected during the academic year that the Conference is held, if affiliated.

## **328 School and Faculty Representative Meetings**

- 328.1 Each Student-Staff Liaison Committee (SSLC) shall discuss teaching, learning, student support and the overall student experience with university staff.
- 328.2 Course Representatives shall be democratically elected from amongst members of that course to represent Student Members on each Student-Staff Liaison Committee.
- 328.3 The Chair and Secretary of each Student-Staff Liaison Committee shall be a Student Member.
- 328.4 Any student registered on a University course shall be able to form a Student Staff Liaison Committee (SSLC) if one is not already present.
- 328.5 Each Student Staff Liaison Committee (SSLC) shall abide by the Code of Practice on the Student-Staff Liaison Committees.
- 328.6 There shall be at least one Faculty Forum to represent each Faculty, made up of postgraduate and undergraduate representatives.
- 328.7 The members of each Faculty Forum shall be comprised of:
  - a. The Chairs of each Student-Staff Liaison Committee within the Faculty.
  - b. The Faculty Representatives of that Faculty who shall be the Joint Chairs of the Faculty Forum.
  - c. Relevant SU Officers and SU staff members (in an advisory capacity).
- 328.8 The Faculty Forums shall:
  - a. Meet at least once a term preferably prior to the relevant University Faculty Board meetings.
  - b. Discuss matters arising from Student-Staff Liaison Committees.
  - c. Discuss matters arising from University Faculty Board Meetings.
  - d. Discuss matters arising from Union Education and Postgraduate Forum meetings.
  - e. Raise awareness of the Union's and University's academic representation structures and support services.
  - f. Propose motions and campaigns
  - g. Temporarily appoint one of their own to attend a University Faculty Board meeting if the Faculty Representative is unable to attend.
  - h. Appoint one of their own to attend University Faculty Sub-Committee's if the Faculty Representative is unable to attend.



## Bye-law 4

# Democratic Structures

*Principles: Free, fair and open structures; Accessible; Platform for respectful debate*

*The **President and Vice President for Democracy and Development** shall be the officer with lead interpretation of this Bylaw except while a meeting is taking place where it shall be the Chair of that meeting.*

This Bye-law was last updated in **September 2024**.

401 There are four types of Union meetings:

- a. Referenda (also known as All Student Votes) – described in Article 15 of the Articles of Association.
- b. Student Members' Meetings – described in Article 16 of the Articles of Association.
- c. Company Law Meetings – described in Article 17 of the Articles of Association.
- d. Student Council – described in Article 46 of the Articles of Association.

### **All Student Votes / Referenda**

402 All Student Votes shall be open only to Student Members of Warwick SU.

403 There shall be a minimum of three All Student Votes during an academic year on dates to be decided by the Vice President for Democracy and Development.

404 Submission to an All Student Vote may be made by a petition of 2% of the Student Members of Warwick SU or after having gone through the relevant forum(s) and then to Student Council.

405 The quorum for all motions at an All Student Vote shall be 3% of the Student Members of Warwick SU.

406 Voting in All Student Votes shall take place online in the following week, for a minimum period of 4 full days, beginning Tuesday 9am.

### **Student Council**

407 The membership of Student Council will be:

- a. the Full-Time Officers,
- b. the Part-Time Officers,

- c. Chair of Student Council (This member will only have voting rights in the case of a tie, and is elected from Forum Rep Members at the first Council of the academic year)
  - d. Steering Group Rep Members (3 places)
  - e. The Faculty Reps
  - f. Operations Forum Rep Members (3 places)
  - g. Societies Forum Rep Members (3 places)
  - h. Sports Forum Rep Members (3 places)
  - i. Welfare Forum Rep Members (3 places)
  - j. Sustainability Forum Rep Members (3 places)
  - k. Postgraduate Assembly/Forum Rep Members (3 places)
- 408 Student Council meetings will take place during an academic year on dates to be decided by the Vice President for Democracy and Development.
- 409 The purpose of Student Council shall include:
- a. Handling co-options for Part-Time Officers and Student Committee positions when they have been left unfilled after an Election.
  - b. Presentations on Union Finance and Union Strategy.
  - c. Delegate powers of renewal, amendments and lapses of Union Policy to its relevant forums
  - d. Amendments to Union Supporting Documents (Democratic) and Union Bylaws (must have a 2/3rds supermajority of Council to approve)
  - e. Approval of business and related amendments to ASV
  - f. Approval of the membership of the Elections Adjudications Panel.
  - g. Submission of motions to affiliated organisations.
  - h. Removal of directly elected SU Forum Members.
  - i. Updates from SU Forums.
  - j. Receive amendments from SU Forums on relevant motions.
  - k. Delegate powers of scrutiny, accountability to Scrutiny Panel
  - l. Create, recommend membership and delegate powers to working groups to work on specific projects or campaigns.
  - m. Receive open minutes and explanations from Impact Assessment (some business may need to be closed)
  - n. Call for emergency/additional council meetings
- 410 The quorum for Student Council and forum meetings shall be 50% plus one of the voting members
- 411 Student Council may, with this being reviewed and renewed at each future Council while it continues:
- a. Delegate any of its powers to a specified Officer, Student Committee, or Working Group.

- b. Nominate representatives to serve on bodies outside Warwick SU, who shall be mandated to represent Warwick SU policy - if lack of policy exists, then Council will set this whilst nominating.

412 Outside of the undergraduate academic year, the powers of Student Council shall fall to the Full Time Officers. Any decision taken must be ratified at the first meeting of Student Council after the start of the next term and in line with previous policy. Full Time Officers are responsible for documenting and submitting these decisions to Student Council.

### **Student Union Forums**

413 There will be the following SU Forums:

- a. Steering Group
- b. Academic Forum
- c. Operations Forum
- d. Liberation and Diversity Forum
- e. Societies Forum
- f. Sports Forum
- g. Welfare Forum
- h. Sustainability Forum

414 A Postgraduate forum / assembly may be created at the discretion of the Vice President for Postgraduate students

415 The positions of SU Forum Members shall be elected in the final term of the academic year, with remaining spaces withheld to be elected in the first term of the next academic year.

416 The roles will be elected in the Summer and Autumn Elections as below:

- 9x posts to be elected in the Summer with 2x posts to be elected in Autumn
- OR 7x posts to be elected in the Summer with 4x posts to be elected in Autumn
- OR 9x posts to be elected in the Summer with 4x posts to be elected in Autumn, 2x roles in Autumn to be named Fresher's role

417 There will be a total of 11 members elected with 2 roles reserved for PGT and PGR roles under each Forum.

418 PG forum/assembly composition will be at the discretion of the Vice President for Postgraduate Students.

419 Each Forum will also elect 3x Forum Reps to attend and be the voice of the Forum at Student Council, with the exception of the Liberation and Diversity Forum. This is done by plurality block voting.

420 It will be the responsibility of the Student Voice Team to ensure forums meet as regularly as required, however the Chair retains discretion to change scheduling and details to suit forum members.

421 Outside of the undergraduate academic terms, the powers of the SU forums shall fall to the Full-Time Officers with consultation from other relevant elected leaders. Any decision taken must be ratified at the first meeting of that relevant forum at the start of the upcoming term.

- 422 Each Forum will oversee all Policy, motions, and actions within their relevant zone. Some will deal with the approval of new societies and sports clubs (which shall be reported back to the Board of Trustees) others will assist in the delivery of Union services and also the allocation of grant funding for particular activities in line with the Union strategy.
- 423 They will support and review representation and can undertake and commission research to enhance the experience of students impacted by their particular zone of work, working alongside the FTOs, PTOs and other groups accordingly. Staff members, both Union and University, may be invited to Forums to support, advise, give expertise, and answer questions.
- 424 From time to time, the forum may invite or request the attendance of non-members to sit in and give advice or feedback to the forum over a particular matter. Forums may also choose to invite relevant Officers on a permanent basis for the year to give expertise and advice, although these will be non-voting.
- 425 Forums are able to vote to propose amendments to motions going to All Student Vote, with these needing to be approved by Council before being added to the motion.

## **Membership and Specific Provisions for SU Forums**

### Steering Group

- 426 The membership of the Steering Group will be:
- a. Elected Forum Member – Open
  - b. Elected Forum Member - Fresher
  - c. Elected Forum Member – Postgraduate Taught (1 place)
  - d. Elected Forum Member – Postgraduate Research (1 place)
  - e. Vice-President for Democracy & Development (non-voting)
- 427 The core function of the Steering Group will be to oversee Union democratic policy processes. They will steer all motions put to Student Council or All-Student Votes and help organise, publicise, and carry out democratic campaigns.

### Academic Forum

- 428 The membership of the Academic Forum will be:
- a. All Faculty Reps
  - b. Vice-President for Education (non-voting)
  - c. Vice-President for Postgraduate Students (non-voting)
  - d. Any other rep members agreed upon by the Vice President for Education
- 429 The core function of the Academic Forum will be to coordinate campaigns that impact on academic content, quality, and experience, representing students' academic interests.

### Operations Forum

- 430 The membership of the Operations Forum will be:
- a. Elected Forum Member – Open (9 places, Summer Elections)
  - b. Elected Forum Member - Fresher (2 Places, Autumn Elections)
  - c. Elected Forum Member – Postgraduate Taught (1 place)



- d. Elected Forum Member – Postgraduate Research (1 place)
- e. Vice-President for Democracy & Development (non-voting)

431 The core function of the Operations Forum will be to work alongside our services to provide the best value for students and representation on events/activities and socials within the commercial space of the Union.

The forum will also be accountable for the following funding pots allocated by the Union:

- a. SU Projects Fund

#### Liberation and Diversity Forum

432 The membership of the Liberation and Diversity Forum will be:

- a. Disabled Students' Officer
- b. LGBTQUA+ Officer
- c. Ethnic Minorities Officer
- d. Trans Students' Officer
- e. Women's Officer
- f. Part-Time and Mature Students' Officer
- g. Environment and Ethics Officer (non-voting)
- h. Widening Participation Officer
- i. International Students' Officers (EU & Non-EU)
- j. A Full-Time Officer (typically President, but can be another Officer agreed to from the beginning of term, non-voting)

433 The core function of the Liberation and Diversity Forum will be to enable a safe environment for students and be able to deliver campaigns and best represent students across the Union, and to provide a platform for discussion, coordination and effective working for the Part-Time Officers.

#### Societies Forum

434 The membership of the Societies Forum will be:

- a. Elected Forum Member – Open (9 places, Summer Elections)
- b. Elected Forum Member - Fresher (2 Places, Autumn Elections)
- c. Elected Forum Member – Postgraduate Taught (1 place)
- d. Elected Forum Member – Postgraduate Research (1 place)
- e. Vice President for Societies (non-voting)

435 The Societies Forum will aid development of existing societies and highlight new and exciting opportunities for students to engage in society activities both on and off campus.

#### Sports Forum

436 The membership of the Sports Forum will be:

- a. Elected Forum Member – Open (9 places, Summer Elections)
- b. Elected Forum Member - Fresher (2 Places, Autumn Elections)
- c. Elected Forum Member – Postgraduate Taught (1 place)
- d. Elected Forum Member – Postgraduate Research (1 place)

- e. Vice President for Sports (non-voting)

437 The Sports Forum will aid development of existing clubs, highlight new and exciting opportunities for students to engage in sport both on and off campus.

#### Welfare Forum

438 The membership of the Welfare Forum will be:

- a. Elected Forum Member – Open (9 places, Summer Elections)
- b. Elected Forum Member - Fresher (2 Places, Autumn Elections)
- c. Elected Forum Member – Postgraduate Taught (1 place)
- d. Elected Forum Member – Postgraduate Research (1 place)
- e. Vice President for Welfare and Campaigns (non-voting)

439 The Welfare Forum will support and review student wellbeing on campus and in the community, support the work of campaign leaders and evaluate the effectiveness of campaigns.

The forum will also be accountable for the following funding pots allocated by the Union:

- a. SU Campaigns Fund

#### Sustainability Forum

440 The membership of the Sustainability Forum will be:

- a. Elected Forum Member – Open (9 places, Summer Elections)
- b. Elected Forum Member - Fresher (2 Places, Autumn Elections)
- c. Elected Forum Member – Postgraduate Taught (1 place)
- d. Elected Forum Member – Postgraduate Research (1 place)
- e. Environment and Ethics Officer
- f. Vice-President for Democracy & Development (non-voting)

441 The core function of the Sustainability Forum will be to work with relevant staff, elected Officers and student groups to support work towards tackling climate change, and to support work to ensure an ethical Union and University.

The forum will also be accountable for the following funding pots administered by the Union and allocated by the University.

- a. Sustainability Fund



## Bye-law 5

# Student Activities

*Enriching the lives of our Student Members is one of the SU's core goals – and we support our clubs, societies and associations in giving students opportunities to develop their interests and engage in exciting activities. This bye-law explains how these groups are organised and led, as well as how they cooperate with the SU.*

Last updated **September 2024**

The **Vice President for Sports** and the **Vice President for Societies** shall be the officers with lead interpretation of this bye-law, with the Vice President for Sports given lead interpretation over Sports Clubs and Vice President for Societies over Societies.

### **Membership of Clubs and Societies**

- 501 Student Members of Warwick SU are eligible to become Standard Members of Clubs and Societies provided that:
- They purchase Standard Membership of the respective SU Federation (Societies or Sports).
  - They pay the Standard Membership Fee for the Club or Society.
  - They have not been banned through SU Disciplinary Procedures.
- 502 Associate Membership is open to Associate Members of Warwick SU, provided that:
- They are Associate Members of the respective SU Federation (Societies or Sports).
  - They pay the Associate Membership Fee for the Club or Society (an amount greater than the standard membership fee).
  - Their membership is approved by the Club or Society's Core Executive Committee Members via signatures on an application form and by Student Activities Leadership.
  - The contents of said application form clearly demonstrates a positive contribution to Student Experience.
  - They have not been banned through SU Disciplinary Procedures.
  - The Society or Club's membership's makeup would remain below 50% Associate and Alumni Members.
  - They are not under the age of 18.
- 503 Alumni Membership is open to Alumni Members of Warwick SU, provided that:
- They are Alumni Members of the respective SU Federation (Societies or Sports).

- b. They pay the Alumni Membership Fee for the Club or Society (an amount at the same price of the Associate Membership Fee).
- c. Their membership is approved by the Club or Society's Core Executive Committee Members.
- d. They have not been banned through SU Disciplinary Procedures.
- e. The Society or Club's membership's makeup would remain below 50% Associate and Alumni Members.
- f. They are not under the age of 18.

504 Alumni Membership can only be held by adults during the 24-month period after ending their studies at the University of Warwick. To continue one's membership after this period, they will have to become an Associate Member.

505 Associate and Alumni Members cannot be part of a Club or Society's Executive Committee.

506 All members of Clubs and Societies will be expected to uphold the policies, rules and values of Warwick SU while undertaking activities including equality legislation. They are subject to the disciplinary and complaints procedure of the Union.

507 For the avoidance of doubt, recognised Clubs and Societies are affiliated to Warwick SU and thus must follow its rules, Articles of Association and Bye-Laws

508 All equipment and assets purchased by a Club or Society with Societies or Sports Federation grants are the property of Warwick SU.

509 To be an affiliated Society or Sports Club, it must have at least 30 Standard members. For a Society, the requirement is to have 30 Standard members by the end of week 6 of an academic term, and for a Sports Club, the requirement is to have 30 Standard members by the end of week 4 of Term 1. If a society creates a community for those with characteristics protected by the Equality Act 2010, this requirement will be lowered to 15 Standard members, including the executive committee of this society. This is intended to primarily refer to Religious and Belief, Cultural, and Liberation based societies.

510 A Club or Society may apply for a temporary exemption to the 30 member rule.

511 **Club and Society Executive Committee (Exec) Members**

512 Each Society and Club must elect an Executive Committee on an annual basis. The Executive Committee must be formed from Standard Members of the Society or Club, who have been elected in accordance with the Club or Society's Constitution and SU rules.

513 The Executive Committee will be responsible for the running and management of the Society or Club.

514 Clubs and Societies must have a minimum of 3 Core Exec Members. An individual cannot hold more than one of the 3 Core roles. Core roles can be held by one individual alongside non-Core exec roles

(such as a Vice President and Welfare Officer together), however, not to each other (such as President and Welfare Officer). The 3 core roles are:

- a. A President (or equivalent)
- b. A Treasurer (or equivalent)
- c. A Welfare Officer

515 Clubs and Societies must also ensure that their executive committees include an officer responsible for each of the following Core Responsibilities:

- d. Equality and Diversity
- e. Safety
- f. Secretarial Responsibilities

516 Core Responsibilities can be held by any Exec Member, however, it is still mandatory to have them covered in a Club or Society's constitution.

517 Executive Committee Members must complete training relevant to their role (as specified by the Vice President for Sports or Societies or the Student Activities Team) and compulsory documentation.

518 Failure to attend mandatory training could lead to the possibility of sanctions for non-compliance.

### **Democracy of Student Activities**

519 All Clubs and Societies must have a constitution recognised by the SU that:

- a. Does not contravene the SU's Articles of Association or Bye-Laws.
- b. Has been approved via a General Meeting of the Club or Society and has been ratified by the relevant forum (Sports or Societies).
- c. Is public to all members of the Club or Society

520 Club and Society Constitutions must be reviewed by the SU every three years to ensure that they are up-to-date and are compliant. Lead responsibility of this sits with the Student Voice Team. All Constitutions don't need to be reviewed on the same cycle or in the same year.

521 All Clubs and Societies must have:

- a. Elections for all Executive Committee Roles (unless otherwise authorised by the Student Voice Team)
- b. An Annual General Meeting of the Club or Society
- c. A Memorandum of Understanding or Service Level Agreement with the SU

522 Societies and Sports Clubs may designate, in their constitution, non-core Exec roles as 'representative roles' to ensure communities within the society are properly represented.

### **Student Activities Guidance**

523 The Vice President for Societies and the Vice President for Sports shall be responsible for ensuring that the following are easily accessible to Societies and Sports execs:

- a. The Articles of Association and Bye-Laws of Warwick SU.
- b. A template Constitution for Clubs and Societies and the means to change the Constitution.
- c. Process and criteria for recognising and de-recognising Clubs and Societies.
- d. Detailed information about the Financial Responsibilities of Clubs and Societies.
- e. A guide to running Club and Society Elections and other democratic processes.
- f. Guidance on student activity finances.
- g. Guidelines of why a Club or Society might be exempted from Sports and Societies Federations.
- h. Any other such information as they believe useful for running student activities.

524 The Student Activities Team will write and maintain these resources for consistency between Officers.

### **Non-compliance – What does it mean for your Club or Society?**

525 Societies and Sports Clubs in breach of the Articles of Association, these bye-laws, other Union regulations and deadlines, and/or their Memorandum of Understanding/Service Level Agreement may be subject to sanctions, actioned by the Union Sports and Societies Managers, Complaints or Disciplinary Policies.

526 Potential sanctions include, but are not limited to:

- g. Required attendance at appropriate training
- h. A written warning with a suspended sanction
- i. Loss of parking permit privileges
- j. Reduction in circle allocations
- k. Loss of circling privileges in University and SU venues
- l. Ban from use of SU spaces and facilities
- m. Written apology
- n. Limited access to grants and/or other internal SU funding pots
- o. Suspension of certain activities such as, but not limited to, trips, tours, balls for a specified period of time
- p. De-recognition

## **De-recognising Societies and Clubs**

527 A de-recognition of a Society or Club is an official process initiated by the SU based on evidence of the Society or Club failing to meet certain expectations.

528 A de-recognition based on failing to meet activity and engagement requirements such as but not limited to:

- a. Not meeting the 30 members minimum requirement within the first 6 weeks of a term for a Society or 4 weeks of Term 1 for a Sports Club.
- b. Missing deadlines for documents fundamental to the continuance of the group's affiliation to the SU, such as the Handover Pack.

529 Decisions on de-recognition based on failing to meet activity and engagement requirements sit with Student Activities Leadership.

530 Decisions on de-recognition based on breaches of the bye-laws, other Union regulations and deadlines, and/or their Memorandum of Understanding/Service Level Agreement sits with Student Activities Leadership.

## **Sports and Societies Federations**

531 The Sports and Societies Federations are the collective bodies with oversight of Clubs and Societies respectively, encouraging cooperation between them.

532 The Vice President for Sports and Vice President for Societies are the Chair of the Sports and Societies Federations and the Sports and Societies Assemblies respectively.

533 The Sports Federation abides by the Memorandum of Understanding between the SU and the University in relation to Warwick Sport, as agreed by the SU Board of Trustees.

## **Sports and Societies Assemblies**

534 The Sports and Societies Assemblies are the termly meeting of the Sports and Societies Federations, respectively, and are chaired by their respective Vice President where all Clubs and Societies are in attendance.

535 Assemblies may include, but are not limited to:

- a. A talk delivered by SU Staff, such as the Vice Presidents for Societies and Sports, Student Activities, Student Voice, The Advice Centre, Director of Membership.
- b. A talk delivered by University Staff, such as the Active Bystander Team, Report and Support

- c. A Q&A
- d. Breakout Rooms

536 All recognised Clubs and Societies must send at least two representatives to each meeting of the Sports Assembly or Societies Assembly. Non-attendance from a recognised Club or Society may be subject to sanctions.

537 Meetings of the Sports and Societies Assemblies are held at least once in terms 1 and 2 and at any other time as decided by the Vice President for Sports or Societies.

538 At least 14 days' notice of Sports and Societies Assemblies will be sent to all Clubs or Societies Exec members and members of the Sports or Societies Student Committees, including an agenda.

## **Nightline**

539 Nightline is a recognised Society of Warwick SU.

540 The Student Activities Leadership is responsible for all decisions relating to Nightline that would usually be taken by the Societies Forum. The Societies Forum will be informed of these decisions.

541 All members of Nightline have the right to anonymity apart from sharing all Exec & membership information with the Student Activities Leadership.

542 Nightline may be exempted from any restriction imposed by this Bylaw that would damage the quality or safe delivery of its service as decided by the Student Activities Leadership, Vice President for Societies or Societies Forum. However, for the avoidance of doubt, the activities of Nightline remain under the authority and control of the Trustee Board of Warwick SU.

543 Nightline Exec are expected to meet with the Student Activities Leadership a minimum of once per term.





## Bye-law 6

# Student Activities: Student Media

*Enriching the lives of our Student Members is one of the SU's core goals – and we support our student groups involved in media in giving students opportunities to develop their interests and engage in exciting activities. This Bye-law explains how these groups are organised and led, as well as how they cooperate with the SU.*

The **Vice President for Societies** shall be the officer with lead interpretation of this bye-law.

601 Societies or Clubs recognised by the SU who produce television, radio, newspaper, or similar media are editorially independent of the SU.

602 The SU and Student Media Societies will adhere to the prevailing Memorandum of Understanding, reviewed annually by both parties to ensure their independence and management.

603 Student Media Societies, whilst editorially independent of the SU, should be mindful of any defamation, libel or politically charged contents of reporting that could bring the Union to disrepute. They are part of the Union and as such are required to comply with the same laws that the Union is subject to, including charity law rules on political activity and campaigning and the laws on freedom of speech.

604 Any breach of the above, could result in sanctions taken by the Union to the relevant group.