

1. UEA SU Bye-Laws

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1. Background, Definitions and Interpretation

2. The Union of UEA Students ("The Union") is a Company Limited By Guarantee and registered charity.
3. The Union is governed by its Articles of Association ("the Articles"). These bye-laws are made by the Trustees pursuant to Article 29 of the Articles.
4. Words and phrases in these bye-laws have the meaning ascribed to them in the Articles.
5. The Articles shall take precedence over these bye-laws and these bye-laws shall not be interpreted in a way that is inconsistent with the Articles.

2. 2. Editing the bye-laws

1. These bye-laws may be amended, repealed in full or in part or added to by the Trustees in accordance with Article 29.
2. The Trustees may consult with members on the bye-laws through mechanisms including (but not limited to):
 - a. A proposal circulated to a quorate referendum of all students
 - b. A quorate Annual Members' Meeting
 - c. A meeting of the UEA 50

3. Membership

There are three types of membership:

- a. Student Members. These are the current students of the University of East Anglia (UEA) who have not opted-out of membership of the Union. This includes Sabbatical Officers.
- b. Associate Members are individuals approved by a process set by the Trustee Board.
- c. Company Law Members are the Trustees of the Union as described in the Articles who take on the legal responsibilities and duties as company law members of the Union.

1. Student Members shall have the following rights

- a. The right to be represented by the Union on academic and welfare issues.
- b. The right to access any services and facilities provided by the Union.
- c. The right to join communities of students, work with them and have their views expressed through them.
- d. The right to vote in elections or referenda that are conducted by the Union, subject to the bye-laws and regulations governing elections and referenda.
- e. The right to be a candidate for any of the offices of the Union which are subject to the election regulations.
- f. The right to attend and vote at Annual Members Meetings in accordance with the relevant bye-laws.
- g. The right to take part in the UEA 50 in accordance with the relevant bye-laws

2. Associate members shall have the following benefits:

- a. To be eligible to join student groups, but not hold a committee position.
- b. To utilise the social facilities administered by the Union.
- c. Purchase tickets to events where there are no entry restrictions

3. Associate members may be subject to additional fees as set by the Trustees for access to the Union's services. These shall be used to further the Union's main charitable purposes for its beneficiaries, the Student Members.

4. Associate members may be subject to a time limit for their membership, as agreed by the Trustees when associate membership is awarded.
5. All members, of whatever type, shall be subject to the Union's Code of Conduct and Disciplinary Policy which sets out expected behaviours of all who engage in the Union and explains how breaches will be dealt with.
6. The Trustees have the power to suspend or withdraw benefits of membership in the event of a member failing to comply with the requirements and conditions of membership and any Code of Conduct and Disciplinary Procedure that may be in force.
7. Student members may opt-out of membership as allowed by the 1994 Education Act. To do so they should contact the Union or University with their intention to do so.
8. Opting out will mean the removal of the following rights
 - a. The right to be represented by the Union on academic and welfare issues.
 - b. The right to vote at Annual meetings and participate in the UEA 50.
 - c. The right to vote in elections or referenda that are conducted by the Union, subject always to the regulations governing elections and referenda.
 - d. The right to be nominated as a candidate for any of the offices of the Union which are subject to election subject to the rules governing elections.
9. The following services will remain available to students who have opted out but may be subject to additional charges (as determined by the Union from time to time):
 - a. To have access to the service and support facilities provided by the Union.
 - b. To be eligible to join student communities but not to have your views expressed through them.
 - c. To be able to join student groups.
 - d. To utilise the social facilities administered by the Union.
10. For the avoidance of doubt, students who have opted out of student membership must comply with the Union's Code of Conduct and may still be subject to the Union's Disciplinary Policy when accessing the services.

11. 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 Union.

4. 4. Decision-making – the UEA 50

1. The principal purpose of the UEA 50 is to represent the views of the Union of UEA Students members.
2. UEA 50 shall consist of fifty students selected by sortition all of whom must be student members of the Union of UEA Students except Sabbatical Officers and Student Trustees who may not be selected.
3. The criteria for selection shall be decided by a working group (the UEA 50 working group) who shall meet from time to time. The working group will consist of: two Sabbatical Officers, the returning officer, a senior member of University staff, and a Union staff member.
4. The quorum of the UEA 50, and the UEA 50 working group, shall be decided by the UEA 50 working group from time to time or the Trustee Board in its absence.
5. The criteria for selection will be approved the Trustee Board or a delegated committee or body from the Trustee Board.
6. Students will normally be selected for a semester. If a vacancy arises during the semester another student will be appointed by sortition.
7. Matters submitted via the UEA SU's designated platform will be sent to the UEA 50 for consideration.
8. The submitter, or their delegate, shall have the opportunity to make their case to the UEA 50 for consideration. An opposing view may be put forward through nomination to the Union in a process outlined by the UEA 50 working group.
9. Guidance on the running of the UEA 50 shall be provided by the Trustee Board usually delegated to a member or members of Union staff.
10. The UEA 50 on any submission shall: approve all or part of a submission, reject all or part of a submission, compose their own response, or refer the submission to a referendum.
11. Submission may be made by any student members including Sabbatical Officers.

12. All decisions of the UEA 50 shall be passed to the Officer Executive for ratification. The Officer Executive may approve the decision of the UEA 50, refer a decision back to the UEA 50, refuse a decision and explain why to the membership, or put a decision to a referendum or annual meeting.
13. The UEA 50 will be facilitated by a nominated member of Union staff along with any additional support they may need.
14. Any student member, associate member, sabbatical officer, or staff member, may attend as an observer but have no speaking rights unless they are a student member or sabbatical officer speaking for or against an idea.
15. Members of the UEA 50 should declare any conflict of interest prior to the meeting.
16. Member of the UEA 50 will be reimbursed for their time at a rate set out by the Union Trustee Board.
17. The UEA 50 shall meet on a termly basis or when called by a majority of the Trustee Board. The trustees will publish, on an annual basis, a timetable of the UEA 50 meetings.
18. Information provided to the UEA 50 for decision shall be provided no later than four working days in advance of the meeting.

6. 5. Sabbatical Officers

1. There shall be up to five full time Sabbatical Officers.
2. The Sabbatical Officers shall be:
 1. Activities and Opportunities Officer
 2. Campaigns and Democracy Officer
 3. Communities and Culture Officer
 4. Undergraduate Education Officer
 5. Postgraduate Officer
3. The Sabbatical Officers' term of office shall be one Academic Year commencing on 1 July.
4. Sabbatical Officers may be elected to no more than two terms of office, which need not be consecutive.
5. Sabbatical Officers will be employees of the Union. The duties of a Sabbatical Officer shall be detailed in their terms of employment. In addition to being subject to the general terms of employment at the Union, they shall also be accountable to the student body through the Executive Committee, Annual Meeting and the UEA 50.
6. Sabbatical Officers may not enter an employment contract with the Union other than as their role as sabbatical officers.
7. Sabbatical Officers' status as employees, trustees, and members, of the Union may give rise to disciplinary procedures being appropriate from time to time. Under certain circumstances this may lead to their removal from office. A nominated member of the Trustee Board shall determine which of the Union's existing disciplinary procedures shall be followed.
8. Should a vacancy arise due to the resignation or removal of a Sabbatical Officer prior to the commencement of their term the Trustee Board shall have the power to appoint the runner up candidate in the election in which the Sabbatical Officer was elected. The interpretation of the count sheet to determine the runner up candidate shall be the sole property of the Returning Officer.
9. Should a vacancy arise among the Sabbatical Officers the Trustees may make such lawful arrangements as they consider appropriate to deal with vacancies, in accordance with Article 10.5. This will involve consultation with the UEA 50.

7. 6. Part-Time Officers

1. There shall be Part-Time Officers whose role shall be to represent and campaign for students alongside their studies. Part-Time Officer positions are

voluntary and, for the purposes of the Education Act 1994, are not “major union office holders”.

2. Part-Time Officers will be elected in accordance with the Union’s election regulations.
3. The number and roles of Part-Time Officers shall be determined by the trustees from time to time (in consultation with Student Voice).
4. For the avoidance of doubt, should an affirmative decision not be made by the Trustee Board the Part-Time Officer roles shall continue for the following year.
5. The Part-Time Officers’ term of office shall be one Academic Year commencing on 1 July.
6. Part-Time Officers’ status as members of the Union may give rise to disciplinary procedures from time to time. Under certain circumstances this may lead to their removal from office.
7. A Part-Time Officer must be a Student Member for the duration of their tenure (and shall cease to be a Part-Time Officer if they cease to be a Student Member).

8. Votes of No Confidence in an Officer or Trustee

1. In some circumstances the Annual Members Meeting, Trustee Board or UEA 50 may recommend to the Student Members that a sabbatical officer, part-time officer, or trustee be removed from office. The process to do this is via a Vote of No Confidence.
2. A Vote of No Confidence may be called in accordance with the procedures for Referenda within these bye-laws, save that a secure petition to call a Vote of No Confidence will require 3% of the Ordinary Students' signatures or a 2/3 majority of a quorate meeting of the UEA 50.
3. A Vote of No Confidence will take place according to the Referenda procedures and overseen by the Returning Officer.
4. A vote of confidence may only pass if at least 5% of members cast a vote in a no confidence referenda and a majority of the votes cast are in favour of the resolution.
5. If a Vote of No Confidence passes, the representative will be removed from office in accordance with the Terms and Conditions of their employment or appointment in that role.

8. Elections

1. There will be a process for conducting elections within Student Voice in accordance with Article 8.
2. The Trustee Board, in agreement with the University, shall appoint a Returning Officer to oversee the good conduct of elections.
3. The Returning Officer shall be a suitable qualified person external to the University of East Anglia, appointed by the Trustee Board of the Union of UEA Students, and formally approved by the University Registrar.
4. The Returning Officer shall ultimately be responsible for
 - a. Setting the Election Regulations
 - b. ensuring that elections are conducted in a free and fair manner
 - c. all matters of interpretation of the Articles or these bye-laws in regards to elections. Should any dispute arise on rules, conduct, or penalties, the Returning Officer's judgement is final.
5. The Returning Officer will have the following powers:
 - a. Be the interpreter of the Elections Rules.
 - b. Appoint election officials to ensure the good conduct and administration of the elections.
 - c. Ensure oversight of the count and declare the results of the election.
 - d. Set rules, regulations and guidelines other than these Elections Rules to govern the conduct of the election.
 - e. Seek legal advice by referring the matter to the Board if they believe that statements made or the contents of publicity could leave The Union open to legal action.
 - f. Rule out of order any statement or the content of any publicity, which in their view is in breach of the Articles, the law or any other appropriate bye-law, policy or guidance.
 - g. Issue warnings to candidates or remove candidates from the election at any point in accordance with these bye-laws and any rules and regulations issued under the above provision.
 - h. Order recounts, or declare election processes null and void.
 - i. Deliver or ensure the delivery of, appropriate support and guidance to all election candidates.
 - j. Make available information to potential candidates for each election outlining relevant rules and procedures.

6. The Returning Officer shall appoint a Deputy Returning Officer who will normally be a member of the Union of UEA Students staff. They may delegate responsibilities for the good running of elections and referenda to them.
7. The elections must be carried out in a manner that is compliant with the Union's Articles and with the Education Act (1994).
8. Elections for Sabbatical Officers and Part-Time Officers will be carried out by secret ballot using Single Transferable Vote on a one member one vote basis and open to all full members. For clarity, the University shall make the final decision on who is a full member.
9. The Returning Officer shall, on an annual basis, publish a set of election regulations which will include:
 - a. The expected standards and conduct of candidates, campaigners and Student Members.
 - b. The complaints procedure and appeals process.
 - c. Candidate expenditure limits.
 - d. The process for nomination.
 - e. Arrangements for the publication of accepted nominations.
 - f. Arrangements for objections to the eligibility of candidates.
 - g. Details for the submission of Candidate Statements (if appropriate).
 - h. Details of a question time (if appropriate).
 - i. Arrangements for the ballot.
 - j. Arrangements for the count.

9. 9. Referenda

1. A referendum is a general vote on a single question which has been referred for a direct decision whereby voters select to agree or disagree with the question posed.
2. A referendum may be called on any lawful issue including affiliations, policy positions of the student body, votes of no confidence.
3. A referendum shall be held to debate any issue by:
 - a. a secure petition signed by at least 1% of student members.
 - b. a resolution of the Trustees.
 - c. A majority of Student Members voting at an Annual Student Meeting.
 - d. A majority of members voting at the UEA 50.
4. The thresholds for a Vote of No Confidence are detailed in the relevant bye-law and take precedence over (3) in respect of Votes of No Confidence.
5. The Returning Officer shall have the final decision on the wording of the referendum question.
6. The regulations for the Referendum shall be set by the Returning Officer or their delegate but shall usually include:
 - A. A notice period of the referendum of at least 14 days.
 - B. The expected standards and conduct of campaign leads, campaigners and Student Members.
 - C. The complaints procedure and appeals process.
 - D. Candidate expenditure limits.
 - E. Details for the submission of Statements (if appropriate).
 - F. Details of a question time (if appropriate).
 - G. Arrangements for the ballot.
 - H. Arrangements for the count.
7. A resolution may only be passed by Referendum if at least 5% of members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
8. The conduct of referenda shall be overseen by the Returning Officer. The Powers of the Returning Officer are outlined under "Elections".

10. 10. Executive Committee

1. The membership of the Executive Committee shall be:
 - a. The Sabbatical Officers.

b. The Part-Time Officers.

c. Staff of the Students' Union shall attend the meetings as required to ensure the proper running of the meeting and to provide advice and support as appropriate.

2. The Executive Committee will have the following roles:

a. To represent student views to the University and other organisations including attendance at University meetings.

b. To decide on proposals put to them by the UEA 50 or to be put to the UEA 50.

c. To observe UEA 50 and actively promote it to students.

d. To select NUS Reps.

e. To accept, reject, or put to referenda, ideas emerging from the UEA 50 prior to ratification by the Trustee Board.

f. To support the success of students.

g. To, where appropriate, make decisions in relation to urgent matters that cannot reasonably be delayed until a meeting of the UEA 50.

h. To administer any other duties as outlined in these bye-laws, including deciding on the need for by elections to any vacant roles within the Executive Committee.

i. To form any sub-committees necessary for the proper discharge of their roles.

3. The Executive Committee will meet at least fortnightly during term time in a manner that they agree including online. They may discuss anything they wish except that the agenda will always include the following:

a. To note an update on actions taken by officers to advance Union campaigns.

b. To note an update on actions taken to support the success of students.

c. To note information required for upcoming meetings and approve any positions to be taken.

d. To note any upcoming events and approve any actions needed.

e. Urgent matters requiring action before UEA 50.

f. Appointments to committees, boards and working groups.

g. Any other business.

4. Decision making shall be made by a majority vote.

5. Minutes of the Executive Committee shall be published and shared with UEA SU's membership and may be redacted for reasons of financial, operational or reputational sensitivity.

11. 11. NUS Representatives

1. As a Member of the National Union of Students (United Kingdom) ("NUS"), the Union is entitled to appoint representatives known as "NUS representatives" or "NUS reps" to be an active part of NUS' campaigns throughout the year, to work with other officers and ensure that the Student Members' voice is heard on a national level.
2. Duties of NUS representatives include voting in NUS elections, submitting priorities for discussion on behalf of the Union, participating in NUS' campaigns and regional events, participating in democratic events and working on issues discussed at conferences.
3. The Union will appoint representatives at the beginning of the academic year in accordance with the number of representatives allocated to the Union by NUS.
4. Representatives will be appointed by the Executive Committee.
5. All representatives must be elected to a position in the union. This could include Sabbatical or Part Time Officers, Academic Reps, Society committee members, or any other position which is elected.
6. Representatives are accountable to the Union via the Executive Committee and must also present a report to the Annual Members' Meeting.

12. 12. Student communities

The Union shall create autonomous student communities from time to time. Each community will have reasonable authority to manage its own affairs with its remit agreed by the Executive Committee and Trustee Board in consultation with UEA SU's members.

The student communities shall include:

1. Student societies: Responsible for advising on the good running, success, promotion and financial probity, of student societies.
2. Sport and Student Clubs: Responsible for advising on the good running, success, promotion and financial probity, of sports clubs.
3. Education: Responsible for collating advice and feedback from educational representatives across departments, schools, and faculties, to inform student campaigns.
4. Services: Responsible for providing feedback and advice on the Union's services including its commercial services and events.
5. This list is not exhaustive and Sabbatical Officers can form their own advisory committees, forums, groups, or meetings as they so wish to provide advice on their roles and the good running of the Union.
6. The creation of any groups with policy making powers shall be approved by the Union's Annual Meeting and Trustee Board.

13. 13. Trustees

Student Trustees

1. Subject to Article 21, up to four Student Trustees shall be appointed to the Trustee Board through an application and selection process.
2. The application and selection process will be published by the Trustee Board on an annual basis.
3. The selection panel shall typically consist of one external trustee, one student trustee, and one Sabbatical Trustee, advised by the Union's Chief Executive.

External Trustees

4. Subject to Article 21, up to six External Trustees shall be appointed to the Trustee Board through an application and selection process.
5. The application and selection process will be published by the Trustee Board on an annual basis.
6. The selection panel shall typically consist of the Chair, one Sabbatical Officer or Student Trustee and one further trustee, advised by the Union's Chief Executive.

14. 14. Student Groups

1. The Union shall establish student societies and student clubs, in accordance with its Articles. These shall collectively be known as “Student Groups”. These will include:
 - a. Student Societies. Groups of students who come together to pursue shared interests or goals and connect with likeminded students.
 - b. Student Clubs. Sports clubs who come together to take part in sporting activity either socially or competitively.
2. The Union shall have in place a fair written procedure for allocating resources to Student Groups, which shall be freely accessible to all Students. This shall be published on the website as the “Student Group Financial Procedures”.
3. Groups shall comply with the Union’s code of conduct and relevant handbooks.
4. All Groups must be registered with the Union. Registration will be considered in line with the Union’s Group registration process published on the Union’s website.
5. All Groups must have at least three committee members.
6. Groups will usually be approved unless:
 - a. A similar Group already exists.
 - b. It duplicates the work of UEA SU or UEA.
 - c. It breaches the Union’s Articles, Bye-Laws or policies.
 - d. The resources to run the Group, including insurance implications, are unreasonable within UEA SU’s resources.
 - e. The Group poses a significant financial, reputational, or legal threat to the Union.
 - f. A deregistered Group has existed within the past 12 months with similar aims, membership, or purpose.
7. Groups should hold an annual meeting to elect their committee. This should occur prior to the end of each academic year.
8. All committee members should be elected on an annual basis. Each Group should have at least three committee members.
9. All resources must be spent in accordance with the Union’s charitable purposes, policies, and other relevant laws.
10. All funds must be held with UEA SU.

11. Groups may not enter any legal contracts.
12. All activities must follow all relevant University regulations including those on Freedom of Speech and Health and Safety.
13. Groups may fundraise in line with the Student Group Financial Procedures and all funding should be deposited to an account provided by the SU, detailed in the aforementioned procedures.

15. 15. Annual Members' meeting

1. The Trustee Board will, on an annual basis, designate a date to hold an Annual Members' Meeting.
2. Notice of the Annual Members Meeting including the agenda and all reports presented to the meeting, will be published to all Student Members.
3. The agenda for the Annual Members Meeting shall include:
 - a. receiving the report of the Trustees on the Union's activities since the previous annual Student Members' Meeting.
 - b. reports from UEA 50 and student groups.
 - c. Receiving a report from the NUS reps on national changemaking.
 - d. Receiving the Annual Report and Accounts of the Union to the Student Members.
 - e. Receiving (for approval) a list of the external organisations to which the Union is currently Affiliated and details of subscriptions or similar fees paid, or donations made, to such external organisations in the past year (or since the last report).
 - f. open questions to the Trustees by the Student Members and;
 - g. consultation on any proposed amendments to the Articles or bye-laws.
4. All Student Members (who have not opted out of membership in accordance with these bye-laws) will be entitled to attend, participate and vote in these meetings.
5. The Chair of the meeting shall be selected by the Trustees.

16. 16. Complaints

1. The Union shall have in place a complaints procedure, made available to all Students or groups of Students who are dissatisfied in their dealings with the Union or claim to be unfairly disadvantaged by reason of their having exercised the right to opt out of Student Membership under these Articles, which shall:
 - a. include provision for an independent person appointed by The University of East Anglia to investigate and report on complaints; and
 - b. provide for complaints to be dealt with promptly and fairly and, where a complaint is upheld, for there to be an effective remedy.
2. The complaints procedure shall be determined by the board of trustees and made available on the Union's website.

17.