

## MEMBERSHIP BYELAW

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*This Byelaw describes the process and procedures for the submission of student ideas.*

*Capitalised terms used but not defined in these Byelaws shall have the meaning given to them in the Articles of Association of the Union adopted with effect from 2 January 2023*

### STUDENT MEMBERS OF THE UNION

1. Student Members are defined within the Articles (Article 9.1) as follows:  
“(i) Each and every Student studying on degree programmes primarily via the University of Lancaster’s site at Lancaster, UK who has not opted out by notifying the University of Lancaster or the Union of their wish not to be a Member of the Union, (ii) the Full Time Officers of the Union;  
(ii) The Full Time Officers of the Union;  
(iii) Lancaster University students primarily based at Lancaster’s site at Lancaster UK, but on work or study placements that form part of their scheme of study.”
2. The Trustees are required to extend Student Member status to other persons studying non-degree programmes primarily via the University of Lancaster’s site at Lancaster if the University of Lancaster confers student status on such groups.
3. For so long as Student status is conferred upon them by the University of Lancaster, intercalating students shall remain Student Members unless they have opted out of membership of the Union.
4. The Student Members are entitled to:
  - 4.1. Attend, vote, speak, propose, and propose amendments to motions at Student Members’ meetings, subject to the provisions of the Student Members’ Meeting Byelaw;

- 4.2. Vote in any Union election or referenda, except for positions where the Democracy and Elections Byelaw restricts voting to a particular section of the student body or university campus;
  - 4.3. Stand as a candidate in Union elections, except where the Democracy and Elections Byelaw sets out the eligibility criteria for candidates and the Student Member does not meet this criteria;
  - 4.4. Apply to join all clubs and societies registered with the Union and participate in activities organised by the Union, subject to any eligibility criteria that may be applied to any such club, society or activity;
  - 4.5. Make complaints through and in accordance with the Union's complaints procedure; and
  - 4.6. Request information regarding the Articles of Association and Byelaws, opting out, membership, budgets and financial reports relating to any prior financial year, complaints procedure, their rights as a Student Member or any other matter concerning the activities and Policy of the Union, such information not to be unreasonably withheld.
5. Student Members are required to adhere to the Union's Code of Conduct at all times. A failure to do so may result in Student Membership being removed.

## **ASSOCIATE MEMBERS OF THE UNION**

- 6. The Trustees can establish different classes of Associate Membership with such description and with such rights and obligations as they think fit and may admit and remove such associate members in accordance with this Byelaw.
- 7. No Associate Member shall be a Member of the Union.
- 8. Associate Membership status, whether of an individual or class of persons and/or classes of Associate Membership status, can be revoked or altered by the Trustees at any time for such reasons as the Trustees see fit, provided always that in making

a determination to revoke Associate Membership status the Trustees shall adhere to all equality and diversity policies of the Union.

9. The Trustees have, at the date of these Byelaws, adopted three forms of Associate Membership namely:
  - 9.1. Student Associate Members. These are (i) students at higher education institutions or colleges associated with the University of Lancaster and (ii) those enrolled on short courses or with Study Group International at the Lancaster campus;
  - 9.2. Staff Associate Members: These are employees of the University of Lancaster, including Union Staff; and
  - 9.3. Honorary Lifetime Members: There are persons to whom Associate Membership status has been awarded by the Board or any committee to whom the Trustees delegate such power. A record of all Honorary Lifetime Members will be made available for inspection by Student Members on request.

## **ASSOCIATE MEMBERS' ENTITLEMENTS**

10. Associate Members are entitled to make use of the services provided by the Union on the same terms as Student Members.
11. Associate Members are not entitled to participate in the Union's democratic activities detailed at Section 4.1, 4.2 and 4.3 of this Byelaw.
12. The admission of Associate Members to any club or society registered with the Union shall be governed by the rules of the relevant club or society.

## **OPTING OUT OF MEMBERSHIP**

13. Student Membership status is conferred automatically on all Students meeting the criteria set out in Section 1 above, but the Education Act 1994, Part 2, section

22(c)(i) specifies that students have the right to opt out of Student Membership by giving written notice to the Union.

14. To opt out of Student Membership, a Student may at any time give notice to the Union, by to **su.governance@lancaster.ac.uk** or in writing to the Union's offices marked FAO the President.
15. A Student may also give notice of their decision to opt-out of Student Membership to the University of Lancaster in writing to University House marked FAO Deputy Chief Executive (Operations).
16. If an opt-out notice is served, the Student will cease to be a Student Member for the remainder of the then current Academic Year. Should the Student wish to continue to opt out the following Academic Year, a further opt-out notice is required to be served.
17. Opting out of Student Membership will remove access to the entitlements detailed at clauses 4.1 to 4.6 of this Byelaw with immediate effect, from the date of receipt of the opt-out notice.
18. Students who have opted out of Student Membership are still able to access the commercial services and advice provisions of the Union on the same terms as Student Members.
19. A Student can opt back into Student Membership at any time by giving notice to the Union, by email to **su.governance@lancaster.ac.uk** or in writing to the Union's offices marked FAO the President. Student Membership status and access to all Student Member entitlements shall be restored immediately from the date of receipt of the opt-in notice.

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| VERSION:                    | 2024.1       |
| APPROVED BY UNION ASSEMBLY: | January 2024 |
| APPROVED BY TRUSTEE BOARD:  | January 2024 |

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| DATE OF NEXT REVIEW: | January 2025 |
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