

UNION ASSEMBLY BYELAW

This Byelaw describes the composition and powers of the Union Assembly and its sub-committees.

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.

GENERAL

1. There are four documents which govern the operation of the Union Assembly: The Articles, the Trustee Board Byelaw, the Procedures for Union Assembly Byelaw and this Byelaw.

MEMBERSHIP

2. The members of the Union Assembly shall be:
 - 2.1. The Full Time Executive Officers (ex officio);
 - 2.2. The Liberation & Campaigns Officers (ex officio);
 - 2.3. The Junior Common Room and Postgraduate Board Presidents (ex officio);
 - 2.4. Undergraduate, Postgraduate Taught, and Postgraduate Research Faculty Student Academic Representatives (ex officio);
 - 2.5. Seven (7) elected representatives of the leadership of affiliated Societies of the Students' Union; and
 - 2.6. Seven (7) elected representatives of the leadership of affiliated Sports Teams of the Students' Union;
3. Membership of the Union Assembly is personal to each member by virtue of their respective election and cannot be delegated or assigned.
4. Where the position of Liberation & Campaigns Officer is held jointly by two or more persons, such persons shall be deemed for the purposes of this Byelaw to be a single member of the Union Assembly.
5. Proxy voting by a member of Assembly shall be permitted in extraordinary circumstances pending the approval of the chair. Proxy voting should be delegated to someone with a reasonable level of responsibility within a relevant area of the Students' Union.
6. Pre-emptive voting by a Full-Time Officer shall be permitted in extraordinary circumstances pending the approval of the chair. A Full-Time Officer may submit a pre-emptive vote on a motion ahead of the meeting. If any amendments are made to the item being voted upon then the pre-emptive vote will be voided.

CHAIR & DEPUTY CHAIR

7. The chair of the Union Assembly (the “**Assembly Chair**”) shall be appointed by a panel of members of the Union Assembly. The term of each Chair shall be for six months and shall run from January to June or from July to December as applicable. The Chair may hold office for up to two (2) terms (whether consecutive or otherwise). For the avoidance of doubt, the Assembly Chair cannot be a member of Union Assembly.
8. The deputy chair of the Union Assembly (the “**Deputy Chair**”) shall be appointed by a panel of members of the Union Assembly from the Union Assembly Delegates. The term of each Deputy Chair shall be for six months and shall run from January to June or from July to December as applicable. The Deputy Chair may hold office for up to two (2) terms (whether consecutive or otherwise). For the avoidance of doubt, the Deputy Chair cannot be a member of Union Assembly.
9. The Assembly Chair (or Deputy Chair, when chairing a meeting) will remain impartial.
10. The Assembly Chair (or Deputy Chair, when chairing a meeting) may not vote.
11. The term of each of the Assembly Chair and Deputy Chair shall end if a procedural motion vote of no confidence in the Assembly Chair or Deputy Chair, as applicable, is passed. The appointment of a replacement Assembly Chair or Deputy Chair shall be the first item of business for the next meeting of the Union Assembly.

ASSEMBLY MEETINGS

12. The Union Assembly shall meet a minimum of once per term.
13. In addition, an extraordinary meeting of the Union Assembly may be called by the Assembly Chair upon receipt of one of the following:
 - 13.1. a request from the Board;
 - 13.2. a request from at least fifty percent (50%) of the Full Time Officers;
 - 13.3. a request from at least fifty percent (50%) of the Liberation & Campaigns Officers;
 - 13.4. a request from at least fifty percent (50%) of the Student Trustees;
 - 13.5. a request from at least fifty percent (50%) of Junior Common Room and Postgraduate Board Presidents;
 - 13.6. a request from at least fifty percent (50%) of Faculty Student Academic Representatives;
 - 13.7. a request from at least fifty percent (50%) of the elect representatives of Societies' and Sports Teams' leadership;
 - 13.8. a request from at least two percent (2%) of the Student Members; or
 - 13.9. a request of any Standing Sub-Committee of the Union Assembly.
14. Any Student Member may attend a Union Assembly meeting and may speak with the Assembly Chair's approval (acting reasonably).

15. The Union Assembly may refuse attendance to Student Members where this is considered by the Assembly Chair to be necessary due to consideration by the Union Assembly of any particularly sensitive, confidential or personal subject matter. The Assembly Chair shall, if directed to do so by the Board, refuse attendance to Student Members to any part of any Union Assembly meeting at which a matter designated by the Board as confidential is proposed to be considered.
16. Any Student Member, has the right to inspect the approved minutes of an Assembly meeting upon request. The Union Assembly and the Board reserve the right to redact minutes in respect of business conducted while a Union Assembly meeting was closed for attendance by Student Members or is otherwise designated during the Union Assembly meeting to be confidential.
17. The Chief Executive or their nominee(s) shall be in attendance at all meetings of the Union Assembly but shall not be a member of the Union Assembly.
18. Any Trustee attending a meeting of the Union Assembly must at all times act in accordance with their duties as a Trustee and the Trustee Code of Conduct (including the principles of collective responsibility and confidentiality). If a conflict of interest or duty arises between a Trustee's duty as a Trustee and their duties as a member of the Union Assembly, the Trustee must abstain from voting at the Union Assembly in respect of the matter in question and shall decline to accept any related mandate offered to the Trustee. For the avoidance of doubt, a conflict of duty shall be deemed to arise if Union Assembly proposes a motion that is contrary to any formal resolution of the Board passed during the then current Academic Year.

POWERS OF ASSEMBLY

19. In addition to the authorities as set out in Article 45 of the Articles of Association, the Union Assembly shall have the additional powers to:
 - 19.1. debate current issues affecting Students or the Union;
 - 19.2. set Policy;
 - 19.3. receive and if considered appropriate debate matters submitted by Student Members;
 - 19.4. receive addresses from members of the Assembly or Student Members as deemed appropriate by the Assembly Chair;
 - 19.5. agree, initiate, monitor, alter or end Assembly initiated campaigns;
 - 19.6. set Union political priorities for the current Union Assembly term;
 - 19.7. scrutinise the political activity of the Union and the performance of the Full Time Executive Officers;
 - 19.8. hold Full Time Officers to account by a motion of censure as set out in this Byelaw;
 - 19.9. create sub-committees of the Union Assembly, and to nominate a chair where required;

- 19.10. allocate such funds as the Union makes available to its student-led functions and campaigns on an unrestricted basis; and
 - 19.11. perform any other duties as set out in the Articles or the Byelaws or as otherwise requested by the Board.
20. The powers the Union Assembly to set Policy will be temporarily devolved to the Full Time Officer Group during vacation periods, pending ratification of decisions by the next Union Assembly. Such temporary Policy positions should be limited to exceptional circumstances or situations.
21. Policy set by Union Assembly may be revoked, replaced or modified by a replacement Policy adopted by Referendum or by Student Members at a Student Members' Meeting.

QUORUM

22. The quorum of a Union Assembly meeting is more than fifty percent (50%+1) of current serving members.
23. Each member of the Union Assembly shall have one vote on any matters to be determined by the Union Assembly (unless the member is otherwise required to abstain from voting pursuant to the Articles, these Byelaws or the Procedure for Union Assembly Byelaw).
24. Where membership of the Union Assembly is held ex officio and more than one person holds that ex officio position, in the event that both office holders attend a meeting of the Union Assembly they shall be counted as a single member and together only be entitled to cast one vote.
25. The Assembly Chair shall not have a casting vote.

POLICY MANDATES

26. All recognised Union delegates at national conferences may be mandated by the Union Assembly within the scope of its authority set out in this Byelaw provided always that such mandate shall not contradict any then current Policy.
27. Liberation & Campaign officers may also be mandated to express a particular view on a particular issue by their appointing forums in relation to matters relating wholly or mainly to that forum.
28. For the avoidance of doubt no mandate issued by the Union Assembly shall bind a Trustee or in any way relieve that person of their duty to exercise independent judgement in the execution of their duties.

MOTIONS OF CENSURE AGAINST FULL TIME OFFICERS

29. A motion of censure is a motion expressing a strong opinion of disapproval against the decision or actions of a Full Time Officer. Any motion of censure shall be submitted by at least three members of the Union Assembly. The Union Assembly may pass a motion of censure against a Full Time Officer only after that motion is debated by the Union Assembly and if adopted by a vote.
30. The motion must state:
- 30.1. The name of and office held by the subject;
 - 30.2. The reason for censure; and
 - 30.3. Why censure is the appropriate course of action.
31. No Full Time Officer (including the subject of a motion of censure) may propose or vote on a motion of censure. No Full Time Officer other than the Full Time Officer who is the subject of the motion of censure shall be entitled to speak during the debate of the motion.
32. A motion of censure may only have one subject. If a member of the Union Assembly wishes to censure multiple Full Time Officers at the same time for the same reason, separate motions of censure must be proposed for each individual.
33. A motion is passed if a two thirds majority of members present and eligible to vote on the motion vote in favour of the motion.
34. Notwithstanding the provisions of the Procedure for Union Assembly Byelaw, proxy votes shall not be permitted in relation to any motion of censure.

MOTIONS OF CENSURE AGAINST NON-FULL TIME OFFICER MEMBERS OF UNION ASSEMBLY

35. A motion of censure is a motion expressing a strong opinion of disapproval against the conduct of a single member of Union Assembly. Any motion of censure shall be submitted by at least eight members of Union Assembly. Union Assembly may pass a motion of censure against a member of assembly only after that motion is debated by the Union Assembly and if adopted by a vote.
36. A motion of censure against a non-Full Time Officer Assembly Member must only reference their conduct within Union Assembly itself, their conduct outside of Union Assembly shall be the responsibility of the respective groups that they represent.
37. The motion must state:
- 37.1. The name of and position held by the subject;
 - 37.2. The reason for censure; and
 - 37.3. Why censure is the appropriate course of action.

38. A motion of censure may only have one subject. If a member of the Union Assembly wishes to censure multiple assembly members at the same time for the same reason, separate motions of censure must be proposed for each individual.
39. A motion is passed if a two thirds majority of members present and eligible to vote on the motion vote in favour of the motion.
40. Notwithstanding the provisions of the Procedure for Union Assembly Byelaw, proxy votes shall not be permitted in relation to any motion of censure.

APPOINTMENT, REMOVAL AND REPLACEMENT OF LIBERATION & CAMPAIGNS OFFICERS

41. Liberation & Campaigns Officers shall be elected in accordance with the Democracy and Elections Byelaw and their respective terms of reference.
42. Liberation & Campaigns Officers may be removed from office in accordance with the Liberation & Campaigns Officers Byelaw.

APPOINTMENT, REMOVAL AND REPLACEMENT OF JUNIOR COMMON ROOM AND POSTGRADUATE BOARD PRESIDENTS

43. Junior Common Room and Postgraduate Board Presidents' shall be elected by restricted secret ballot by the Student Members of their College at an election to be held in accordance with the Democracy and Elections Byelaw and their College Terms of Reference.
44. Junior Common Room and Postgraduate Board Presidents' may be removed from office in accordance with the Democracy and Elections Byelaw.

APPOINTMENT, REMOVAL AND REPLACEMENT OF FACULTY STUDENT ACADEMIC REPRESENTATIVES

45. Undergraduate, Postgraduate Taught, and Postgraduate Research Faculty Student Academic Representatives shall be elected by Student Academic Representatives.
46. Undergraduate, Postgraduate Taught, and Postgraduate Research Faculty Student Academic Representatives may be removed from office in accordance with the Democracy and Elections Byelaw.

APPOINTMENT, REMOVAL AND REPLACEMENT OF THE ELECTED REPRESENTATIVES OF SOCIETIES' AND SPORTS TEAMS' LEADERSHIP

47. The elected representatives of affiliated Societies' and Sports Teams' leadership shall be elected by the leadership of affiliated Societies and Sports Teams respectively.

48. The elected representatives of affiliated Societies' and Sports Teams' leadership may be removed from office in accordance with the Democracy and Elections Byelaw.
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SUB-COMMITTEES OF THE UNION ASSEMBLY

50. The Union Assembly may create sub-committees of the Union Assembly and delegate powers to these committees with the agreement of the Board of Trustees. Any delegated powers should be set out in the sub-committee's terms of reference adopted from time to time by the Union Assembly with the agreement of the Board of Trustees.
51. No Sub-committees of the Union Assembly may set Policy but it can recommend Policy or a Policy change to the Union Assembly for approval.
52. Decisions of sub-committees shall only be taken in respect of the matters covered in their terms of reference, provided always that the decision falls within the powers and prerogative of the Union Assembly.
53. Union Assembly may, by simple majority vote, override any decision of a sub-committee.
54. All Sub-committees shall be accountable to the Union Assembly.
55. The following will be permanent Committees of the Union Assembly and shall not be dissolved unless and until this Byelaw is amended to omit reference to them (or, where required without a change being made to the Articles of Association):
- 55.1. Junior Common Rooms and Postgraduate Board Executives;
 - 55.2. Presidents' Committee;
 - 55.3. Liberation & Campaigns Forums;
 - 55.4. Academic Executive;
 - 55.5. Societies Committee; and
 - 55.6. Sports Committee.
56. Any other committee may be formed or dissolved by the Union Assembly, acting by simple majority vote.
57. Each sub-committee must have their own terms of reference, which shall be reviewed every two (2) years but shall otherwise adhere to the requirements set out in the Articles and the Byelaws.
58. Sub-committees may have the following power and authority delegated to them by the Union Assembly:
- 58.1. Advise the Union Assembly on Policy positions and priorities;

- 58.2. Establish multi-year programmes of work and targets;
- 58.3. Work directly with relevant University or external groups on projects relevant to their terms of reference;
- 58.4. Investigate matters relevant to the Union Assembly; and/or
- 58.5. Initiate campaigns on behalf of the Union Assembly.

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