

8. STUDENT GROUPS BYELAW

This Byelaw describes the student groups and activity connected to the Union and their rights and responsibilities.

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. These terms apply to all Student Groups connected to the Union.
2. Student Groups and their defined activities in their Terms of Reference should be primarily focused on providing development opportunities, representation and recreational activities for student members.
3. All Student Groups shall keep and maintain Terms of Reference.

MEMBERSHIP

4. All members of the Union who fulfil the eligibility criteria outlined in the Terms of Reference for a Student Group shall be considered members.
5. Leadership of a Student Groups (the Student Groups Executive), should be persons elected from within the Student Groups' membership. Unless otherwise stated in the Articles of Association or Byelaws, these elections should principally follow the Union's Democracy and Elections Byelaws.
6. Unless otherwise agreed by the Union, only Student Members of a Student Group should be running the Student Group activity. Student Members of a Student Group should take precedence in participating in the Student Group activity.

RESOURCES AND RISK MANAGEMENT

Financial Management & Funding Allocation

7. Student Groups are subject to the Students' Unions Financial Regulations.
8. Sport, Society and Student Media Groups shall be able to raise funds via a membership fee for their Student Group. These membership fees shall be set by individual Student Groups and are subject to the approval by the Union.
9. The process and criteria for funding allocation for Student Groups shall be published by the Students' Union annually and will be made in line with the Students' Union Fair Allocation Policy, the Students' Unions Financial Regulations and the requirements under the 1994 Education Act. This information is to be made available to all members upon request.

10. No funding allocations will be made for:

- 10.1. retrospective bids;
- 10.2. donations or affiliations to either a charity or a political body;
- 10.3. Ultra Vires spending, as defined in the Students' Unions Financial Regulations;
- 10.4. monies granted are only to be used for the purpose for which they were requested. Student Groups that receive funding or a grant will make their orders through the Students' Union or be asked to evidence how they spent the money through receipts and an evaluation; or
- 10.5. all unspent grant monies shall be returned to the Union at the end of each financial year unless otherwise agreed.

11. The Union will work with the University and external funders to secure additional funding where possible. Where this is achieved, Student Groups are expected to report back to the Union and external funders as required.

Resources & Equipment

12. The Union shall work with the University to ensure that Student Groups can benefit from the use of University facilities and spaces.

13. Equipment purchased by Student Groups with funds allocated by the Union shall be considered property of the Union.

14. Student Groups shall be responsible for managing equipment and facilities in line with internal procedures agreed by the Union.

15. Where a student activity group benefits from the use of centrally owned Union space including (but not limited to), Slaidburn House, Bailrigg FM Studios, County Annexes and Take 2 Office; Student Groups are expected to ensure:

- 15.1. the areas are only used for the Student Groups' intended purposes only;
- 15.2. space remains clean and in good order and health and safety requirements are followed; and,
- 15.3. the spaces are left in a secure state.

Activity and Risk Management

16. Activity undertaken by Student Groups in this Byelaw are insured under the requisite insurance policies held by the Union as long as the terms and conditions of insurance are met.

17. All Student Groups are expected to operate within the law, regulatory bodies, University regulations and are bound by:

- 17.1. The Union's Articles of Association and Byelaws;
- 17.2. Student's Union Members' Code of Conduct;
- 17.3. Safety Framework;
- 17.4. Student's Unions Financial Regulations;
- 17.5. External Speakers Policy;

- 17.6. Data Protection Policy;
- 17.7. Student's Group's Terms of Reference; and,
- 17.8. Other Union and University wide policy as and where relevant].

18. Breaches of clause 18 shall be dealt by the Union in accordance with the provisions set out in the Student's Union Members' Code of Conduct and could result in a suspension or ceasing of activity/affiliation.
19. From time to time, Student Groups may be subject to a financial or health and safety audit. This takes into consideration the perceived risks attached to activity.

ACCOUNTABILITY

20. All Student Groups are required to hold a general meeting for all members at a minimum of once an academic year.
21. Student Groups may reasonably set their own quorum however this should be set at a level proportional to their membership.
22. Any member of a Student Group shall be entitled to attend and speak at a general meeting of a Student Group, but only eligible members of that Student Group shall be entitled to vote.
23. Student Groups are expected to report back on an annual basis to their members a summary of activity and expenditure undertaken over the previous 12 months, to agree its Terms of Reference, and report back on the impact of their activity.
24. All Student Groups are expected to publish the following information via the Union's main website:
- 24.1. Outline of a Student Group's activity;
 - 24.2. How students can get involved;
 - 24.3. Any costs of being involved (membership fee and entitlement);
 - 24.4. The names of the contacts/leaders of the Student Group;
 - 24.5. The Student Group Terms of Reference and any other applicable policy's; and
 - 24.6. A Student Group's annual budget, where applicable.

TERMS OF REFERENCE

25. Each Student Group shall have a Terms of Reference that supplement the provisions of this Byelaw, which shall be responsive to the changing needs of its members.
26. The Terms of Reference for each Student Group must be agreed annually through a process which is open, accessible and communicated clearly to all members. These shall include:
- 26.1. A statement of the aims and purposes of the Student Group;
 - 26.2. Any eligibility criteria for voting in meetings or elections within the Student Group;

- 26.3. The core committee (if applicable) positions for the following year, including any eligibility criteria for candidates; and
 - 26.4. The Student Groups internal rules and procedures.
27. Any amendments to the Terms of Reference for JCR/PG Board, LCO Forums, the Student Media Groups and the Welfare and Safety Groups and details of the process by which they were reviewed will be submitted to the Union Assembly, for approval. Any amendments to the Terms of Reference for Student Groups and details of the process by which they were reviewed will be submitted to the Union for approval.
28. Terms of Reference can be rejected or amend on the following, though not limited to, grounds:
- 28.1. the process by which they were reviewed was not fair or representative of all members;
 - 28.2. the new Terms of Reference contradict the powers objects and values of the Union; and/ or
 - 28.3. the new Terms of Reference substantively change the purpose or remit of the Student Group.
29. The Terms of Reference shall be made available for reference on the Union website.

STUDENT GROUP EXECUTIVE COMMITTEES

30. Student Groups are permitted to have a Student Group Executive who are responsible for the arrangement of Student Group meetings and for coordinating activity, events, campaigns and other forms of democratic and representative action.
31. Elections for Student Group Executive Committee positions should be held in accordance with the Union election procedures as laid out in the Democracy and Elections Byelaw and its supporting documents.

COMPLAINTS

32. Complaints about the operations or committee executive members of a Student Group shall be dealt with in line with the Union's Complaints Procedure.

DISCIPLINARY PROCEDURE

33. All disciplinary matters within Student Groups will be dealt with in accordance with the Union Student Members Code of Conduct.

ACADEMIC REPRESENTATIVES

34. The role of academic representatives is to provide grassroots consultation to Departments and their Faculties and feedback to the Union to inform educational policy and changes. Academic representatives' work is directly connected to the Vice President Education.

35. Academic representatives are the members elected by their peers:
- 35.1. studying on their course or module to represent the view of the students on their cohorts' course of study;
 - 35.2. in their faculty to represent students' view at a faculty level. This shall consist of a representative for taught courses (all undergraduate and postgraduate taught masters students) and a representative for research students per Faculty (typically doctoral but includes 'masters of/by research' students). This should be done in line with the agreed Senate/Students' Union Protocols.
36. There shall be open Faculty Forums where student representatives and any student in that faculty are permitted to attend.
37. Faculty Representatives shall form part of the [Unions Senate delegation], with an individual being able to serve a maximum of two terms on the Senate.
38. Senate delegates shall be appointed annually via the Union Academic Executive and are accountable to the Academic Sub-Committee of the Union Assembly. The Students' Union Senate delegation shall be required to provide a report and answer questions from the student body at the termly scheduled Education Assembly.

LIBERATION & CAMPAIGN GROUPS

39. There shall be the following Liberation Forums:
- 39.1. Students with Disabilities' Forum;
 - 39.2. LGBTQ+ Students' Forum
 - 39.3. Women+ Students' Forum; and
 - 39.4. Racial and Ethnic Minority Students' Forum.
40. There shall be the following Campaign Forum:
- 40.1. International Students' Forums
 - 40.2. Postgraduate & Mature Students' Forum.
41. The business of Liberation & Campaign Groups shall be coordinated by a Liberation & Campaigns Officer of the Students' Union; in the absence of this officer, the individual Liberation/Campaign Group may nominate one or more of their number to chair a meeting/forum, subject to the approval by the members present.

WELFARE & CHARITY GROUPS

42. Welfare Groups shall be convened in order to bring students together to discuss issues of importance to them and to work together to organise events, campaigns and provide development opportunities and/or services for students.
43. There shall be the following Welfare Groups:

43.1. Nightline

44. There shall be the following Charity Groups:

44.1. LUSU Gives/[RAG]

STUDENT MEDIA GROUPS

General

45. Student Media Groups are the Student Groups recognised as publishing/broadcasting as part of the Union, and are namely:

- 45.1. SCAN (Student Comment And News) (Student run Newspaper) subject to IPSO Code of Practice;
- 45.2. Bailrigg FM (Student run Radio Station) subject to Ofcom regulations;
- 45.3. LA1TV (Student run TV Station); and
- 45.4. Take2 Cinema (Student run campus Cinema).

46. Student Media Groups exist to provide opportunities for members to:

- 46.1. build media skills and experience;
- 46.2. contribute to and enhance the student experience; and
- 46.3. inform and entertain students and other stakeholders at Lancaster University.

Risk Management

47. As specified in the Code of Practice between the University and Union, there shall be an agreed risk management process involving the relevant Full-Time Officer(s), Trustees and the Union's solicitor to avoid libel or other legal difficulties in relation to student media.

48. The Advertising Standards Authority regulates activity pertaining to all the Student Groups listed above.

49. The Chief Executive has delegated responsibility from the Trustee Board to nominate competent licensees to hold the appropriate licenses required by the Union to enable such media activity. The license holder is responsible for liaising with Student Media Groups on a regular basis.

50. The Editor-in-Chief for all Student Media group activity is the Activities Officer.

51. The Executive Committees of Student Media Groups are required to complete mandatory media law training prior to being able to publish on behalf of the Union.

52. All media groups must adhere to the budgeting, advertising, publishing, and broadcasting protocols agreed for their activity.

Copyright

53. All publications and branding are the exclusive copyright of the Union.

Distribution

54. The Editor-in-Chief for all Student Media Groups is permitted to withdraw content on the advice of the Trustee Board or the Union Assembly, if a publication is considered to cause major offence, breach the law, or if it is in breach of the Students' Union Articles of Association or Byelaws.

55. Student Media Heads can appeal this decision by submitting a request in writing to the Board of Trustees who shall choose whether to overturn or uphold the decision of the Editor-in-Chief.

Quality and Compliance

56. All content shall be representative, factual and balanced or creative.

57. Student Media Groups are bound by the Union's Articles of Association, Byelaws and policies.

58. Content in Student Media publications must not express a preference for any candidate in Union elections.

AFFILIATED SPORTS CLUBS AND SOCIETY GROUPS

General

59. Affiliated Sports Clubs and Society Groups have the legal status of being part of the Students' Union.

60. In addition to the provisions laid out in the Articles of Association and Byelaws, Affiliated Sports Clubs and Society Groups shall have following rights:

- 60.1. the use the University's name and logo as long as it will not bring the University's reputation into disrepute, it is not misleading and its use is not for commercial gain;
- 60.2. to compete in competitions on behalf of Lancaster University;
- 60.3. To seek appropriate advice, training and support from the Union staff to operate their activity safely and appropriately;
- 60.4. To use the Union's website and membership database tools;
- 60.5. To hold their own bank accounts; and
- 60.6. Bid for Union funding for which they are eligible.

61. It is expected that Affiliated Sports Clubs and Society Groups should have the role on the executive whose portfolio covers; President, Treasurer and Secretary as part of their Executive committee, unless otherwise specified by the Union.

62. Non-student members joining Affiliated Sports Clubs & Society Groups shall be specifically excluded from holding office as a President, Treasurer or Secretary on an executive committee.

JUNIOR COMMON ROOMS (UNDEGRADUATE AND GRADUATE COLLEGES)

63. The Junior Common Room Executives (Undergraduate and Graduate) shall be integral parts of the Union and are subject to the provisions as laid out in the Articles of Association and Byelaws.
64. JCR Executive must review their Terms of Reference on an annual basis.

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