

## **BYE LAW | ASSEMBLIES, FORUMS & ACTION GROUPS**

Last updated: 4<sup>th</sup> February 2015

### **Union Assembly**

#### **Purpose**

1. There will be a Union Assembly.
2. Dates for the Assemblies shall be published before the start of academic year.
3. The Union Assembly shall meet at least twice a semester. The functions of the Union Assembly are to:
  - (a) Discuss and decide on ideas proposed by students as policies;
  - (a) Receive reports from the Executive Committee, the Action Groups and the Activities Forum;
  - (a) Hold to account the members of the Executive Committee.

#### **Composition**

4. The Union Assembly shall be open to all students to attend.
5. It shall have formal non-voting members of the Assembly, being
  - (a) The Executive Committee,
  - (a) Faculty Level Representatives,
  - (a) Liberation Representatives,
  - (a) Action Group Chairs,
  - (a) Elected NUS Delegates,
  - (a) Members of the Activities Forum,
  - (a) Members of the Media Group Committee,
  - (a) Athletic Union President, and
  - (a) One representative from each Residents' Association.
6. The Union Assembly shall have a panel of 20 Students, who shall be the voting members of the Assembly.
7. The panel shall be composed as follows:
  - (a) Members of the panel shall be randomly selected by lot;
  - (a) A new Voting Panel will be selected for each meeting of the assembly;
  - (a) Each panel shall be selected from the full membership to reflect the diversity of the membership in terms of:
    - (i) Level of study (UG, PGT, PGR),
    - (i) Domicile (UK, European and Overseas),
    - (i) Gender (Male, Female);
  - (a) Each panel will include at least one member who self-defines in each of the following categories:
    - (i) Black & Minority Ethnic Students,
    - (i) Disabled Students,
    - (i) Lesbian, Gay, Bi & Trans Students,
    - (i) Women Students.

#### **Voting**

8. Voting will be conducted solely by the voting panel, with the options being 'in favour' or 'against' the idea. There shall be no option to abstain.
9. Every member of the panel present must vote on every issue.
10. For the panel to make decisions:
  - (a) at least 16 members must be present;

- (a) Those present must include at least one member who self-defines in each of the following categories:
  - (i) Black & Minority Ethnic Students,
  - (i) Disabled Students,
  - (i) Lesbian, Gay, Bi & Trans Students,
  - (i) Women Students;
- (a) In the event that no member of the panel self-defines in the categories above, a member of the relevant liberation campaign who is present can be selected to fill the place.
- 11. Votes on policy ideas will be conducted as follows:
  - (a) If 25% or less of the panel vote in favour of the idea, the idea will be rejected;
  - (a) If more than 25% but less than 75% of the panel vote in favour, the idea will be put to an referendum;
  - (a) If 75% or more of the panel vote in favour the idea will be approved.
- 12. Votes on amendments to policy ideas will require a simple majority of the panel to pass. In the event of a tie, an amendment will fall.
- 13. Votes on the reports of the Executive Committee or any other group will require a simple majority to be approved. In the event of a tie, the report will not be approved.

### **Facilitator and Procedure**

- 14. There shall be an Assemblies Facilitator, who shall be recruited on the basis of their skills and experience and their ability to impartially moderate debate in accordance with the processes for appointing members of the Union's permanent staff. The Facilitator must be a member of the Students' Union, and no member of the Executive Committee may be the Facilitator.
- 15. The Assemblies Facilitator and the General Secretary will jointly make from time-to-time rules to govern the procedure of meetings of the Union Assembly.

### **FORUMS**

Forums exist to maximise the number of students able to actively influence and direct the Union's activities and policies. They feed into the work Assemblies and are one of the most effective ways of students being able to scrutinise the Executive Committee.

### **Frequency of Meetings**

- 16. All forums should aim to meet at least twice per semester
- 17. They will be convened by the relevant Executive Committee Officer

### **Faculty Forums**

#### **Purpose**

- 18. Bring all the students together within that Faculty
- 19. Direct the Union's work within that Faculty
- 20. Organise students within that Faculty around collective issues
- 21. Report to the University Assembly

### **22. Composition**

#### **Engineering & Physical Sciences Faculty Student Forum**

- Education Officer
- 2 x UG EPS Reps
- 1 x PG-T EPS Rep
- 1 x PG-R EPS Rep
- All Programme Reps

#### **Humanities Faculty Student Forum**

- Education Officer
- 2 x UG Humanities Reps
- 1 x PG-T Humanities Rep
- 1 x PG-R Humanities Rep
- All Programme Reps within Humanities

#### **Faculty of Life Sciences Student Forum**

- Education Officer
- 2 x UG LS Reps
- 1 x PG-T LS Rep
- 1 x PG-R LS Rep
- All Programme Reps

#### **Medical & Human Sciences Faculty Student Forum**

- Education Officer
- 2 x UG MHS Reps
- 1 x PG-T MHS Rep
- 1 x PG-R MHS Rep
- All Programme Reps

within EPS  
• Relevant Subject Societies

• Relevant Subject Societies

• Relevant Subject Societies

within MHS  
• Relevant Subject Societies

23. The Undergraduate & Postgraduate Reps will be elected in accordance with the Bye-Law on Elections
24. The Chair shall rotate between the Faculty-wide representatives of the forum
25. The Education Officer will be responsible for the organisation, communication and activities of each Faculty Forum

### **Student Activities Forum**

#### **Purpose**

26. Bring all the students together who care about student activities
27. Direct the Union's work within student activities
28. Report to the Union Assembly

#### **Composition**

29. Activities & Development Officer
30. Representatives from each Society category
31. One representative from
  - (a) The Mancunion (Newspaper)
  - (a) Fuse FM (Radio)
  - (a) Fuse TV (Television)
  - (a) Student Community Action
  - (a) RAG

### **ACTION GROUPS**

Action Groups exist to bring students with a particular passion or representative issue together to directly shape and develop the Union's activities, ensuring better representation for that particular group, and to hold the Executive Committee to account on the work they have done for those students

#### **Frequency of Meetings**

32. These groups should meet as often as is necessary to develop and progress the Union Action Plans

### **International Students Action Group**

#### **Purpose**

33. Discuss & develop the Union's work on ensuring better representation of international students
34. Provide space for any international student to directly influence the work of the Union

#### **Composition**

35. International Students Action Group Chairs
36. Activities & Development Officer
37. Community Officer
38. Diversity Officer
39. Education Officer
40. General Secretary
41. Any student should be able to participate in the discussions

### **Cross Liberation Action Group**

**Purpose**

- 42. Discuss & develop the Union's work on ensuring better liberation representation
- 43. Provide space for any liberation student to directly influence the work of the Union

**Composition**

- 44. Two representatives from the four liberation groups
  - (a) Black & Minority Ethnic Students
  - (a) Disabled Students
  - (a) Lesbian, Gay, Bi, Trans and Queer/Questioning Students
  - (a) Women Students
- 45. The Executive Committee
- 46. Any student should be able to participate in the discussions

**Postgraduate Students Action Group****Purpose**

- 47. Discuss & develop the Union's work on ensuring better representation of postgraduate students
- 48. Provide space for any postgraduate student to directly influence the work of the Union

**Composition**

- 49. Action Group Chair (Postgraduate-Taught Students)
- 50. Action Group Chair (Postgraduate-Research Students)
- 51. Faculty level PGT and PGR reps
- 52. Diversity Officer
- 53. Education Officers
- 54. Any student should be able to participate in the discussions

**Other Action Groups**

From time to time the Union will need to look at specific issues within the Union, from increasing democracy to improving sustainability on campus. It is important that they are allowed to be flexible in composition and how they develop

- 55. The Executive Committee may, from time to time as they resolve, initiate new Action Groups to shape the Union's work in particular areas
- 56. Any student should be able to participate in the work of these action groups

Original Bye-Law approved by referendum 08.02.2012

Amendment by Union Assembly 12.02.2014, implemented by Trustee Board 04.06.2014