

BYE LAW | ASSEMBLIES, FORUMS & ACTION GROUPS

Last updated: 4th June 2014

1. There will be a Union Assembly.
2. Dates for the Assemblies shall be published before the start of the First Academic Term
3. They shall meet at least once a semester, normally meeting twice or more a semester

Union Assembly

Purpose

4. Discuss and decide on ideas proposed by members which, if implemented, would lead to changes in how the University of Manchester Students' Union operates
5. Direct the Union's work providing volunteer opportunities, activities and media for students
6. Hear reports from the Student Activities Forum
7. Hear reports from Action Groups
8. Hear reports from the Executive Committee
9. Hold to account the members of the Executive Committee
10. To promote the views, interests and organise activities of common concern for members of the Assembly
11. To direct the enacting of Union policy and campaign activity
12. To produce detailed proposals for campaigns and activities including budgets where appropriate.

Composition

13. Open to all students to attend but not vote
14. It shall have formal non-voting members of the Assembly, being
 - 14.1 The Executive Committee,
 - 14.2 Faculty Level Representatives,
 - 14.3 Liberation Representatives,
 - 14.4 Action Group Chairs,
 - 14.5 Elected NUS Delegates,
 - 14.6 Members of the Activities Forum,
 - 14.7 Members of the Media Group Committee,
 - 14.8 Athletic Union President, and
 - 14.9 One representative from each Residents' Association.
15. A Voting Panel of 20 Students
 - 15.1 A new Voting Panel will be selected for each meeting of the assembly
 - 15.2 Each panel shall be selected from the full membership to reflect the diversity of the membership in terms of
 - 15.2.1 Level of study (UG, PGT, PGR)
 - 15.2.2 Domicile (UK, European and Overseas)
 - 15.2.3 Gender (Male, Female)
 - 15.3 Each panel will include at least one member who self defines in each of the following categories
 - 15.3.1 Black & Minority Ethnic Students
 - 15.3.2 Disabled Students
 - 15.3.3 Lesbian, Gay, Bi & Trans Students
 - 15.3.4 Women Students

Voting

16. Voting will be conducted solely by the voting panel, with the options being 'in favour' or 'against' the idea

17. Every member of the panel present must vote on every issue
18. For the panel to make decisions
 - 18.1 at least 16 members must be present
 - 18.2 Those present must include at least one member who self-defines in each of the following categories
 - 18.2.1 Black & Minority Ethnic Students
 - 18.2.2 Disabled Students
 - 18.2.3 Lesbian, Gay, Bi & Trans Students
 - 18.2.4 Women Students
 - 18.3 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
19. If 25% or less of the panel vote in favour of the idea, the idea will be rejected
20. If more than 25% but less than 75% of the panel vote in favour, the idea will be put to an all student vote
21. If 75% or more of the panel vote in favour the idea will be accepted into union policy and the Executive will be responsible for its implementation

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

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

Faculty Forums

Purpose

24. Bring all the students together within that Faculty
25. Direct the Union's work within that Faculty
26. Organise students within that Faculty around collective issues
27. Report to the University Assembly

28. Composition

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| Engineering & Physical Sciences Faculty Student Forum <ul style="list-style-type: none"> • Education Officer • 2 x UG EPS Reps • 1 x PG-T EPS Rep • 1 x PG-R EPS Rep • All Programme Reps within EPS • Relevant Subject Societies | Humanities Faculty Student Forum <ul style="list-style-type: none"> • Education Officer • 2 x UG Humanities Reps • 1 x PG-T Humanities Rep • 1 x PG-R Humanities Rep • All Programme Reps within Humanities • Relevant Subject Societies | Faculty of Life Sciences Student Forum <ul style="list-style-type: none"> • Education Officer • 2 x UG LS Reps • 1 x PG-T LS Rep • 1 x PG-R LS Rep • All Programme Reps • Relevant Subject Societies | Medical & Human Sciences Faculty Student Forum <ul style="list-style-type: none"> • Education Officer • 2 x UG MHS Reps • 1 x PG-T MHS Rep • 1 x PG-R MHS Rep • All Programme Reps within MHS • Relevant Subject Societies |
|--|---|---|---|

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

Student Activities Forum

Purpose

32. Bring all the students together who care about student activities
33. Direct the Union's work within student activities
34. Report to the Union Assembly

Composition

35. Activities & Development Officer
36. Representatives from each Society category
37. One representative from
 - 37.1 The Mancunion (Newspaper)
 - 37.2 Fuse FM (Radio)
 - 37.3 Fuse TV (Television)
 - 37.4 Student Community Action
 - 37.5 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

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

International Students Action Group

Purpose

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

Composition

41. International Students Action Group Chairs
42. Activities & Development Officer
43. Community Officer
44. Diversity Officer
45. Education Officer
46. General Secretary
47. Any student should be able to participate in the discussions

Cross Liberation Action Group

Purpose

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

Composition

50. Two representatives from the four liberation groups
 - 50.1 Black & Minority Ethnic Students
 - 50.2 Disabled Students
 - 50.3 Lesbian, Gay, Bi, Trans and Queer/Questioning Students
 - 50.4 Women Students
51. The Executive Committee
52. Any student should be able to participate in the discussions

Postgraduate Students Action Group

Purpose

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

Composition

55. Action Group Chair (Postgraduate-Taught Students)
56. Action Group Chair (Postgraduate-Research Students)
57. Faculty level PGT and PGR reps
58. Diversity Officer
59. Education Officers
60. 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

61. The Executive Committee may, from time to time as they resolve, initiate new Action Groups to shape the Union's work in particular areas
62. 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