



Bangor University Students' Union (Undeb Bangor) Articles of Association: Byelaws

For use within

BANGOR UNIVERSITY STUDENTS' UNION

as approved by the Trustee Board

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Bye-Law 1 – Student Officers



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This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board, and the Undeb Bangor Student Members Meetings in line with their procedures.

1. Officers

1.1. The Student Officers / Officer Trustees of Undeb Bangor shall be:

1.2. Cross –Campus Officers:

1.3. President

1.4. Vice President for Education

1.5. Vice President for Sports

1.6. Vice President for Societies and Volunteering

1.7. UMCB President / Is-Lywydd Myfyrwyr Cymraeg

1.8. The Student Officer Term of Office shall run from July 1st to June 30th each year.

1.9. An 'Officer Agreement' shall be drafted and signed by each individual Officer before commencement of post. The 'Officer Agreement' shall outline levels and method of remuneration.

1.10. Student Officer Remuneration shall only be amended by Trustee Board or Student Members Meeting.

1.11. The following role descriptions shall govern the work of the Student Officers / Officer Trustees.

1.12. All Student Officers:

1.12.1. Shall be a trustee of the Students' Union

1.12.2. Shall be considered a 'major union officer holder' as defined by the 1994 Education Act

1.12.3. Shall be a full voting member of the Undeb Bangor Trustee Board and Undeb Bangor Student Officer Team.

1.12.4. Shall provide leadership on the direction of the Students' Union's campaigns and events portfolio

1.12.5. Shall aid and support Welcome Week activities, including a Freshers' fair.

1.12.6. Shall support the work of Union officers and staff. At times this may be during evenings and weekends, outside of regular office hours.

1.12.7. Promote the values of the Union at all times

1.12.8. Shall work to ensure that their, and the Students' Union's, work is properly and effectively communicated to students.

1.12.9. Shall be expected to regularly provide articles for Union publications, including the website.

1.12.10. Shall work to support and deliver the Students' Union health, welfare, sustainability and community remit.

1.12.11. Shall proactively work on Policy passed through the democratic process



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- 1.12.12. Shall attend and represent students at high level University meetings including; strategy groups task and finish groups and committees
- 1.12.13. Shall liaise with relevant University departments on matters which are important to students
- 1.12.14. Shall attend national conferences
- 1.12.15. Shall sit on Students' Union and University interview panels when required
- 1.12.16. Shall aid in representing students at University appeals and disciplinary processes when required
- 1.12.17. Shall attend Students' Union meetings such as the Annual General Meeting and providing reports and answering student questions when necessary
- 1.12.18. Shall support the Students' Union in the production of reports
- 1.12.19. Shall regularly engage with students around campus

1.13. Student Officers will have the following specific portfolio remits:

2. PRESIDENT

- 2.1. Shall be lead officer of the Union and head of the Student Officer Team.
- 2.2. Shall be the lead representative of the Union to the University, liaising between the Students' Union and University Executive
- 2.3. Shall be the chief representative of the Union to the local community and local and national media.
- 2.4. Shall maintain contacts with other students' unions and relevant external organisations.
- 2.5. Shall be responsible for the drafting and implementation of Union strategy and shall oversee operational policy in conjunction with the Trustee Board and the Students' Union Director.
- 2.6. Shall make a report on their work for the Accountability Panel as and when needed.
- 2.7. Shall have delegated line management responsibility for the Students' Union Director between meetings of the Undeb Bangor Trustee Board
- 2.8. Shall be the lead officer on matters relating to staffing issues within the Union.
- 2.9. Shall deputy chair meetings of the Undeb Bangor Trustee Board
- 2.10. Shall be the lead officer on matters relating to Union democracy and shall be responsible for upholding and interpreting the Bye-Laws and Articles.
- 2.11. Shall be the officer responsible for the Union's community remit, including students in the community project work, local and global community campaigns, the citizenship agenda and liaising with residents groups and the local council.
- 2.12. Shall lead on matters relating to University Quality Assurance
- 2.13. Working with the Vice President for Education, shall contribute to major institutional projects and strategic initiatives that enhance the student experience, ensuring student interests are represented in high-level developments.

3. VICE PRESIDENT FOR EDUCATION



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- 3.1. Shall be the officer responsible for the Union's Education remit, with particular focus on matters of national and local education policy, funding and quality. This shall also cover all matters dealing with postgraduate education.
- 3.2. Shall regularly liaise with the University Executive on matters relating to education.
- 3.3. Shall work closely with the UMCB President on matters regarding Welsh medium education
- 3.4. Shall advocate for the integration of employability within the academic experience, working to ensure that skills development and career readiness are embedded throughout the curriculum and wider student opportunities
- 3.5. Shall be the officer responsible for the coordination of the Students' Union Course Representative system, ensuring regular liaison with the University and individual Academic Schools
- 3.6. Plan and facilitate Course Representative Council
- 3.7. Work closely with the Course Representative Cabinet and Course Representatives on initiatives, events and campaigns
- 3.8. Shall work closely with the UMCB President in the coordination of the Welsh Language aspects of the University's course representative system.
- 3.9. Shall support the Students' Union's Academic Research work
- 3.10. Shall support the Students' Union in the production of reports relating to academic experience. Shall make a report on their work for the Accountability Panel as and when needed.

4. VICE PRESIDENT FOR SOCIETIES AND VOLUNTEERING

- 4.1. Shall be the officer responsible for the Students' Union's Societies and Volunteering remit, liaising closely with University and representing students on matters relating to Societies and Volunteering
- 4.2. Shall be the officer responsible for the Union's societies and volunteering remit, including being responsible for its operation and finances, and ensuring that its societies have the resources and information they require to function.
- 4.3. Shall liaise with the Vice President for Sports and Is-Lywydd Myfyrwyr Cymraeg / UMCB President in coordinating a comprehensive training package for committee members of AU, Societies, Volunteering Groups and UMCB groups.
- 4.4. Shall encourage and promote recreational activity in the University, offering assistance through the Undeb Bangor Student Opportunities Team.
- 4.5. Work closely with, and chair, the Societies and Volunteering Executive committees, supporting initiatives, events and campaigns
- 4.6. Work closely with society and volunteering committee members to support initiatives, events and campaigns
- 4.7. Aid in the monitoring of Society and Volunteering activities. At times this may be during evenings and weekends, outside of regular office hours.
- 4.8. Shall aid in the planning and facilitation of inter-university Society and Volunteering events.
 - Shall make a report on their work for the Accountability Panel as and when needed.



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5. VICE PRESIDENT FOR SPORTS

- 5.1. Shall be the officer responsible for the Students' Union's Sport remit, liaising closely with University and Bangor Sports Department, representing students on matters relating to sport.
- 5.2. Shall attend all relevant meetings of BUCS and BUCS Wales
- 5.3. Shall be the Athletic Union President, responsible for its operation and finances, and ensuring that its clubs have the resources and information they require to function.
- 5.4. Shall liaise with the local community and national bodies on sporting matters.
- 5.5. Shall liaise with the Vice President for Societies and Volunteering and the UMCB President in coordinating a comprehensive training package for committee members of AU, Societies, Volunteering Groups and UMCB groups.
- 5.6. Shall encourage and promote members' participation in both competitive and recreational sport in the University, offering assistance through the Athletic Union.
- 5.7. Work closely with, and chair, the Athletic Union Executive, supporting initiatives, events and campaigns
- 5.8. Work closely with sports club committee members to support initiatives, events and campaigns
- 5.9. Aid in the monitoring of Athletic Union and sporting activities. At times this may be during evenings and weekends, outside of regular office hours.
- 5.10. Shall aid in the planning and facilitation of inter-university sports events.
 - Shall make a report on their work for the Accountability Panel as and when needed.

6. IS-LYWYDD MYFYRWYR CYMRAEG / UMCB PRESIDENT

- 6.1. Shall be a Welsh speaker and represent all Welsh speakers and learners.
- 6.2. Shall be the officer responsible for the Students' Union's Welsh Language remit, liaising closely with University and representing students on matters relating to Welsh Language.
- 6.3. Shall be the President of UMCB, being responsible for its operation and finances, ensuring that its groups have the resources and information they require to function.
- 6.4. Shall liaise with the University, local community and national bodies on issues regarding Welsh language provision and widening participation amongst Welsh speakers.
- 6.5. Shall work closely with the Vice President for Education in the coordination of the Welsh Language aspects of the University's course representative system and on matters regarding Welsh medium education.
- 6.6. Shall regularly meet with Welsh Language Course Representatives
- 6.7. Shall liaise with the Vice President for Societies and Volunteering and the Vice President for Sports in coordinating a comprehensive training package for committee members of AU, Societies, Volunteering Groups and UMCB groups.
- 6.8. Shall encourage the inclusion and promotion of the Welsh language and culture in all University and Union affairs.
- ~~6.9. Shall work to engage the local Welsh speaking community in the work of the Union and~~
liaise with the President and Vice President for Societies and Volunteering on community work.
- 6.10. Work closely with the UMCB Executive and UMCB society committee members to support initiatives, events and campaigns



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- 6.11. Aid in the monitoring of UMCB activities. At times this may be during evenings and weekends, outside of regular office hours.
- 6.12. Shall aid in the planning and facilitation of inter-university Welsh Language events.
- 6.13. Shall sit on University Council
- 6.14. Shall make a report on their work for the Accountability Panel as and when needed

7. Accountability Panel

- 7.1. Accountability Panels shall be made up by the following:
- 7.2. An Officer, or equivalent, from another Students' Union
- 7.3. A minimum of three student members, recruited at the start of the year as decided by the Union Membership Services Team.
- 7.4. One additional student member who will facilitate the meeting
- 7.5. A staff member appointed by the Chief Executive who shall act as Secretary to the meeting.
- 7.6. There shall be a minimum of two Officer Accountability Panels held for each Officer across the academic year.
- 7.7. Each Officer will publish a report 7 days before each panel updating on key activities and their yearly objectives.
- 7.8. The Secretary will invite panel members to request additional reports on matters relevant to the Student Officer's remit for inclusion at the next panel.
- 7.9. The quorum for accountability panels shall be 50% of the Accountability Panel membership plus one.
- 7.10. The Panel will , through the Secretary, produce a report on their findings of the Officers work to be published on the Unions Website with recommendations and notes.

8. All Student Campaign Meeting

- 8.1. At least once a year the Officers will host an all student meeting to help set the campaign priorities for the coming year ahead.
- 8.2. The format of this meeting will be agreed by Officers and Staff of the Union
- 8.3. There will be no quorum to this meeting
- 8.4. Decisions made at this meeting will not be binding but should be used by the Student Officers as advice when setting their objectives.



Bye-Law 2 – Referenda/All Student Vote

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

1. Referenda

- 1.1 Referenda may be called as defined in Bye-Law 5

2. Policy

- 2.1 A Referendum may be called on any issue by:

- 2.1.1 a failure for the Officer Team to unanimously pass a Student Idea
- 2.1.2 a Petition, as defined by Bye-Law (6) of 50 members signed 2 weeks after a Student Idea is either Passed or Rejected at Student Officer Executive Meeting
- 2.1.3 subject to Articles 26.1 and 28.2.1, a Secure Petition signed or agreed to be at least 150 Student Members

- 2.2 Subject to Articles 26.1 and 28.2.1, a resolution may only be passed by Referendum if at least 500 Student Members cast a vote in the Referendum and a simple majority of the votes cast are in favour of the resolution.

- 2.3 Referendums shall be conducted in accordance with the Articles and the Bye-Laws.

3. Responsibilities

- 3.1 The Returning Officer, or their Deputy, shall be responsible for organising a Referendum

4. Organisation

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- 4.1 The Returning Officer will be responsible for the good conduct and co-ordination of the administration of the Referendum.



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5. Publication

- 5.1 The Returning Officer will publicise that a referendum has been called for and details of the reason why within five (5) clear days of receipt of notice
- 5.2 The Returning Officer shall:
 - 5.2.1 Publish the proposal and date(s) for the referendum and date of a meeting.
 - 5.2.2 Arrange for both sides of any debate to be publicised alongside the question. As well as any Evidence submitted during the 'Call for Evidence phase of Bye-Law 4
 - 5.2.3 Publish the proposal and the question to be asked and further advertise dates of polling.

6. Voting

- 6.1 All Members shall be eligible to vote.
- 6.2 Polling will normally be electronic.
- 6.3 The voting options should allow Members to vote in favour, against, or abstain for each proposal.
- 6.4 Quorum shall be 500 votes (including abstentions.)

7. Results

- 7.1 The Returning Officer shall be responsible for declaring the result of the referendum once they are satisfied that the Referendum has been conducted properly.
- 7.2 The result should be published on the Undeb Bangor website as soon as practicably possible but no later than three working days after the Referendum has been held.



Bye-Law 3 – Student Members Meetings

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

1. Purpose

1.1. The Student Members Meetings exist to:

- 1.1.4. Formally present the accounts of the Union and receive the Annual Report.
- 1.1.5. Fulfil all the requirements as set out in the Bangor University Students' Union (Undeb Bangor) Articles of Association.
- 1.1.6. Approve changes to the Bye-Laws and the Articles of Association

2. Timing

2.1. The Union may hold other Student Members' meetings in addition to the annual Student Members' meeting normally in October and March / April

2.2. No Student Members Meeting shall take place during a period of vacation. A vacation shall be taken to mean any time outside the published Bangor University term dates.

3. Standing Orders

3.1. The Student Members Meetings will be called, advertised and run according to the rules outlined in the Articles of Association.

3.2. The meeting will be chaired by a Student Officer or their nominee. For the absence of doubt, the chair must be a current Student Officer or a current registered student.

3.3. Any member present may propose any of the following procedural motions:

- 3.3.1. A motion of no confidence in the Chair for the rest of the meeting
- 3.3.2. A challenge to the Chair's ruling



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- 3.3.3. That the motion be taken in parts
- 3.3.4. That the matter be put to the vote
- 3.3.5. That a re-count be held
- 3.3.6. That the order of business is changed
- 3.3. For a procedural motion to be passed it must be agreed by a simple majority of those present and eligible to vote.

3.4. Agenda

- 3.4.1. All registered students at Bangor University and Student Officers will have the opportunity to place items on the agenda, and will receive the agenda and papers at least a week before the meeting.

3.5. Motions for discussion

- 3.5.1. Motions will be discussed at the meeting if they are:
 - 3.5.1.1. Submitted by the appropriate motions deadline, or accepted by the Executive Committee as an emergency motion.
 - 3.5.1.2. Prepared in the agreed format, i.e. 'Union Believes, Union Further Believes & Union Resolves'.
 - 3.5.1.3. Proposed and nominated by two registered students and/or Student Officers.

3.6. Discussion of motions

- 3.6.1. Motions will be discussed in the following manner:
 - 3.6.1.1. (a.) Speech in favour (2 minutes), property of the proposer
 - 3.6.1.2. (b.) Speech against (2 minutes), open
 - 3.6.1.3. (c.) Basket debate – must be balanced, this continues as long as there is balance or until the Chair decides it is in the best interest of the meeting to move on (1 minute each)
 - 3.6.1.4. (d.) Informal questions, those present may ask questions of the proposer in order to clarify information.
 - 3.6.1.5. (e.) Summation (1 minute), property of the seconder
 - 3.6.1.6. (f.) Vote.

3.7. Voting

- 3.7.1. Policy motions and changes to the agenda will be resolved by a straight majority vote, changes to constitutional by-laws require a two-thirds majority.
 - 3.7.2. Voting will take place by a show of hands, or other appropriate method
 - 3.7.3. Quorum for voting purposes is outlined in Articles of Association.
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Bye-Law 4 – Ideas

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

1. Idea Submission

- 1.1. Any member of the Union can submit an idea to the Union at any time.
- 1.2. This submission must be submitted through the Student Union Website and include the name and student number of the member who is proposing the idea.
- 1.3. Ideas must state two things: firstly, what the member wants to change and secondly why.
- 1.4. The idea must have a title. The title of the idea must reflect the proposed changes.
- 1.5. Ideas must clearly state any relevant changes proposed to Articles or ByeLaws either within the idea or as supporting information.
- 1.6. For their idea to be discussed the student who submitted it must still be a member of the Union and must continue to be one until the end of the process as outlined in this Bye-law
- 1.7. The Union will acknowledge receipt of the idea and begin the decision-making process within 10 working days.
- 1.8. During this time Ideas can be deferred from being discussed if the idea is identified by Full-time Officers as:
 - 1.8.1. Posing a financial threat to the Union
 - 1.8.2. Posing a legal threat to the Union
- 1.9. If an idea has been deferred under Bye-Law 4.1.7 then the extent of the threat will be investigated. During this investigation, the Union member who submitted the Idea will be given the option to:



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- 1.9.1. Change their Idea so that it is no longer acknowledged as a threat under Bye-Law 4.1.7 before it is submitted to back to the Student Officer Team
 - 1.9.2. Withdraw their idea
 - 1.10. No idea with materially the same content can be discussed at the Student Officer Executive Meeting twice in one academic year unless it has been deferred from a previous committee. This will be determined by the Student Officer Team
 - 2. Call for Evidence**
 - 2.1. Upon receiving an idea and it being accepted as an idea by, the Union will open a Call for Evidence for a minimum of 10 working days.
 - 2.2. The Call for Evidence allows students, Societies, Groups, Clubs and relevant stakeholders to contribute views, data, or commentary on the idea.
 - 2.3. Evidence can be submitted through a variety of means as determined by the staff team at the Union
 - 2.4. A summary of responses will be prepared and presented to the Officer Team.
 - 3. Officer Team Executive Meeting.**
 - 3.1. Within two working days of the Call for Evidence closing the Officer Team shall meet to discuss the idea.
 - 3.2. After reviewing the evidence, The Officer Team will vote to either approve or reject the idea. If they:
 - 3.2.1. Approve the idea unanimously (100%) – the idea becomes official Union policy;
 - 3.2.2. Reject the idea unanimously (100%) – the idea is dismissed;
 - 3.2.3. Fail to reach unanimous agreement – the idea proceeds to an All Student Vote.
 - 4. Petition to Challenge the Decision**
 - 4.1. If the Officer Team approves or rejects the idea unanimously, students may still challenge the decision.
 - 4.2. A petition (as outlined in Bye-Law 6) must be signed by at least 50 student members and submitted within 10 working days of the Officer decision being published.
 - 4.3. A valid petition will automatically trigger an All Student Vote (as outlined in Bye-Law 3) on the idea.
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Bye-Law 5 – Trustee Board

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

1 Purpose, Structure & Delegation

- 1.1 The purpose of the Trustee Board is set out in Bangor University Students' Union (Undeb Bangor) Articles of Association
- 1.2 The Trustees are free to structure Trustee Board meetings as they see fit, provided that the conditions outline in the Articles of Association are met.
- 1.3 The Trustees may delegate operational responsibility to appropriate staff and sub-committees as necessary

2 Trustee Appointments and Period of Office

- 2.1 Subject to Article 23.2 and 24.2 below, Lay and Student Trustees shall be appointed by a simple majority vote of the Governance Elections and Appointments Committee, confirmed at the following Board meeting, provided that the appointment of each Student and Lay Trustee is ratified by a majority vote of the Student Executive . For the avoidance of doubt, they shall be considered a full and voting member of the Board prior to this under Article 30.5. If Student Executive withholds ratification, they shall cease to be a Trustee.
- 2.2 Lay and Student Trustees period of office is as detailed in 23.2 and 24.2 of the Articles of Association
- 2.2 Under normal circumstances Student Officer Trustees will commence their appointment from July 1st in the year they are elected, and their period of office will cease on the following June 30th.



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- 2.3 If a Student Officer Trustee vacancy exists, a by-election may be called following the procedure outlined in the Elections Bye-Law. Their period of office will be determined by the Trustee Board and will end in line with other elected Officer Trustees.
- 2.4 Each Student Trustee must be a Student at the time of their appointment and for the duration of their term as a Student Trustee.
- 2.5 A Lay Trustee must not be a current Student.

3 Trustee Roles, Responsibilities & Expectations

- 3.1 All Trustees are expected to:
 - 3.1.1 Uphold the Bangor University Students' Union (Undeb Bangor) Mission, Vision and Values at all times.
 - 3.1.2 Adhere to the seven Nolan Principles of Public Life whilst carrying out their duties: these are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
 - 3.1.3 Attend all Trustee Board, and appropriate sub-committee, meetings or send written apologies in advance.
 - 3.1.4 Promote the work, aims and ideology of the Union, maintaining confidentiality where necessary.
 - 3.1.5 Envision, monitor and evaluate the Union's strategic direction.
 - 3.1.6 Maintain an active interest in the Union and ensure that they are appropriately prepared and briefed in order to make informed decisions for the benefit of students in Bangor.
 - 3.1.7 Contribute towards the on-going development of a high-performance Trustee Board.
 - 3.1.8 Take part in appropriate additional activities as may be determined by the Trustee Board for the furtherance of the Union.
 - 3.1.9 Ensure that the Union: complies with all relevant legislation and this Articles of Association, uses charitable funds and assets only in the furtherance of the Union's objects, and ensures continued solvency.
 - 3.1.10 Take appropriate steps to avoid activities that might place the charity's assets, resources or reputation at undue risk.
- 3.2 Students' Union Director Appraisal
 - 3.2.1 In line with Articles of Association, the Trustee Board is responsible for providing a suitable annual appraisal of the Students' Union Director.
 - 3.2.2 The Students' Union Director appraisal is led by the President with the support of a 'Students' Union Director Appraisal sub-committee', the membership of which will include the Chair and Deputy Chair of the Trustee Board.
 - 3.2.4 The Students' Union Director's appraisal should be completed prior to the Officer Handover period and be led by the Chair and Deputy Chair of the Board. If the Chair and/or Deputy Chair are unavailable or unable to attend the appraisal another Student Officer and Lay Trustee member can attend as their nominees to fulfil this role

4 Sub-Committees of the Board

- 4.1 The Trustee Board may set up sub-committees as necessary to provide a more detailed forum for discussion and/or to deliver operational and monitoring requirements.
- 4.2 The Trustee Board should ensure that the sub-committee structure works efficiently and effectively and seek to make use of delegation and referral to the Student Officer Team where appropriate.



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- 4.2.1 Where Trustee Board responsibilities are delegated to the Student Officer Team, members of the Trustee Board are welcome to attend Student Officer Team meetings in a non-voting capacity.
- 4.2.2 Minutes of Student Officer Team meetings should be presented at each Trustee Board meeting for information and discussion.

4.3 Student Executive Meeting

- 4.3.1 The Student Officers form the voting members of the Student Executive Meeting, which exists as a regular, formal, operational meeting and will also act to approve or reject ideas.. The main business of which is to discuss the implementation of projects and ideas which will improve the lives of Students at Bangor University.
- 4.3.2 The Students' Union Director (and other Senior Managers where agreed) shall be non-voting members of the Student Executive Meeting.
- 4.3.3 The Student Executive Meeting must ensure that all of the activities of the Students' Union abide by all policies and procedures
- 4.3.4 Agendas and Minutes of the Student Officer Team should be published on the Students' Union website at regular intervals throughout the academic year.
- 4.3.5 The Student Executive Meeting should take direction from, be accountable to, and report progress to, both Accountability Panel and Student Members Meeting and may take on functions of the Trustee Board as delegated.
- 4.3.6 The Student Executive Meeting will usually meet at least once a month and as required to fulfil its remit
- 4.3.7 The Student Executive Meeting members are free to structure the meetings as they see fit, provided that the conditions outlined in this bye law are met as well as Bye-Law 4.

4.4 The make-up and remit of the other sub-committees shall be decided by the Board of Trustees on a yearly basis.

5 Removal of Trustees by Referenda and Student Members

- 5.1 A Trustee removed from office in accordance with article 26 of the Articles of Association shall be entitled to appeal the decision with the Board of Trustees.
 - 5.1.1 Complaints regarding the process of a trustee no-confidence referendum or motion of no confidence at a Student Members Meeting should be submitted to the Trustee Board for consideration within 7 days of the vote. The Trustee Board may decide to:
 - i. Uphold the complaint and overturn the decision to remove the Trustee
 - ii. Reject the complaint and uphold the decision to remove the Trustee
 - iii. Request further information, suspend the process, and re-convene at an agreed future date.
 - 5.1.2 An appeal committee will meet as necessary to hear an appeal related to the removal of an appointed Lay or Student Trustee from office. The selection of the members of the Appeals Panel will be the responsibility of the Chair of the Trustee Board and/or the Chief Executive. Trustees will be suspended until appeal routes are exhausted.
 - 5.1.3 The decision of the Trustee Board is final.
 - 5.1.4 Following the Board's decision any trustee removed from the role of trustee has the right to, and will be informed of how to raise concerns regarding this process with the



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University in their role under the 1994 Education Act, within 14 days of their removal.

5.2 In the event that a referendum or a motion of no-confidence at a Student Members Meeting is passed, the individual in question immediately ceases to be a Trustee. In cases relating to Student Officer Trustees; remuneration ceases 7 days after the date of the vote unless an appeal is lodged with the University, in which case it will cease following the completion of the appeals process if the appeal is rejected.

6. Removed Trustees

6.1 Once a Trustee has been removed from office, they may not ever re-stand or re-apply to be a Union Trustee.

Bye-Law 6 – Petitions

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

1. A petition can be requested by any member who wants to trigger a Referendum on any of the following:
 - a. To appeal an Idea decision made at a Student Officer Executive Meeting as outlined in Bye-Law 4
 - b. To start the process to remove a Student Officer
2. A request for a petition can be made at any point to the Membership Services Team as outlined in the subsequent Bye-Laws. This office will ensure the petition is open and available to sign by members within two working days.
3. A petition will close at the same time, on the same day that it opened ten working days later



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4. The Returning Officer will seek to ensure that Petitions are accessible for all members of the Union to sign.
5. Members may campaign to encourage other students to sign the petition.
6. When the petition closes the Returning Officer will confirm the total number of students who have signed the petition.
7. If duplicate or invalid student numbers or names are discovered then they shall be removed and discounted from the petition.
8. Quorum for petitions is 50 member signatures.

Bye-Law 7 – Elections

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

1 Elections

1.1 Elections shall be held according to this Bye-Law for the following positions each year:

- 1.1.1 NUS Wales Conference and Liberations Conference Delegates,
- 1.1.2 NUS UK Conference and Liberations Conference Delegates,
- 1.1.3 Student Officers,
- 1.1.4 Student Trustees (where agreed by the Appointments Committee)

2 Bye-Elections



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2.1 Subject to the Bangor University Students' Union (Undeb Bangor) Articles of Association, any vacant positions which arise during the course of the year should be filled by a by-election held according to this Bye-Law.

3 Rights of Members

3.1 All Student Members, as defined in the Bangor University Students' Union (Undeb Bangor) Articles of Association have the right to stand as candidates in any election, with the following exceptions:

3.1.2 Student Officers and Student Trustees are limited to two terms of office.

3.1.3 Candidates for Is-Lywydd Myfyrwyr Cymraeg / UMCB President must satisfy candidate and voting eligibility criteria as stated in the Bangor University Students' Union (Undeb Bangor) Articles of Association

3.1.4 Student Members completing their course in January and PhD students in their write-up year have the right to stand as candidates in the Student Officer elections for that academic year.

4 Appointment of the Returning Officer

4.1 The Returning Officer shall be appointed annually by the Trustee Board

4.2 The Returning Officer shall be independent and shall not be a Member.

5 Powers and Duties of the Returning Officer

5.1 The Returning Officer shall be responsible for the good conduct and administration of the elections and shall have sole interpretation of the Election Bye-Law and Regulations.

5.2 The Returning Officer shall appoint a Deputy Returning Officer and other election officials to ensure the good administration and promotion of the election. The Deputy Returning Officer and Election officials shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.

5.3 The Returning Officer may remove officials who are not carrying out the Returning Officer's instructions or acting in an impartial manner.

5.4 The Returning Officer may seek legal advice if they believe that statements made or the contents of publicity could leave Undeb Bangor open to legal action.

5.5 The Returning Officer can rule out of order any statement or the contents of any publicity which in their view is in breach of the Bangor University Students' Union (Undeb Bangor) Articles of Association, Bye-Laws or Regulations.

5.6 The Returning Officer will select an appropriate voting method for each election and ensure that this is publicised and explained to Members.

5.7 The Returning Officer will publish elections rules and regulations prior to any election. The rules and regulations will be focused on establishing a fair, transparent and equitable election process and provide clarity regarding campaigning behaviour, publicity and expenditure. These rules and



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regulations must be presented to the Board of Trustees for adoption prior to the start of the election process.

5.8 The Returning Officer will publish an Elections and Referenda Complaints Procedure prior to any election. The complaints procedure will clearly establish a route for members to complain about the behaviour of candidates and elections officials and outline the powers that the Returning and Deputy Returning Officers are able to use. The complaints procedure must also highlight a route of appeal for candidates who do not agree with the decisions of the Returning Officer. The complaints procedure must be presented to the Board of Trustees for adoption prior to the start of the election process.

5.9 The Returning Officer may delegate any task to the Deputy Returning Officer but retains responsibility for the election at all times.

5.10 The Returning Officer shall delegate to the Deputy Returning Officer to make a report to the Governance, Elections and Appointments Committee on each election period, with any recommendations for changes to rules, bye-laws and articles as they consider necessary.

6 Elections Operational Working Group

6.1 The Elections Operational Working Group will:

6.1.1 Support the Returning Officer in administering the elections.

6.1.2 Evaluate elections rules, regulations and processes annually, using student input.

6.1.3 Support the Returning Officer in the publishing of the elections rules and regulations prior to any election.

6.2 The Elections Operational Working Group shall be made up of:

6.2.1 The Elections Returning Officer.

6.2.2 The Elections Deputy Returning Officer.

6.2.3 The Director of the Students' Union.

6.2.4 Student's Union Staff involved in the administering of the Elections.

6.2.5 Any additional persons selected by the Returning Officer for their expertise and advice.

6.3 All members of the Elections Operational Working Group must remain impartial, and independent of candidates and potential candidates, at all times.

6.4 All members of the Elections Operational Working Group must declare any potential conflicts of interest prior to any elections.

7 Election Timetable

7.1 The Returning Officer shall produce an Election Timetable, which shall include the dates and times for the notification and completion of the following:

7.1.1 Nominations



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7.1.2 Candidates' Training

7.1.3 Manifestos

7.1.4 Candidates' Question Times

7.1.5 Voting

7.1.6 The count

7.2 The Election Timetable shall be published and adequately circulated with materials promoting the election.

7.3 The Election Timetable shall allow sufficient time to ensure the highest level of participation in the election.

8 Nominations

8.1 Nomination forms will be made available on the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

8.2 The nomination period will be a minimum of five (5) clear days prior to the start of canvassing

8.3 When the Returning Officer is satisfied, all valid nominations will be confirmed with the candidates.

9 Candidates' Training

9.1 The Returning Officer shall arrange for training to be provided to which all candidates will be expected to attend.

9.2 The training will include briefings on campaigning skills, the Election Regulations, Candidates' Question Time, publicity, and the role of Trustees.

10 Manifestos

10.1 The Returning Officer will issue guidance on manifestos in the elections rules and regulations.

10.2 All candidates wishing to submit a Manifestos must ensure this is submitted by the date laid down in the Election Timetable.

10.3 Manifestos will be displayed on the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

11 Incumbent Candidates

11.1 Incumbent Student Officers must declare paid holiday to the Returning Officer if they wish to undertake campaign activity during normal office hours in the election period.

11.2 Incumbent Student Officers may not use any of the resources of their current position to assist any election campaign.

11.3 The Returning Officer will produce a guide to assist incumbent Student Officers in complying with Clause 11 of this Bye-Law.



12 Candidates' Question Time

12.1 The Returning Officer shall arrange at least one Candidates' Question Time.

12.2 The Returning Officer or their nominated appointee shall chair Candidates' Question Time. Candidates' Question Time will be conducted according to a process agreed at the candidates' training.

12.3 Questions should be directed to all candidates standing for the post. The Chair may rule out of order any questions which are not directed to all candidates.

12.4 Candidates on placement, or studying abroad, may nominate a deputy to speak on their behalf.

13 Voting

13.1 Details of the elections and voting process shall be published through the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

13.2 The ballot shall bear the name of each candidate and the office being contested.

13.3 There shall be the option to vote for 'Ro-open Nomination (RON)'

14 Complaints

14.1 Any complaints regarding the conduct of the election must be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints, and there will be a route of appeal as laid out in the Elections and Referenda Complaints Procedure required by Clause 5.8 of this Bye-Law.

15 The Count

15.1 The candidate or their appointed representatives or any other Member may, if they so wish, attend the counting of the votes, as observers only.

15.2 Any Member wishing to observe must apply to the Returning Officer prior to close of voting.

15.3 The Returning Officer, or their nominated deputy, is the only person who can initiate the count.

15.4 The count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count.

15.5 The count will be conducted according to the guidelines laid down by the Electoral Reform Society where possible, or as agreed by the Returning Officer where no guidelines exist.

16 Declaration

16.1 Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed.

16.2 Results of the elections shall be posted on the Undeb Bangor website within one (1) working day of the count.



Bye-Law 8 – Opting Out of Membership

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings in line with their procedures.

Under Section 22(2)c Education Act 1994 any Student has the right not to be a Member of the Union.

7.1.1 To exercise that right a Student must inform the President of their intention to 'opt out' in writing.

7.1.2 The President will inform the University of the Student's decision.

If a student chooses to opt out of membership of the Union they will not be able to:

7.1.3 Hold a position within a Student Opportunities Group, nor stand for election for any Union posts;

7.1.4 Participate in Union democracy;



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7.1.5 Be represented by the Union in any circumstances (e.g. an appeal on a degree classification/examination results).

- *A Student who chooses to opt out will not receive any funding that the University would otherwise have given the Union to represent them.*
- *A Student may opt in again, with immediate effect, at any time by writing to the President and will then be entitled to all benefits of membership. The President will inform the University of the Student's decision.*

Bye-Law 9 – Undeb Myfyrwyr Cymraeg Bangor (UMCB)

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board, the Undeb Bangor Student Members Meetings in line with their procedures.

The 'Welsh Union' as defined with the Bangor University Students' Union shall be referred to as Undeb Myfyrwyr Cymraeg Bangor (UMCB) and shall be governed by this Bye-Law.

1. Membership



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- 1.1** Any Bangor University student who is a Welsh speaker according to the list of such students maintained by Bangor University will automatically become a Member. Only these members shall have the right to vote in any general meeting, referendum or election within UMCB.
- 1.2** All such persons who are members of UMCB will have the right to opt out of membership of UMCB by giving written notice to UMCB.
- 1.3** Any student who can speak Welsh or is learning Welsh, or who has an interest in the Welsh language and culture but is not on the list of Welsh speakers maintained by Bangor University can also join UMCB as Associate Members. Associate Membership may be granted up until the first day of the formal elections nominations period.
- 1.4** Persons who are not students at Bangor University who can speak Welsh or are learning Welsh, or who have an interest in the Welsh language and culture can also join UMCB for £15 a year as Associate Members or for such other amount set by general meetings of UMCB but they will not become members of the Union.
- 1.5** No more than 25% of UMCB members can be associate members. Associate Members shall have no right to vote in the general meetings, referenda or elections of UMCB.

2. UMCB Executive Committee

- 2.1** The Executive Committee shall subject to Article 30.1 and Article 30.3 of the Union be responsible for:
 - 2.1.1** the governance of UMCB;
 - 2.1.2** the budget of UMCB;
 - 2.1.3** the strategy of UMCB; and
 - 2.1.4** its general activities.
- 2.2** The committee shall be elected annually at the May General Meeting, with the exception of two positions, first year representative and home representative, who will be elected in the October General Meeting at the beginning of the year.
- 2.3** The following are the officers on the Executive Committee (14 positions):
 - 2.3.1** UMCB President who shall act as chair;
 - 2.3.2** JMJ President;
 - 2.3.3** First year representative;
 - 2.3.4** Second year representative;
 - 2.3.5** Third year representative;
 - 2.3.6** Post-graduate representative;



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2.3.7 Occupational representative;

2.3.8 Home representative;

2.3.9 Welsh learners representative;

2.3.10 Y Cymric (4 positions); and

2.3.11 Editor of Y Llef.

2.4 A minute-taker shall be appointed at the first meeting after the annual May Meeting to record minutes. A vice-chair shall be appointed from the Executive committee members in the first meeting.

3. Proceedings

3.1 All members of the committee shall be expected to attend every committee meeting and every General Meeting unless they send an apology.

3.2 The Executive Committee shall meet once a term. All members of the committee shall have one vote each and the representatives of Y Cymric shall have two votes between their representatives.

3.3 The President of UMCB shall chair the meetings of the Executive Committee but if that person is not present the Vice-Chair will preside.

3.4 The Executive Committee shall have a Social Sub -Committee which shall have monthly meetings

3.5 The Social Sub Committee shall be comprised as follows:

3.5.1 Social Sub-Committee (9 positions):

3.5.1.1 UMCB President;

3.5.1.2 JMJ President;

3.5.1.3 Y Cymric (x4);

3.5.1.4 Editor of Y Llef; and

3.5.1.5 Two Sports Representatives

3.6 The President or two members of the Executive Committee or a sub-committee may call a meeting of the Executive Committee or sub-committee.

~~**3.7** Committee and sub-committee meetings require 5 working days' notice unless all the committee/sub-committee members agree to shorter notice.~~



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- 3.8** All members of the sub-committee shall have one vote. The UMCB President shall act as chair but if the UMCB President is not present the sub-committee members present shall appoint a chair of the meeting.

4. Objectives

The objectives of UMCB are:

- 4.1** To promote cooperation between the members, and to safeguard and promote their academic, linguistic, cultural, social and extra-curricular interests.
- 4.2** To promote the Welsh language and Welsh medium activities within the University and the wider community.
- 4.3** To provide for the welfare of the members and to represent them in all aspects pertaining to their interests.
- 4.4** To represent students at the University who would like to deal with the University administration completely or predominantly through the medium of Welsh.

5. Language

- 5.1** Welsh shall be the official language of UMCB.
- 5.2** The official publications of UMCB (e.g. the UMCB handbook and Y Llef) shall be in Welsh only.
- 5.3** Welsh shall be the main language of UMCB on social media (Instagram, Twitter, Facebook).
- 5.4** A simultaneous translation service into English shall be provided for members during UMCB meetings if a request is made at least 7 days ahead of the meeting with the exception of emergency meetings.

6. Equal Opportunities

UMCB is committed to offering equal opportunities. No members of UMCB shall face prejudice within the Union on the basis of gender, disability, sexual orientation, language, race, religion, age, ethnic origin or social class. The President shall represent any UMCB member who is facing prejudice within the University.

7. UMCB Advisory Committee

The Executive Committee may invite former UMCB Presidents to be members of an Advisory Committee of former UMCB presidents. They will not meet regularly but the Executive Committee can call on them for advice on any matter, at any time and the current President will give them an update on UMCB activities at the end of each term. The Executive Committee may also retire a former President from the Advisory Committee if over 50% of the Executive Committee members agree.



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8. Governance

- 8.1** The governance of UMCB comprises:
- 8.1.1** this Constitution;
 - 8.1.2** the UMCB General Meeting which has the power to pass policies and subject to the approval of the Trustees and the Student Council of the Union, to amend the Constitution;
 - 8.1.3** the Executive Committee and its sub-committee, to implement policy;
 - 8.1.4** the President, to whom the day to day administrative tasks are delegated; and
 - 8.1.5** the UMCB Advisory Committee.
- 8.2** A copy of the current constitution will be available to every UMCB member from the UMCB President's office.

9. General Meetings

- 9.1** The UMCB General Meeting shall have the authority to:
- 9.1.1** represent the voice of members of UMCB;
 - 9.1.2** subject to Article 30.3 of the Union set the policy of UMCB;
 - 9.1.3** subject to Article 49 of the Union make, repeal and amend the Constitution; and
 - 9.1.4** elect the Executive Committee.
- 9.2** The quorum for general meetings shall be 50 UMCB Members.
- 9.3** Associate Members shall have no right to vote at general meetings or in referenda.
- 9.4** A general meeting may be called on not less than 5 working days' notice by:
- 9.4.1** the President; or
 - 9.4.2** one half of the members of the Executive Committee; or
 - 9.4.3** must be called by the President or the Executive Committee following a petition signed by twenty or more members setting out the business of the meeting.
- 9.5** An Extraordinary General Meeting may be called by the President or the Executive Committee on not less than two working days' notice setting out the business to be discussed at that meeting.
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- 9.6** The President must organise a general meeting each term in the JMJ Common Room or other convenient venue for Members.



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- 9.7** The President shall chair general meetings. If the President is not present the Vice-Chair shall act as chair and if the Vice-Chair is also not present the Members present shall appoint a chair of the meeting.

10. UMCB President

The President shall have the following powers and duties in line with the Student Officers role descriptions as defined in Bye-Law 3:

- 10.1** The President is accountable to the Executive Committee and to the General Meeting.
- 10.2** The President shall be responsible for representing UMCB members.
- 10.3** The President shall be responsible for co-ordinating UMCB campaigns.
- 10.4** Only the President shall have the authority to speak to the press concerning UMCB. In the President's absence this responsibility shall be delegated to a representative chosen by the Executive Committee.
- 10.5** The President shall be responsible for maintaining an updated membership list.
- 10.6** The President shall work from the UMCB office in Undeb Bangor at Pontio and shall also hold drop-in hours in the UMCB office at Neuadd John Morris-Jones.
- 10.7** The President shall be responsible for ensuring that the Constitution and the Policy Document are updated regularly.

11. UMCB Elections

- 11.1** The Executive Committee shall be elected at General Meetings for one year terms in accordance with this Bye-Law.
- 11.2** The UMCB President shall be elected as part of the Union Officer Team in line with Bye-Law 2 of the Union Bye-Laws.

12. UMCB Publications

Y Llef

- 12.1** Y Llef shall to be published at least once every term.
- 12.2** The Editor shall be a member of the UMCB Executive Committee.
- 12.3** Y Llef shall have sub-editors who will assist the editor in his/her role.
- 12.4** The UMCB President shall act as Executive Editor of Y Llef and shall sign off before publication in line with the Student Media Agreement.
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13. Code of Conduct



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The Code of Conduct and disciplinary procedures for Student Members shall apply to all Members and Associate Members of UMCB.

14. Referendums

- 14.1** A Referendum may be called on any issue relating to UMCB by:
- 14.1.1** a resolution of the Executive Committee;
 - 14.1.2** a majority vote of the Members at a General Meeting; or
 - 14.1.3** subject to Articles 30.3 of the Union a Secure Petition signed or agreed to by at least 35 Student Members.
- 14.2** Subject to Articles 30.3 of the Union, a resolution may only be passed by Referenda if at least 110 Members cast a vote in the Referenda and a simple majority of the votes cast are in favour of the resolution.
- 14.3** Referenda shall be conducted in accordance with the Articles and the Bye-Laws.
- 14.4** Subject to Article 30.3 of the Union, the Members may set UMCB Policy by Referenda. Policy set by Referenda may overturn Policy set by the Executive Committee and Policy set by the Members at a General Meeting.

15. Removal of President as Student Officer

The President shall be removed from office if they:

- 15.1** resign or die; or
- 15.2** are removed from office as a Student Officer:
 - 15.2.1** by a motion of no confidence in the Student Officer passed by a simple majority of the Members voting in a Referendum, provided that at least 110 Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition signed or agreed to by at least 35 Members; or
 - 15.2.2** by a motion of no confidence in the Student Officer passed by a two thirds majority in a vote of the General Meeting. Such a motion shall only be triggered by a Secure Petition signed or agreed to by at least 35 Student Members or by a General Meeting called by the Executive Committee;

provided that such removal shall be subject to the Union having first carried out any steps it is required to take under the Student Officer's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.

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- 15.3** A Student Officer who is removed from office in accordance with this Bye Law 15 shall immediately cease to be a Officer Trustee.



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16. Conflicting Provisions

In the event of a conflict between this Constitution and the Articles of the Union the Articles of the Union shall prevail. The unification of UMCB and Bangor University Students' Union has been agreed through good will and a desire to work together to form a lasting relationship. If this relationship breaks down then the democratic will of UMCB members shall be taken into account when making decisions about the future of their Union.

17. Definitions

In this Constitution unless the context requires otherwise, the following words shall have the following meanings:

Constitution – the bye laws of UMCB

UMCB – Undeb Myfyrwyr Cymraeg Bangor (Bangor Welsh Students Union)

Union – Bangor University Students' Union



Bye-Law 10 – Elected Member Accountability

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board, the Undeb Bangor Student Members Meetings in line with their procedures.

1. Purpose

- 1.1. The purpose of this by law is to ensure that all elected members of Undeb Bangor are treated fairly and provides a fair method of dealing with votes of no confidence.

2. Votes of no confidence in Student Officers.

- 2.1. Student Officers who fail to fulfil their duties may be removed from their position by a vote of no confidence (VONC), by a simple majority of a Referendum, open to all students eligible for that position, following the procedure outlined below:
 - 2.1.1. A Petition is raised as outlined in Bye-Law 6 and has 50 students sign it within the agreed time.
 - 2.1.2. A Referendum is conducted as outlined in Bye-Law 3
 - 2.1.3. In the event of a successful VONC that Officer will be deemed as having resigned their position and follow the internal processes that govern an Officer leaving their role.

3. Votes of no confidence relating to elected members of Students' Union Groups

- 3.1. A vote of no confidence (VONC), relating to elected members of Students' Union Groups (Clubs, Societies and volunteering projects), gives the opportunity for students to raise concerns about a failure of elected members to adequately fulfil their duties and start procedures for the removal of them from their position.
- 3.2. In the first instance this should be dealt with through the procedure outlined in the relevant constitution. If no procedure exists, then a VONC can be raised through the following procedure:
- 3.3. Elected Members who fail to fulfil their duties may be removed from their position by a vote of no confidence (VONC), by:
 - 3.3.1. A simple majority vote of no confidence at an Extraordinary General Meeting (EGM) after attempting to reach a resolution through informal discussions with the relevant Student Officer and Staff Coordinator, with any mitigating circumstances taken into consideration. To propose a vote of no confidence, a written petition outlining the reasons for such a vote must be submitted to the relevant Student Officer and Staff Coordinator, from at least 20% of members of the group. The VONC proposal should relate to the fulfilment of the role only.



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- 3.3.2. Following receipt of the petition, the Students' Union will then inform the committee of the group that they have a minimum of 3 working days to give notice to the members of the group that an EGM will be taking place to hear this petition.
- 3.3.3. The relevant Student Officer and/or Staff Coordinator must also be invited to the EGM to return the result of the VONC.

Bye-Law 11 – Undeb Bangor Policy

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and the Undeb Bangor Student Members Meetings, in line with their procedures.

1 Setting and Passing Policy

- 1.1 Policy of the students' Union can be set and passed by as according to Bye-Law 3
 - 1.1.1
- 1.2 Policy can not contradict the laws of the land or the values of the Students' Union.

2 Passed Policy

- 2.1 Passed policy will last for the remainder of the academic year in which it is agreed and for one complete academic year following this, unless;
 - 2.1.1 It is resolved.
 - 2.1.2 It is overturned by an idea through Bye-Law 3
 - 2.1.3 It is reaffirmed in accordance with 14.3.

3 Reaffirming Policy

- 3.1 Policies will be reaffirmed in the first Student Officer Executive Meeting of the academic year for which they are up for renewal.



Bye-Law 12 – Student Opportunities

This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board, Student Council and the Undeb Bangor Student Members Meetings, in line with their procedures.

Undeb Bangor Student Opportunities include the Bangor University Sports Clubs and the Athletic Union, Bangor University Societies and the Societies Guild, Student Volunteering and Volunteering Projects, UMCB Clubs and Societies, Widening Access Projects and Fundraising by Student Groups.

UNDEB BANGOR STUDENT OPPORTUNITIES STRUCTURE

See Appendix Club Constitution.

See Appendix Society Constitution

1.1. Undeb Bangor Sports Clubs, Societies and Volunteering Projects.

1.1.1 Recognised Clubs, Societies and Volunteering Projects are affiliated to the Undeb Bangor and thus members must follow its rules and governing documents. Applications to start an opportunity must be in accordance with the Undeb Bangor Student Opportunities Ratification Policy.

1.1.2 All equipment and assets purchased by a Club, Society or Volunteering Project are the property of Undeb Bangor.

1.1.3 The VP for Sport and the VP for Societies and Volunteering are responsible for providing general resources and facilities for the use of Clubs, Societies and Volunteering members.

1.1.4 Each Club, Society and Volunteering Project is an unincorporated association, bound by constitution or partnership agreement and their executive committees are responsible for all of the activities of their Club, Society or Volunteering Project.

1.1.3 Club, Society and Volunteering Project Members are required to abide by prevailing legislation including but not limited to relevant charity law, health and safety law, data protection law and any relevant Bangor University or Undeb Bangor Policy or guidance.



1.2. Club, Society and Volunteering Project General Meetings

1.2.1 All recognised Club, Society and Volunteering Projects are expected to send at least two representatives to each General Meeting. General Meetings are important events that enable discussion and communication of key information. Those Club, Society and Volunteering Projects that fail to attend without satisfactory apologies may incur sanctions in accordance with the ratification policy including suspension or closure if they are discovered to be inactive.

1.2.2 General Meetings are held once every term and at any other time as required. This will usually be decided by the VP for Sports or the VP for Societies and Volunteering.

1.2.3 At least 14 days' notice of General Meetings will be sent to all Club, Society and Volunteering Projects.

1.2.4 At General meetings, each recognised Club, Society and Volunteering Project has one vote. In the event of a tie, the VP for Sports or the VP for Societies and Volunteering has the casting vote.

1.3. Club, Society and Volunteering Project Executive Committees

1.3.1 Clubs (Athletic Union), Societies (Societies Guild) and Volunteering Project Executive Committees are the Executive Committees of the Sports Clubs, Societies Guild and Student Volunteering Projects respectively. Two members from each Executive Committee will be elected onto Student Council.

1.3.2 Athletic Union Executive Committee

- See Appendix 1

1.3.3 Societies Guild Executive Committee

- See Appendix 1

1.3.4 Student Volunteering Executive Committee

- See Appendix 1

1.3.5 The Student Officers hold the authority of the Club, Society and Volunteering Project Executive Committees including outside of the undergraduate academic terms. Any decisions made must be communicated at the next meeting of the Club, Society and Volunteering Project Executive Committees.

1.4. Recognition of Club, Society and Volunteering Projects

See the Club, Society and Volunteering Project **Ratification Policy**.

CLUB, SOCIETY AND VOLUNTEERING STRUCTURE



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1.5. Membership of Clubs, Societies and Volunteering Projects

1.5.1 Standard Membership is open to Full Members of Undeb Bangor provided that:

- a) They register as Standard Members of the Club or Society* online at www.undebbangor.com.
- b) They satisfy or are working towards satisfying any required competency level as determined within the activities hazard control sheet or health and safety policy.
- c) They have not been banned through SU Disciplinary Procedures.

1.5.2 Associate Membership is open to Associate Members of Undeb Bangor provided that:

- a) They register as Associate Members of the Club or Society* online at www.undebbangor.com.
- b) They pay the Associate Membership Fee for the Club or Society (an amount greater than the standard membership fee).
- c) Their membership is approved by the Club or Society's Committee and by the VP for Sport or VP for Societies and Volunteering.
- d) They satisfy or are working towards satisfying any required competency level as determined within the activities hazard control sheet or health and safety policy.
- e) They have not been banned through SU Disciplinary Procedures.

*Volunteering Project membership status is determined by an application to volunteer on a project. Applications are completed via the Opportunities Module at www.undebbangor.com in accordance with the Undeb Bangor Volunteering Policy.

1.5.3 Honorary Membership may be awarded to current or past members of a Club, Society or Volunteering Project by the Undeb Bangor Executive Committee.

1.5.4 It is the responsibility of the Club, Society and Volunteering Project to ensure that those attending their events or participating in their activities are members of the Union.

1.6. Club, Society and Volunteering Project Committee Members

1.6.1 Committee Members are the Executive Officers of the Club, Society or Volunteering Project and must be elected in accordance with the Club or Society's Constitution or in the case of Volunteering Project Leaders/Officers, recruited in accordance with the Undeb Bangor Volunteering Policy and the Undeb Bangor Recruitment and Selection Policy.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

1.6.2 Club, Society and Volunteering Project Committees have a minimum Executive Officer structure. This must include:

a) A Club Captain/Chairperson (or equivalent)

b) A Treasurer (or equivalent)

c) A Secretary*.

Additional positions may be created at the Club, Society or Volunteering Project Annual General Meeting.

*Within Volunteering projects, the role of Secretary may be undertaken by a Project Leader.

1.6.3 Club, Society and Volunteering Project Committees must also ensure that the Executive Officers promote widely and lead by example in regards to:

a) Equality and Diversity

b) Safety

c) Appropriate behaviour.

1.6.4 Executive Officers must attend training relevant to their role, usually delivered at the Undeb Bangor Student Leadership Conference and any other training events as scheduled (usually specified by the relevant Student Opportunities Co-ordinator).

1.7. Individual Club, Society and Volunteering Project Democracy

1.7.1 A General Meeting of an Opportunities Group:

a) Is the supreme decision-making body of a Club, Society or Volunteering Project.

b) Must occur at least once an academic year

c) May elect Executive Members using the Single Transferable Voting process. You can find more information at: <https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/> or <https://www.electoral-reform.org.uk/ers-cymru/?lang=cy>

d) Will allow only Standard Members of the Club, Society or Volunteering Project to vote.

e) Will allow only Standard Members of the Club, Society or Volunteering Project to stand in elections.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

f) Will allow one member one vote. All votes are counted as equal.

g) Must record the minutes of their meetings and retain for a period of two years.

1.7.2 Quorum:

Due to the principles of participation, ie members can take part to the level that they decide, Quorum for Club, Society or Volunteering Project General meetings shall not be determined by a quantitative figure. The caveat being that the date of the general meeting must be during term dates and announced no later than 14 days prior to it being held.

1.8. Finance

See the Undeb Bangor Financial Procedures in the policy hub at undebbangor.com.

1.9. Equality and Diversity

1.9.1 All Clubs, Societies and Volunteering Projects have a commitment to inclusivity and good equality practices.

1.9.2 All Clubs, Societies and Volunteering Projects are required to follow Bangor University and Undeb Bangor rules and regulations and general good practice guidance when organising and running their activities.

1.9.3 All Clubs, Societies and Volunteering Projects are expected to handle internal matters with professionalism, consistency and discretion. When matters arise and Committees do not feel confident to handle them internally, or if the issue escalates, the Committee should seek the advice of their relevant VP or Co-ordinator.

2. Policies and Processes

2.1 All Clubs, Societies and Volunteering Projects must keep up to date and keep their members up to date of any policy development and policy contents. The policy hub is at www.undebbangor.com and www.bangor.ac.uk.

2.2 Some of the key policies and procedures are listed below:

Undeb Bangor Key Policies and Procedures

Undeb Bangor Associate Membership Policy

-Process, criteria and guidance for non-students who wish to join an Opportunities Group.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

Undeb Bangor Grant Allocation Policy

-Process and timeframes for the process of allocating grants.

Undeb Bangor Safeguarding Policy

-Policy surrounding the welfare of participants.

Undeb Bangor Student Media Agreement

-Advice, guidance and rules regarding radio, print, and online media.

Undeb Bangor Notification of an Emergency Procedure

-Advice and guidance regarding what to do in the event of an emergency.

Bangor University Code Of Practice On Freedom Of Speech inc External Speakers Policy

-Policy surrounding the activity of external speakers attending student events or activities.

Bangor University Policy On Electoral Campaigning on Bangor University Premises

-Information, guidance and regulations regarding electoral activity on campus.

Undeb Bangor Opportunities Group Ratification Policy

-Process and criteria for ratification of opening and closure of Clubs and Societies.

Undeb Bangor Financial Procedures

-Detailed information about the Financial Responsibilities of Clubs and Societies.

Undeb Bangor Group Leader Agreement

-Roles and responsibilities of being a group leader.

Undeb Bangor Student Opportunities Health and Safety Policy

-Advice and guidance to support the duties of opportunities members to themselves and others.

Undeb Bangor Club Constitution

-Template Constitution for Clubs including the means to change the Constitution.

Undeb Bangor Student and Associate Member Disciplinary Procedure

-Outlines the process by which a formal complaint will be handled.

Undeb Bangor Society Constitution

-Template Constitution for Societies including the means to change the Constitution.

Appendices

Appendix 1: Executive Committee Roles

Appendix 1.1: Athletic Union



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

Athletic Union President

- Vice President for Sport.

Athletic Union Secretary

- Records the minutes of any meetings and supports the AU President as required.

Athletic Union Events Officer

- Arranges events for the Athletic Union and has a role in the themes for AU Nights.

Athletic Union Widening Access Officer

- Promotes participation in Sport and works alongside the Campus Sport Coordinators.

Athletic Union BUCS Officer

- Supports away team logistics and updates score boards across campus.

Athletic Union Communications and Publicity Officer

- Promote events and club activity on Social Media and liaise with Seren and Y Llef.

Athletic Union Healthy Living Officer

- Promotes Healthy Living and leads with the AU President on Healthy Living Week.

Appendix 1.2: Societies Guild

Societies Guild Chairperson

- Vice President for Societies and Volunteering.

Societies Guild Secretary

- Records the minutes of any meetings and supports the Chair as required.

Societies Guild Promotions Officer

- Promotes events and Society activity on Social Media and liaises with Seren and Y Llef.

Societies Guild Networks Officer

- Manages Society Networks and promotes collaborative activity between Societies.

Societies Guild Events & Fundraising Officer

- Arranges events for the Societies Guild and requests for support from Societies, and also takes the lead on any Societies Exec fundraising activity.

Societies Guild RAG Representative

- Supports the development of the Societies Guild and supports student fundraising.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

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Appendix 1.3: Student Volunteering

Student Volunteering Chairperson

- Vice President for Societies and Volunteering.

Student Volunteering Secretary & Vice Chairperson

- Supports the Committee and VP for Societies and Volunteering as required.

Student Volunteering Mental Health Projects Representative

- Supports the development of Student Volunteering Mental Health projects and represents them on the Exec.

Student Volunteering Elderly Projects Representative

- Supports the development of Student Volunteering Elderly projects and represents them on the Exec.

Student Volunteering Sports Projects Representative

- Supports the development of Student Volunteering Sports projects and represents them on the Exec.

Student Volunteering Children's Projects Representative

- Supports the development of Student Volunteering Children's projects and represents them on the Exec.

Student Volunteering Environmental Projects Representative

- Supports the development of Student Volunteering Environmental projects and represents them on the Exec.

Student Volunteering Community Projects Representative

- Supports the development of Student Volunteering Community projects and represents them on the Exec.

Student Volunteering RAG Representative

- Supports the development of Student Volunteering and supports student fundraising.

Appendix 2.0: Undeb Bangor Club Constitution

-Template Constitution for Clubs including the means to change the Constitution.

BANGOR UNIVERSITY [NAME] CONSTITUTION

1 Name



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

1.1 The Club shall be called "Bangor University [name]" hereinafter called the club.

2 Affiliation

2.1 The club shall be [recognised/affiliated] to the Bangor University Athletic Union [and Governing Body].

3 Objectives

3.1 Offer coaching, competitive & non-competitive opportunities to members.

3.2 To maintain a responsible, positive and inclusive environment for all.

3.3 To be sustainable and well managed.

3.4 To maintain best practice and behaviour at all times.

3.5 To ensure the safety, health and well being of all members.

3.6 To ensure that members only participate within the scope of their comfort and experience/qualification to do so.

3.7 [other relevant objectives]

4 Membership

4.1 The club shall only be open to the membership of Undeb Bangor, herein after referred to as "club members".

4.2 Club members may be defined as Standard members (Registered Students at Bangor University) or Associate members (Persons who are not ordinary members).

4.3 Affiliate members must not exceed % of the clubs membership.

4.4 The membership shall agree to support and accept the objectives of the club.

4.5 In accepting membership, a person agrees to abide by the constitution and the rulings of the club in addition to the rulings of the club committee.

4.6 Membership fees are not to be charged, however the costs of any additional training if required may be charged. Any fees shall be stipulated at the club Annual General Meeting (AGM).

4.7 All members must receive an appropriate induction to the club and the activity and receive a briefing on the current risk assessment or hazard control sheet in force.

5 Club Committee

5.1 Shall be comprised of the following elected officers:

5.1.1 Club Captain

5.1.2 Secretary

5.1.3 Treasurer

5.1.4 [other relevant officers ie Training Officer, Social Secretary, Fixtures Secretary etc - ask a member of the Student Opportunities Team for advice.....]

5.2 Duties

5.2.1 To manage the club.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

- 5.2.2 To consider applications for membership and decide if these applications should be accepted. This decision shall be in accordance with the policy specified in 4.
- 5.2.3 To decide what equipment/property is to be bought by the club.
- 5.2.4 Shall be responsible for all property owned by the club including maintenance and inspection records.
 - Ensure that all members are aware of the responsibilities for their own personal equipment used during activities ie maintenance and insurance
- 5.2.5 To maintain links with Undeb Bangor and manage the compulsory administrative aspects to include:
 - 5.2.6 **Risk Assessment and training records**- Review annually in conjunction with SU staff.
 - 5.2.7 **Constitution**- Review annually in conjunction with SU staff.
 - 5.2.8 **Health and Safety Policy**- Review annually with SU staff.
 - 5.2.9 **Grant Form**- Review annually in conjunction with SU staff.
 - 5.2.10 **Membership list and general record keeping**- Review each semester in conjunction with SU staff.
 - 5.2.11 **Medical conditions**- Review each member and submit to SU Staff if relevant.
 - 5.2.12 Other documentation as requested from time to time.

6 Officers of the Club Committee should seek guidance from the relevant Student Opportunities Co-ordinator.

- 6.1 The **Club Captain**, shall be responsible for:
 - 6.1.1 Chairing all General Meetings of the club and all meetings of the club committee.
 - 6.1.2 Guiding the activities of the club as expressed by the majority of its members.
 - 6.1.3 [Represent or arrange for representation of the club at meetings of other organizations or leagues.]
 - 6.1.4 Reporting on the work of the club committee to the AGM.
 - 6.1.5 Selecting teams to be entered into competition (where relevant).
 - 6.1.6 Ensuring players are eligible to participate and hold the necessary qualifications, training or experience to participate.
 - 6.1.7 [other relevant duties]
- 6.2 The **Secretary**, shall be responsible for:
 - 6.2.1 Organising all General Meetings of the club and all meetings of the club committee.
 - 6.2.2 Taking minutes at all club meetings and archiving them.
 - 6.2.3 Ensure all financial committee decisions are minuted.
 - 6.2.4 Keeping a regularly updated record of all club members to be communicated with the Students Union as requested.
 - 6.2.5 [other relevant duties]
- 6.3 The **Treasurer**, shall be responsible for:



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

- 6.3.1 Keeping a record of all income and expenditure.
- 6.3.2 Lodging all club monies with the Students' Union Finance Office.
- 6.3.3 Purchases agreed by the committee but shall have the power to reject expenditure from the club account.
- 6.3.4 Signing off all club expenditure in line with Students Union Finance procedures.
- 6.3.5 Presenting a financial report to the AGM showing the financial state of the club.
- 6.3.6 Preparing the annual grant application.
- 6.3.7 [other relevant duties]

6.4 Election of Officers

- 6.4.1 Officers shall be elected annually at the AGM and hold post for one year.
- 6.4.2 Nomination forms shall be available from the Secretary 7 days before the AGM.
- 6.4.3 All nominations must be proposed and seconded by two club members.
- 6.4.4 Each officer shall be elected by the Single Transferable Voting process.

7 Meetings

- 7.1 Apologies for meetings must be sent to the Secretary.
- 7.2 All members shall be entitled to vote and shall have equal voting rights.
- 7.3 The Chair of the meeting shall have the casting vote in the event of a tie.

7.4 Annual General Meeting

- 7.4.1 The club AGM shall be held annually - usually during April.
- 7.4.2 An AGM must be announced no less than 14 days before the date of the AGM.

7.5 Emergency General Meeting (EGM)

- 7.5.1 An EGM may be called with unanimous consent of the club committee.
- 7.5.2 An EGM must be announced no less than 3 days before the date of the EGM.

7.6 Club Committee Meetings

- 7.6.1 Shall be attended by all club committee members.
- 7.6.2 Shall be held no less than once a month.

8 Discipline and Appeals

- 8.1 Breach of the constitution by club members may result in disciplinary action and possibly expulsion from the club.
- 8.2 The club committee shall convene and discuss any breach of the constitution within 7 days.
- 8.3 The club committee shall take action against any member if it is deemed appropriate.
- 8.4 Members have the right to appeal any decision in writing to the club committee within 7 days.
- 8.5 Upon receipt of an appeal the club committee shall contact the club members to form an Appeals Committee within 7 days.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

8.6 The Appeals Committee will meet within 7 days of formation and should include an Undeb Bangor representative.

8.7 The decision of the Appeals Committee will be final.

8.8 The Student Opportunities Team must be kept informed of all disciplinary matters.

9 Review of the Constitution

9.1 This constitution shall be reviewed on an annual basis.

9.2 Amendments to the constitution shall only be agreed at General Meetings (GM).

9.3 Amendments to the constitution shall be submitted to the Secretary no less than 7 days before the date of a GM.

Club Captain Name:

Signature:

Secretary Name:

Signature:

Treasurer Name:

Signature:

Date:

Appendix 3.0 Undeb Bangor Society Constitution

-Template Constitution for Societies including the means to change the Constitution.

BANGOR UNIVERSITY [NAME] CONSTITUTION

1 Name

1.1 The Society shall be called "Bangor University [name]" hereinafter called the society.

2 Objectives

2.1 Offer opportunities for involvement to members.

2.2 To maintain a responsible, positive and inclusive environment for all.

2.3 To be sustainable and well managed.

2.4 To maintain best practice and behaviour at all times.

2.5 [other relevant objectives]

3 Membership



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

- 3.1 The society shall only be open to the membership of the Bangor University, Students' Union, herein after referred to as "members".
- 3.2 Members may be defined as Standard members (Registered Students at Bangor University) or Associate members (Persons who are not ordinary members).
- 3.3 Affiliate members must not exceed % of the society membership.
- 3.4 The membership shall agree to support and accept the objectives of the society.
- 3.5 In accepting membership, a person agrees to abide by the constitution and the rulings of the society in addition to the rulings of the society committee.
- 3.6 Membership fees are not to be charged. Any fees that may arise as a result of activity must be known in advance and where possible shall be stipulated at the society Annual General Meeting (AGM).

4 Society Committee

- 4.1 Shall be comprised of the following elected officers:
 - 4.1.1 Chairperson
 - 4.1.2 Secretary
 - 4.1.3 Treasurer
 - 4.1.4 [other relevant officers]
- 4.2 Duties
 - 4.2.1 To manage the society.
 - 4.2.2 To consider applications for membership and decide if these applications should be accepted. This decision shall be in accordance with the policy specified in 3.
 - 4.2.3 To decide what equipment /property is to be bought by the society.
 - 4.2.4 Shall be responsible for all property owned by the society.
 - 4.2.5 To maintain links with The Students' Union and manage the compulsory administrative aspects to include:
 - 4.2.6 **Risk Assessment**- Review annually in conjunction with SU staff.
 - 4.2.7 **Constitution**- Review annually in conjunction with SU staff.
 - 4.2.8 **Health and Safety Policy**- Review annually with SU staff.
 - 4.2.9 **Grant Form**- Review annually in conjunction with SU staff.
 - 4.2.10 **Membership list**- Review each semester in conjunction with SU staff.
 - 4.2.11 **Medical conditions**- Review each member and submit to SU Staff if relevant.
 - 4.2.12 Other documentation as requested from time to time.

5 Officers of the Society Committee

- 5.1 The **Society Chairperson**, shall be responsible for:
 - 5.1.1 Chairing all General Meetings of the society and all meetings of the society committee.
 - 5.1.2 Guiding the activities of the society as expressed by the majority of its members.
 - 5.1.3 Reporting on the work of the society committee to the AGM.
 - 5.1.4 [other relevant duties]
- 5.2 The **Secretary**, shall be responsible for:
 - 5.2.1 Organising all General Meetings of the society and all meetings of the society committee.
 - 5.2.2 Taking minutes at all society meetings and archiving them.
 - 5.2.3 Ensure all financial committee decisions are minuted.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

5.2.4 Keeping a regularly updated record of all society members.

5.2.5 [other relevant duties]

5.3 The **Treasurer**, shall be responsible for:

5.3.1 Keeping a record of all income and expenditure.

5.3.2 Lodging all society monies with the Students' Union Finance Office.

5.3.3 Purchases agreed by the committee but shall have the power to reject expenditure from the society account.

5.3.4 Signing off all society expenditure in line with Students Union Finance procedures.

5.3.5 Presenting a financial report to the AGM showing the financial state of the society.

5.3.6 Preparing the grant application to be presented to the relevant Student Opportunities Co-ordinator at the required time.

5.3.7 [other relevant duties]

5.4 **Election of Officers**

5.4.1 Officers shall be elected annually at the AGM and hold post for one year.

5.4.2 Nomination forms shall be available from the Secretary 7 days before the AGM.

5.4.3 All nominations must be proposed and seconded by two society members.

5.4.4 Each officer shall be elected by the Single Transferable Voting process.

6 Meetings

6.1 Apologies for meetings must be sent to the Secretary.

6.2 All members shall be entitled to vote and shall have equal voting rights.

6.3 The Chair of the meeting shall have the casting vote in the event of a tie.

6.4 **Annual General Meeting**

6.4.1 The society AGM shall be held annually - usually during April.

6.4.2 An AGM must be announced no less than 14 days before the date of the AGM.

6.5 **Emergency General Meeting (EGM)**

6.5.1 An EGM may be called with unanimous consent of the society committee.

6.5.2 An EGM must be announced no less than 3 days before the date of the EGM.

6.6 **Society Committee Meetings**

6.6.1 Shall be attended by all society committee members.

6.6.2 Shall be held no less than once a month.

7 Discipline and Appeals

7.1 Breach of the constitution by society members may result in disciplinary action and possibly expulsion from the society.

7.2 The society committee shall convene and discuss any breach of the constitution within 7 days.

7.3 The society committee shall take action against any member if it is deemed appropriate.

7.4 Members have the right to appeal any decision in writing to the society committee within 7 days.

7.5 Upon receipt of an appeal the society committee shall contact the society members to form an Appeals Committee within 7 days.

7.6 The Appeals Committee will meet within 7 days of formation and should include an Undeb Bangor representative



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

- 7.7 The decision of the Appeals Committee will be final.
7.8 The Undeb Bangor Student Opportunities office must be kept informed of all disciplinary matters.

8 Review of the Constitution

- 8.1 This constitution shall be reviewed on an annual basis.
8.2 Amendments to the constitution shall only be agreed at General Meetings (GM).
8.3 Amendments to the constitution shall be submitted to the Secretary no less than 7 days before the date of a GM.

Chairperson Name:

Signature:

Secretary Name:

Signature:

Treasurer Name:

Signature

Bye-law 13: Bilingualism

This bye-law is the property of the Board of Trustees and can be amended by the Board, in accordance with their procedures.

This byelaw is in accordance with and a continuation of the 'Language Statement' agreed at the Board of Trustees meeting on January 18, 2018.

- 1. Undeb Bangor uses and promotes the Welsh language and its culture in all aspects of its work and is an organisation that operates bilingually.**
-

- 1.1 Undeb Bangor is committed to complying with the Welsh Language Standards enforced upon Bangor University, the University's Welsh Language Policy and the Union's Bilingualism byelaws. It will ensure that all its services are available bilingually to students. Undeb Bangor**



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

is working towards establishing the Welsh language as the primary language of its staff's work.

- 1.2** Undeb Bangor is also committed to showing awareness and respect for the Welsh language and Welsh culture in all aspects of its work and making the effort to discuss Welsh issues and issues surrounding the Welsh Language with the UMCB President. Undeb Bangor will strive to promote the Welsh language at every opportunity.
- 1.3** Canolfan Bedwyr are the official translators of Undeb Bangor and any text can be uploaded on their website to translate, from English to Welsh, or from Welsh to English.
- 1.4** Undeb Bangor is committed to ensuring that all their staff and Student officers are aware of the Bilingualism byelaws and the importance of the Welsh language through regular training, and these parties should be informed of any changes to the Byelaws.

2. Action

- 2.1** This byelaw applies to all areas of Undeb Bangor's work; the property managed by Undeb Bangor, third party classes and events organised or run by Undeb Bangor.

2.2 Written

- 2.2.1** All official written documents must be bilingual.
- 2.2.2** All official correspondence must be bilingual, although responses to correspondence can be through the medium of the language of the message that is responded to. Undeb Bangor will make every effort to highlight the fact that correspondence is accepted in either language.
- 2.2.3** All advertisements or posters produced by Undeb Bangor must be bilingual, with the Welsh version either above or to the left of the English version. Regarding posters, producing two versions, one in each language, and displaying them side by side is also acceptable.
- 2.2.4** If an attempt to have a message translated fails in exceptional circumstances (e.g. medical emergency, weather) it is acceptable to display a message in one language as long as consent is given by Undeb Bangor's Director and/or the UMCB President.

2.3 Phone Calls

- 2.3.1** The phone should be answered at Undeb Bangor's reception with a bilingual greeting, with the Welsh version first.
- 2.3.2** If a caller wishes to speak Welsh, the call must be dealt with in Welsh if possible, until it is absolutely necessary to transfer the call to a non-Welsh speaking member of staff as there are no Welsh speaking staff members available to provide support on that particular issue.

2.4 Websites

-
- 2.4.1.** Undeb Bangor operates a bilingual website. When text is added / changed on the website, the Welsh and English page must be updated and published simultaneously.

2.5 Social Media



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

2.5.1. Social Media is an official form of communication, and as such, the official Facebook pages, Twitter, and Instagram (or any other official social media websites belonging to Undeb Bangor) must be bilingual.

2.5.2 In cases where the social media websites enforce word/character count restrictions, the English and the Welsh versions should be uploaded separately, with the former following the latter.

2.6. Clubs, Societies and Volunteering

2.6.1 Undeb Bangor is committed to supporting all their Clubs, Societies and Volunteering projects in their efforts to be bilingual.

2.6.2 Undeb Bangor will provide training, advice and support on practical and operational elements of using the Welsh language at the beginning of each academic year, co-ordinating with the UMCB President accordingly.

2.6.3 The UMCB President will be responsible for offering support to all clubs and societies in their efforts to operate bilingually throughout the year.

2.6.4 If a member of a club or society asks to receive correspondence in Welsh, then the club or society must provide bilingual correspondence.

2.6.5 All Societies, Clubs and Volunteering projects must ensure that any printed or online marketing materials (e.g. poster, leaflet) must be bilingual, with Welsh version either above or to the left of the English. Regarding posters, producing two versions, one in each language, and displaying them side by side is also acceptable.

2.7. Meetings and Events

2.7.1 All publicised Undeb Bangor meetings will be bilingual: the notice of a meeting, the meeting's agenda, papers and minutes will be bilingual, and simultaneous translation will be provided at the meeting.

2.7.2 In the case of departmental meetings within the Union (Opportunities, Student Voice) point 2.7.1 is also enforced except for simultaneous translation. Undeb Bangor will ensure that the message is conveyed in correspondence regarding the meeting, that a request for simultaneous translation must be presented 5 days in advance. If an application is not presented, the meeting will proceed without simultaneous translation but all other material relevant to the meeting will be available in Welsh.

2.7.3 All other events run by Undeb Bangor e.g. Awards Ceremonies are held bilingually.

2.8 External Material



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

2.8.1 Undeb Bangor should use its contact with other agencies to promote bilingualism ensuring that any Undeb Bangor material distributed beyond the Union and the University is also bilingual.

2.8.2. Undeb Bangor will not accept or display monolingual material in accordance with regulations 2-2.8.

2.8.3 Where external material is monolingual, external bodies are required to provide a translation of high quality. If the translation provided by an external company is of poor quality, Undeb Bangor has the right to refuse to display the material.

2.8.4 We will work with Academi, as well as encourage and put pressure on them to ensure that their public marketing material is bilingual. This can be added somewhere under 2.8 'External Material'.

3. Exceptions

3.1 Titles

3.1.2. When advertising a lecture, discussion, speech, concert or debate, etc. the title can be left in the original language. All other information should follow the requirements of the byelaw.

3.2 Voluntary Organisations

3.2.1 Any information provided in one language only, either in English or Welsh that voluntary or charitable organisations wish to distribute will be referred to the Executive Team Meeting.

3.2.2 Welsh is the only operating language of Undeb Myfyrwyr Cymraeg Bangor (UMCB), which is part of Undeb Bangor, and all Undeb Bangor staff should support UMCB to operate in Welsh. Where relevant UMCB will present information bilingually.

3.3 Publications

3.3.1 Articles sent to *Y Llef* or *Seren* can remain in the language in which they were presented. The editor is allowed the right to choose if these articles need to be translated.

3.3.2 Any publication of Undeb Bangor must be translated except *Y Llef* and *Seren*.

4. Staff

4.1. All Undeb Bangor staff are appointed in accordance with the University's Code of Practice.

4.2. All Union staff (including Student Officers) are encouraged to learn Welsh with full management support to do so during working hours, working with the University to learn and develop Welsh language skills.



Bangor University Students' Union (Undeb Bangor) Articles of Association:

Byelaws

4.3. All Union management staff will be able to speak Welsh or commit to learning Welsh.

5. Research

5.1. If a request from the University is received to cooperate in research that looks at the development of language and the use of Welsh in the workplace, the Union will be willing to support the University.

6. Standard of Translation

6.1. In complying with this byelaw, Undeb Bangor recognises and follows Canolfan Bedwyr's policies on translating.

6.2. In doubt of the quality of internal translation, the text is to be sent to Canolfan Bedwyr.

6.3. Online translation services (e.g. Google Translate) do not reach acceptable standards and should not be used.

7. Handling of Complaints

7.1. In cases where this by-law is breached, and a complaint is made, Undeb Bangor's complaints procedure should be followed.

7.2. Complaints relating to the Welsh language are referred to the UMCB President and the relevant manager of the complaint in question. If the complaint is made against the UMCB President, it will be referred to the Director.

