

General Meetings Bye-Law

Approval Details

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Manager responsible:	Chief Executive

Reviewing this document

This document may be reviewed with the permission of both the Board of Trustees and Union Council.

1 General Meetings

- 1.1 There are two types of General Meeting. These are Annual Student Members Meetings and Emergency General Meetings. All full members of the Union can vote at these meetings.
- 1.2 An Annual Student Members Meeting is required once a year. It provides the opportunity for full members of the Union to approve the Unions Annual Accounts, and also receive reports from the Board of Trustees and the Union Council.
- 1.3 An Emergency General Meeting may be called at any point during the year by the Union Council, the Trustees or a petition of no less than 250 full members of the Union.

2 General Meetings

- 2.1 Any full member of the Union may attend either type of General Meeting in accordance with the Memorandum and Articles of Association. However, any individuals who are not full members of the Union, who wish to attend either type of General Meeting, must make a written request to Union Council, via the President, to receive permission from the Union Council prior to attending.
- 2.2 Any full member of the Union may speak at either type of General Meeting. Any individuals who are not full members may only speak with the permission of over half of full members in attendance at the meeting.
- 2.3 Debating rules shall apply in full to all General Meetings and Union Council meetings.
- 2.4 There shall be an Annual General Meeting of the whole Union each year.
- 2.5 There shall also be the provision to call Emergency General Meetings of the whole Union.

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3 Voting

- 3.1 Only full members of the Union who are present at the meeting may vote.
- 3.2 The Chair of either type of General Meeting may not vote unless the vote is tied; in which case he/she may have the casting vote.

4 Quorum

- 4.1 The quorum for either type of General Meeting shall be determined by the Union Council prior to the meeting. The meeting may discuss, but cannot make decisions on any matter until this figure has been reached.
- 4.2 Business discussed at inquorate General Meetings shall be referred to the next Union Council meeting for ratification.

5 Annual Student Members Meeting

- 5.1 At the Annual Student Members Meeting there shall be reports from the Board of Trustees, the Union Council, and the financial accounts.
- 5.2 There will be a Chair, and a Deputy Chair of the Annual Student Members Meeting. They shall be responsible for ensuring that the meeting runs smoothly. Union Council shall elect the Chair and Deputy Chair at least twenty working days before the date of the Annual Student Members Meeting.
- 5.3 The Chair will present a copy of the Unions financial accounts to those present at the meeting.
- 5.4 All items for discussion and decision (motions) shall be submitted to the Chair of the Annual Student Members Meeting ten working days before the date of the meeting.
 - The Union Council report and a summary of the report from the Board of Trustees will be made available on the Union website five working days before the meeting. All reports presented at the Annual Student Members Meeting will then be made public on the Union website within five working days of the meeting.
 - The Union Council report will include updates from the Sabbatical Officers, Forum Chairs and the Union Council Chair.
 - The Accountability Board will also produce a summary report of their work throughout the year.
- 5.5 Any proposals to amend the Memorandum and Articles of Association or Bye-Laws of the Union must be submitted fourteen working days before the date of the meeting. If a majority vote of the General Meeting then decides it is reasonable to call for a change, the Union President will make a formal proposal to the Governance and Appointments Sub-Committee who will then follow the process laid down in clause 9 of the Memorandum and Articles of Association of the Union.
- 5.6 All motions shall require the signatures of at least two full members of the Union. These shall be known as the proposer and the seconder(s).

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- 5.7 The Union Council, with support from the Representation Department, shall be responsible for the publication of details of all Annual General Meetings twenty working days before the meeting. It must be publicised on the Union website, via social media, and other available Union publications.
- 5.8 Details of motions submitted by full members of the Union shall be published seven working days before the date of the meeting.
- 5.9 Changes to motions may be submitted by any full member of the Union. The changes require the signatures of at least two full members, (a proposer and a seconder) of the Union and shall be submitted to the Chair of the Annual Student Members Meeting two working days before the date of the meeting. Any changes submitted after this time shall be deemed invalid.
- 5.10 The Union Council, with support from the Representation Department, shall be responsible for the agenda and publicising the meeting.
- 5.11 Matters relating to finance that were not discussed at the Annual Student Members Meeting shall be referred to the Union Council who will decide on the outcome and inform members of the Union of the result via the Union website, social media, and other available Union publications.
- 5.12 It is a requirement for the following Union members to attend the Annual Student Members Meeting:
- Sabbatical Officers,
 - Forum Chairs,
 - Deputy Forum Chairs,
 - The Chair and members of the Accountability Board,
 - a representative from each Union Club and Society,
 - Student Trustees.
- 5.13 The Union Chief Executive and staff members may be invited to attend the meeting by the Union President or the Annual Student Members Meeting Chair.

6 Emergency General Meeting

- 6.1 An Emergency General meeting may be called by:
- a resolution from the Union Council,
 - a petition signed by no less than 250 full members of the Union, submitted to the Union President or Deputy President.
 - a resolution of the Trustees
- 6.2 The Union Council, with support from the Representation Department, shall make arrangements for the Emergency General Meeting to be held on a date not exceeding ten working days from receipt of notice.
- 6.3 Only the issue specified in the application shall be discussed at the Emergency General Meeting.
- 6.4 All meetings will be conducted according to the Debating Rules Bye-Law.

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6.5 The Union Council, with support from the Representation Department, shall be responsible for the publication of details of all Emergency General Meetings five working days before the meeting. It must be publicised on the Union website, social media, and other available Union publications. Details of debates submitted shall also be published five working days before the date of the meeting.

6.6 The Union Council, with support from the Representation Department, shall be responsible for the agenda and publicising the meeting.

Questions relating to this Bye Law should be directed to the Responsible Manager

END OF BYE LAW

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