

UPSU Governing Documents

Membership Bye-Law

October 2019

Approval Details

Approved by:	Trustee Board	Date	June 2019
Approved by:	SU UEG	Date	August 2019
Approved by:	Union Council	Date	October 2019
Review lead staff member(s):	Chief Executive Director of Membership Services		

Reviewing this document

This document may be amended with the permission of the Board of Trustees, following pre-approval by Governance and Appointments Committee.

Union Council will then review any significant changes to this Bye-Law prior to any such change taking effect in order to permit the Council the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

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1 The Principle

- 1.1 Graduate, Associate and Honorary membership of the Union exists in order to allow the Union some flexibility in offering benefits of the Union to people who would not otherwise be entitled to benefit. The privilege of any membership of the Union is, however, only allowed within the realms of any legal or other regulatory requirements. This includes those regulations and rules which may from time to time be determined by internal bodies such as the Union Council or other elected representatives.
- 1.2 The Union recognises the following definitions which should be read in conjunction with the statements in the Memorandum and Articles of Association.

2 Membership

- 2.1 Full members of the Union shall be as follows:

Each and every student registered with the University of Plymouth, either where their study is based at the University of Plymouth campus or with one of the further education Partner Institutions based in the UK, who has not opted out by notifying the Union President in writing of his/her wish not to be a member of the Union; and the Sabbatical Officer Trustees of the Union.

- 2.2 Full membership of the Union will automatically cease when he/she ceases to be a University of Plymouth student or subsequently opts out of membership by giving written notice to the Union President in accordance with the Bye-Laws and/or when he/she ceases to be a Sabbatical Officer Trustee.
- 2.3 Membership shall not be transferable.
- 2.4 The register of full members of the Union shall comprise those who are at that time registered students of the University of Plymouth, with the addition of those who are members by virtue of the Memorandum and Articles of Association and its Bye-Laws, with the exception of any student who has, by written notice to the Union President, opted out of the Union membership.
- 2.5 The Union reserves the right to suspend or limit membership benefits as defined in the members Disciplinary Procedure.
- 2.6 For those UPIC students under the age of 18, UPSU will only provide services which are appropriate and, in particular, will not permit access to services, activities and facilities or purchase goods not permitted to anyone under the age of 18. Admission is at the sole discretion of the duty Venue Manager of UPSU.

3 Associate Members

- 3.1 The Trustees may admit and remove Associate Members.
- 3.2 The following persons may be admitted as associate members, as the Trustees think fit;
 - The Union staff,
 - Carers of members, for whom any fee will be waived,
 - Honorary Life Members of the Union; and
 - Such persons as the Trustees considered to be friends of the Union.
 - Students registered on a University of Plymouth course, other than those eligible for full membership under clause 10 of the Memorandum and Articles of Association.

- 3.2 An application for Associate Membership shall be in such form as the Trustees determine. Associate Membership shall be subject to such rights and obligations as the Trustees consider appropriate.
- 3.3 Associate Members shall not be members of the Union for the purpose of the Memorandum and Articles of Association and shall not be entitled to vote on any matter, attend Union meetings unless invited by the Trustees, hold office or participate in the decision making of any Union Club or Society or to represent the views of the Union in any way.

4 Graduate Membership

- 4.1 An application for Graduate Membership shall be in such form as the Trustees determine and is restricted to individuals who have completed a course of study at the University of Plymouth, or any of its Partner Institutions which have now been subsumed into the University of Plymouth.
- 4.2 The Trustees may admit and remove Graduate Members.
- 4.3 This membership will be charged at a rate decided annually by the Governance and Appointments Sub-Committee.

5 Honorary Life Members

- 5.1 Honorary Life Membership is intended as an honour, recognising outstanding dedication to the work of the Union, actions which benefit or inspire others, and other outstanding actions as deemed appropriate from time to time.
- 5.2 Sabbatical Officers of the Union are entitled to Honorary Life Membership in recognition of their contribution to the Union.
- 5.3 Any student can propose Honorary Life Membership through the Union Council.
- 5.4 In accordance with the Bye-Laws, the Board of Trustees shall ratify the approval and removal of Honorary Life Members as voted by full members at the Annual General Meeting (AGM).
- 5.6 Honorary Life Membership shall be subject to such rights and obligations as the Trustees consider appropriate.
- 5.7 Honorary Life Members shall not be members for the purposes of the Memorandum and Articles of Association and shall not be entitled to vote on any matter, attend the Union meetings unless invited by the Trustees, hold office or participate in the decision making of any Union Club or Society, or to represent the views of the Union in any way.

6 Reciprocal Membership

- 6.1 Reciprocal Membership shall be open to members of other student unions on production of a valid student card. Reciprocal Membership shall only entitle the individual to use the building and facilities of the Union in accordance with Union Policies and Regulations. No other privileges of other memberships shall extend to Reciprocal Members.

7 The following principles and restrictions apply to the above memberships

- 7.1 Graduate/Associate/Honorary Membership is a privilege and not a right. This right may be withdrawn, adjusted or otherwise changed at any time without notice by any appropriate Union body.
- 7.2 Graduate/Associate/Honorary Membership of the Union gives various privileges. All these privileges are however, at the discretion of those members and staff in control of those services and facilities and are not an automatic right.
- 7.3 For Honorary and Graduate Membership, involvement in any activity will only be granted in the context of mutual benefit between the Union and the individual. Honorary and Graduate Membership is not appropriate to be granted simply for any individual who has done nothing or does not propose to do anything for the Union.

Current University staff of the University of Plymouth will be deemed Associate Members unless specifically disassociated by any appropriate Union internal body.

- 7.4 In line with legal, financial and charitable governance provision of activities and services of the Union will be charged at full rates or commercial rates where appropriate. No subsidiary whatsoever will be provided for any Graduate/Associate/Honorary Member for use of any service or facility of the Union. Where the individual is providing some agreed benefit in kind to the Union for their involvement, this may be waived as deemed appropriate by the relevant Union body.

8 Specific restrictions on the rights of Graduate/Associate/Honorary Members in relation to Activities

Entertainments and access to venues

- 8.1 Although a right of Graduate/Associate/Honorary Membership is the use of facilities of the Union, Graduate/Associate/Honorary Members may be excluded from high demand or other special events as deemed appropriate.

Sports and Societies

- 8.2 Involvement in Clubs and Societies of the Union will only be through the payment of additional fees. The price of these fees will be set and adjusted from time to time by the Sabbatical Officers in conjunction with the relevant Senior Manager and should, always reflect a requirement to cost more than for full members.
- 8.3 There is no automatic entitlement for a Graduate/Associate/Honorary Member to join any Club or Society. This remains the decision of the individual Club or Society as well as the Union who will consider the following:
- 8.3.1 that any joining fee will be higher than any full member rate, and should be as close as possible to any comparable commercial club joining fee where appropriate, unless waived by a Sabbatical Officer,
 - 8.3.2 where a comparison is not possible, the fee should be high enough to ensure that all administrative, management and any other costs associated with membership are more than covered,
 - 8.3.3 use of any facilities or participation in any activity should be charged by the Club or Society at a rate comparable to equivalent local commercial facilities or activities,
 - 8.3.4 involvement in activities should never be at the expense of any full member, regardless of ability or level of the full member,
 - 8.3.5 consideration must be given to what the Graduate/Associate/Honorary Member brings to the Club or Society. Prime consideration should be given to those individuals who can offer qualified coaching or any other expertise or benefit to the Society or Club,
 - 8.3.6 where an individual is only using the Society or Club for simple personal choice for their chosen activity, this should not be deemed a good enough reason for approval of Honorary Membership.

9 Examples of Appropriate Honorary Membership

- 9.1 Examples of Honorary Membership applications which might be deemed acceptable within the letter and spirit of these rules:
- 9.1.1 individuals who can add value to the activity of any Club or Society through qualified coaching or other skill specific to the need of the Club or Society,
 - 9.1.2 individuals who have previously been full members and are now prepared to volunteer further commitments to the Club or Society in return for being granted Honorary Membership.

- 9.2 Examples of Honorary Membership applications which might be deemed not acceptable within the letter and spirit of these rules:
- 9.2.1 individuals who are trying to use the Club or Society as a means to cheap or subsidised activity and who are not full members of the Union,
 - 9.2.2 individuals who wish to take part in activities purely to pursue their activity with a friend/partner who is a full member.
- 9.3 In the case of a Club or Society believing that an individual could bring benefit to them, an application for Honorary Membership should be sought through discussion with the Sports Development Department / Societies Department of the Union. Where a Graduate or Associate Member is bringing benefit to a Club, the Club may discuss with the Vice President of Activities / Vice President of Sport or the relevant Sabbatical Officer and Sports Development / Activities personnel, the possibility of waiving some or all of the normal fees for involvement in lieu of this benefit in kind. Any waiving on any potential fees or costs will only be subject to specified agreed service by the individual back to the Club or Society of the Union.
- 9.4 It is important to remember that the Union is a members organisation for the current full members of the University of Plymouth. Laws also exist which restrict the ability of the Union to offer and resources in any form to people that are not bona fide full members of the organisation. These rules are designed to protect these positions.

For further help and advice, please contact the Governance Team

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