

UNIVERSITY OF EXETER
STUDENTS'
GUILD
VOICE



Byelaws

July 2022



University of Exeter Students' Guild

Byelaws

12 July 2022

The Memorandum and Articles of the University of Exeter Students' Guild enable the Board of Trustees and the Guild Council to issue byelaws for the Students' Guild. All the of the Students' Guild's governing documents can be found on the [website](#).

These byelaws have been passed by Guild Council on 25th May 2022 and by the Board of Trustees on 11th July 2022. They came into force and replaced all existing byelaws on 12th July 2022.

Questions about these Byelaws should, in the first instance, be directed to the Student Voice Team at voice@exeterguild.com.



Part 1: Governance & Membership

Byelaws

1. The Byelaws of the University of Exeter Students' Guild ('the Guild') are issued in accordance with (and must be understood in conjunction with) the *Memorandum and Articles of Association* ('the Articles').
2. In these Byelaws, publishing means to make available to Student Members on the Guild's website.
3. The Byelaws will be published on the Guild website.

Amending the Articles

4. In accordance with *Article 9.2.2.*, proposed amendments to the *Articles* ('the proposal') by the Board of Trustees will be published and circulated to the Student Members by email. At this time, the Guild will outline a consultation period of no less than 14 days.
5. Student Members may submit amendments to the proposal in writing during the consultation period.
6. The Trustees must consider amendments to the proposal submitted by Student Members.

Trustees' Powers and Responsibilities

7. In accordance with *Articles 24.1. and 24.3.*, Student Trustees will commence their term of office at the time determined by the Appointments Committee but after their ratification by the Guild Student Advisory Board .
8. In accordance with *Articles 25.1. and 25.2.*, Lay Trustees will commence their term of office at the time determined by the Appointments Committee but after their appointment by the Guild Student Advisory Board .
9. For the purposes of *Article 28.2.*, the membership and procedures of the Appeals Panel will be agreed by the Trustee Board.
10. The decision of an Appeals Panel to uphold or not uphold a Student Members' decision of no confidence in, and removal of, a trustee from office, shall be final and conclude the Guild's internal processes.
11. In accordance with *Article 29.3.*, Student Trustee vacancies will be filled by the Appointments Committee.
12. In accordance with *Article 57.1.5.*, the Appointments Committee is appointed by Trustee Board.
13. The amount at which a Trustee's agreement is required for spending as set out in *Article 32.2.* will be published.

Associate Members

14. In accordance with *Article 15*, there are the following categories of Associate Membership:
 - a. Ordinary Associate Membership (purchased for an academic year).
 - b. Lifetime Associate Membership (purchased by a former Student Member for their lifetime).
 - c. Honorary Lifetime Membership (awarded for services to students by Trustee Board).
15. Associate Members are eligible for limited access to the Guild's activities and services, as determined by the Board of Trustees, but may not participate in any of the Guild's democratic, governance, or representative functions.
16. The Code of Conduct for members shall apply to Associate Members.
17. Associate Membership is not transferrable.
18. Fees for Ordinary and Lifetime Associate Membership shall be agreed by the Trustee Board.

19. Associate Membership can also be terminated by the Associate Member by resigning in writing to the Guild.

Termination of Membership

20. Student and Associate Membership can be terminated as an outcome under the Guild disciplinary procedures.
21. In accordance with *Article 12.3*, a Student Member may opt out of Student Membership by writing to the Guild at data-protection@exeterguild.com.

Complaints

22. In accordance with the *Education Act 1994 22(2)(m-n)*, the Guild will publish a complaints procedure for Student Members and groups of Student Members.

Part 2: Student Democracy

Representative Democracy

23. The Full-Time Officers act as representatives of the Student Membership.
24. The Full-Time Officers must inform their representation by consulting Student Members.
25. The Full-Time Officers must not act in contradiction with Student Policy (but they may campaign to repeal it).

Student-Led Democratic Activity

26. The Guild will support Student Members, and groups of Student Members, to exercise their rights including those of lawful free speech, free expression, association, and protest.
27. The Guild may support Student Members, and groups of Student Members, to lawfully campaign, lobby, and influence stakeholders.
28. In accordance with *Article 4.3*, the Guild provides 'forums for discussions and debate for the personal development of its students'.

Student Policy

29. Student Policy is the Guild's understanding, stance, or approach to an issue or problem.
30. In accordance with *Article 17.4*, Student Policy is ordinarily created on an iterative basis by the Full-Time Officers working collaboratively with students, unless when consensus cannot be reached then Student Policy is decided by referendum.
31. Student Members reserve the right to propose Student Policy by referenda in accordance with *Article 17*.
32. Student Policy created by referendum supersedes Student Policy created by other means and can only be amended or repealed by referendum.
33. All student policy lapses two years following its adoption.

Referenda

34. A referendum may be called and conducted in accordance with *Article 17*.
35. Once a referendum has been called, the question must be put to Student Members. The question and responses must:
 - a. Be written in consultation with the organisers of the petition;
 - a. Be written in such a way as to have a clear yes/no response;
 - b. Be balanced and not tending towards one response; and
 - c. Make clear what the proposed student policy is.
36. Referenda will be held on a digital platform, such as the Guild website.

Part 3: Elections, Referenda and Voting

Election Officials

37. The Guild will appoint a non-Guild staff member as the Returning Officer and a Guild staff member as the Deputy Returning Officer.
38. The Returning Officer will oversee elections and referenda to ensure compliance with the *Education Act 1994*, the *Articles*, Byelaws, and regulations. The Returning Officer's decision on the interpretation and application of these rules is final.
39. The Deputy Returning Officer will:
 - a. Oversee all elections relating to this byelaw, and referenda.
 - b. Ensure the election or referendum is free and fair.
 - c. Publish fair notice of elections (and candidates) or Referendum.
 - d. Publish election/referendum regulations.
 - e. Rule on, and issue sanctions, on complaints following an investigation.
 - f. Oversee the count and publishing of the results of the election or referendum.

Voting

40. Voting in elections and referenda must be by secure and secret ballot.
41. Single Transferable Vote or Alternative Transferable Vote will be used in elections.
42. Referenda have Approve/Yes, Disapprove/No and Abstain options.
43. Abstaining in any online vote counts towards quoracy.

Part 4: Elected Officers and Representatives

Full-Time Officers

44. In accordance with *Article 23.1*, the Officer Trustees will be the Full-Time Officers as:
 - a. Guild President.
 - b. Vice President Education.
 - c. Vice President Opportunities.
 - d. Vice President Liberation and Equality.
45. The Full-Time Officers are full-time, paid roles.
46. The Full-Time Officers are the Executive of the Guild.
47. In accordance with *Article 23.2*, the term of office will be set out in the employment contract each year and candidates will be informed of these dates as a part of their election.
48. In accordance with *Article 42.1*, the Guild President is the Chair of Trustee Board.

Other Roles

49. The Guild may publish provisions for other representative roles (to include their purpose, role eligibility, and methods of recruitment, accountability, and removal).

Replacement of Elected Officers and Representatives

50. Representatives, other than Full-Time Officers, can vacate their role by resigning in writing to the Guild.
51. In accordance with *Article 29.1*, where elected Officer Trustee roles become vacant (or failed to be filled) prior to the start of the academic year, there will be an election to fill the vacancy.

Part 5: Transparency and Accountability

Definition

52. For the purpose of the *Articles*, Guild Council is known as the Guild Student Advisory Board.

Purpose of Guild Student Advisory Board

53. in accordance with *Article 48.1.*, The functions of the Guild Student Advisory Board are:

- a. Scrutinise the activity of the Guild and the performance of the Guild's officers on behalf of the Students.
- b. Make, repeal and amend the Byelaws jointly with the Trustees in accordance with *Article 49.*
- c. Perform any other duties of Guild Council or the Guild Student Advisory Board as set out in the *Articles* and Byelaws.

Membership of the Guild Student Advisory Board

54. The Guild Student Advisory Board is composed of 20 Student Members (who are not also members of the Trustee Board) who are the Guild Student Advisory Board Members.

55. The Guild will publish the process by which Guild Student Advisory Board Members are appointed.

Meetings of the Guild Student Advisory Board

56. There will be at least 1 meeting of the Guild Student Advisory Board during each term of the academic year.

57. Meetings of the Guild Student Advisory Board may be called by a group of 10 Guild Student Advisory Board Members, a Full-Time Officer, or the Chief Executive.

58. At least 1 weeks' notice of Guild Student Advisory Board meetings and the agenda must be given.

59. The Guild Student Advisory Board may take place in-person and/or online.

60. Quoracy for meetings of the Guild Student Advisory Board is more than 50% of the Guild Student Advisory Board Members.

61. The Guild Student Advisory Board Members select who will chair meetings of the Guild Student Advisory Board.

62. The following may attend and fully contribute (but not vote) in meetings of the Guild Student Advisory Board:

- a. The Full-Time Officers.
- b. Members of the Trustee Board.
- c. Members of Guild staff.
- d. Other persons invited by the Guild Student Advisory Board Members.

Votes of the Guild Student Advisory Board

63. Only Guild Student Advisory Board Members may vote and each Guild Student Advisory Board Member has one vote.

64. A vote may only be conducted if quoracy is met.

65. Guild Student Advisory Board Members may vote to approve, disapprove, or abstain a motion. A motion passes if the 'approve votes' achieve a simple majority (more than half) of the votes cast.

66. The method of voting shall be determined by the chair.

Student Members' Meetings



67. In accordance with *Article 18.1. to 18.2.*, the Trustee Board will call the annual Student Members' Meeting and conduct the business as set out in the *Articles*.
68. In accordance with *Article 18.3.*, Trustee Board or a secure petition of 0.5% of the membership may call an additional Student Members' Meeting.
69. At least two weeks' notice must be given of any Student Members' Meeting.
70. A Student Member will be appointed to chair Student Members' Meetings. The Guild will publish the process by which the chair will be appointed.
71. The chair must take reasonable steps to ensure:
 - a. The proceedings of the meeting comply with the Guild's *Articles* and Byelaws.
 - b. The proceedings of meeting are orderly and fair.
 - c. Each Student Member present has an opportunity to participate.
72. Student Members' Meetings may take place in-person and/or online.
73. Any Student Member may attend and, with the chair's permission, speak at the meeting.
74. Members' Meetings may only proceed with business when 25 members or more are in attendance.
75. Any items requiring approval shall require a simple majority vote to be enacted.

Transparency

76. An accurate record should be made and published for each meeting of the Guild Student Advisory Board and Student Members' Meetings.
77. All active governing documents, student policy, and regulations created under these Byelaws will be published.
78. Decisions made under the *Articles*, Byelaws, and regulations which affect the membership will be published.

Part 6: Student Activities

79. The Guild will facilitate student groups, including Student Media, Volunteering and Raise and Give, and will ensure that all activities operate under the principle of student direction and leadership, subject to any necessary legal compliance requirements.
 80. The way that student-led activities of the Guild will be facilitated will be published in a Student Activities procedure.
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