

# STUDENT GROUPS BYE LAW

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*This Bye-Law describes the student groups and activity connected to the Union and their rights and responsibilities.*

## **1. GENERAL**

These terms apply to all student groups connected to the Union.

- 1.1. Student groups and activity should be primarily focused on providing development opportunities, representation and recreational activities for student members.

## **2. MEMBERSHIP**

- 2.1. All members of the Students' Union who fulfil the eligibility criteria outlined in the Terms of Reference for Student Groups shall be considered members.
- 2.2. Leadership of these groups (the Executive), should be persons elected from within the groups' membership. Unless otherwise stated in the Memorandum and Articles of Association or Bye-laws, these elections should principally follow the Union's Elections Bye Law and rules.
- 2.3. Ordinarily only student members of a Student Group should be running activity. Student members of a group should take precedence in participating in activity.

## **3. RESOURCES AND RISK MANAGMENT**

### **3.1. Financial Management & Funding Allocation**

- 3.1.1. Student Groups are subject to the Students' Unions Financial Regulations.
- 3.1.2. Sport, Society and Student Media Groups shall be able to raise funds via a membership fee for their Student Group. These membership fees shall be set by individual student groups and are subject to the approval by the Union Executive.
- 3.1.3. The process and criteria for funding allocation for Student Groups shall be published by the Students' Union annually and will be made in line with the Students' Union Fair Allocation Policy, the Students' Unions Financial Regulations and the requirements under the 1994 Education Act. This information is to be made available to all students upon request.
- 3.1.4. No funding allocations will be made for:
  - 3.1.4.1. Retrospective bids.

- 3.1.4.2. Donations or affiliations to either a charity or a political body.
- 3.1.4.3. Ultra Vires spending [as defined in the financial regulations].
- 3.1.4.4. Monies granted are only to be used for the purpose for which they were requested. Student groups that receive funding or a grant will make their orders through the Students' Union or be asked to evidence how they spent the money through receipts and an evaluation.
- 3.1.4.5. All unspent grant monies shall be returned to the Students' Union at the end of each financial year unless otherwise agreed.
- 3.1.5. The Students' Union will work with the University and external funders to secure additional funding where possible. Where this is achieved, student groups are expected to report back to the Students' Union and external funders as required.

## **3.2. Resources & Equipment**

- 3.2.1. The Students' Union shall work with the University to ensure that Student Groups can benefit from the use of University facilities and spaces.
- 3.2.2. Equipment purchased by Student Groups with funds allocated by the Students' Union shall be considered property of the Students' Union.
- 3.2.3. Student Groups shall be responsible for managing equipment and facilities in line with internal procedures agreed by the Students' Union.
- 3.2.4. Where a student activity group benefits from the use of centrally owned Students' Union space including (but not limited to), Slaidburn House, Bailrigg FM Studios, County Annexes and Take 2 Office; student groups are expected to ensure:
  - 3.2.4.1. The areas are used for the groups' intended purposes;
  - 3.2.4.2. Space remains clean and in good order and health and safety requirements are followed; and,
  - 3.2.4.3. The spaces are left in a secure state.

## **3.3. Activity and Risk Management**

- 3.3.1. Activity undertaken by Student Groups in this Bye-Law are insured under the requisite insurance policies held by the Students' Union as long as the terms and conditions of insurance are met.

3.3.2. All Student Groups are expected to operate within the law, regulatory bodies, University regulations and are bound by:

- (a) The Union's Memorandum and Articles of Association and Bye Laws;
- (b) Code of Conduct for Members and Groups;
- (c) Safety Framework;
- (d) Financial Regulations (if applicable);
- (e) Equality Strategy;
- (f) External Speakers Policy;
- (g) Data Protection Policy; and,
- (h) Other Union and University wide policy as and where relevant.

3.3.3. Breaches of 3.3 shall be dealt with under the Members' Disciplinary Procedures and could result in a suspension or ceasing of activity/affiliation.

3.3.4. From time to time, Student Groups may be subject to a financial or health and safety audit. This takes into consideration the perceived risks attached to activity.

#### **4. ACCOUNTABILITY**

4.1. All student groups are required to hold an open meeting a minimum of once a term.

4.2. Student Groups may reasonably set their own quorum however this should be set at a level proportional to their membership.

4.3. Any member of a Student Group shall be entitled to attend and speak at an open meeting of a student group, but only eligible members shall be entitled to vote.

4.4. Student Groups are expected to report back on an annual basis to their members a summary of activity and expenditure undertaken over the previous 12 months and report back on the impact of their activity.

4.4.1. All student groups are expected to publish to their members and the membership the following information via the Students' Union's main website:

- (a) Outline of a Student group's activity;
- (b) How students can get involved;
- (c) Any costs of being involved (membership fee and entitlement);
- (d) The names of the contacts/leaders of the group;
- (e) The Group internal rules and operation; and

(f) All policy applicable to that Student Group;

(g) A group's annual budget

**5. TERMS OF REFERENCE**

5.1. Each Student Group shall have a Terms of Reference that supplement the provisions of this bye-law, which shall be responsive to the changing needs of the members.

5.2. The Terms of Reference for each Student Group must be agreed annually through a process which is open, accessible and communicated clearly to all members. These shall include:

5.2.1. A statement of the aims and purposes of the Student Group;

5.2.2. Any eligibility criteria for voting in meetings or elections within the Student Group; and

5.2.3. The core committee (if applicable) positions for the following year, including any eligibility criteria for candidates.

5.2.4. The Student Groups internal rules and procedures.

5.3. Any amendments to the Terms of Reference and details of the process by which it was reviewed will be submitted to the Students' Union Executive Committee, for approval, unless they relate to Sports or Society Student Groups where they will go to the societies and/or sports Executive committee for approval.

5.4. The Executive Committee [including societies and/or sports executive committee] can reject new or amended Terms of Reference on the following, although not limited to, grounds:

5.3.1. The process by which they were reviewed was not fair to and representative of all members;

5.3.2. The new Terms of Reference contradict the powers and objects of the Students' Union;

5.3.3. The new Terms of Reference substantively change the purpose or remit of the Student Group, in which case the change must be referred to a Student Jury.

5.3.3.1. Where a substantive change relates to a Liberation group this should be referred to a referenda vote where only self-defining students are eligible to vote.

5.6. The Terms of Reference shall be made available for reference on the Students' Union website.

## **6. STUDENT GROUP EXECUTIVE COMMITTEES**

- 6.1. Student Groups are permitted to have an Executive Committee who are responsible for the arrangement of Student Group meetings and for co-ordinating activity, events, campaigns and other forms of democratic and representative action.
- 6.2. Elections for Student Group Executive Committee positions should be held in accordance with the Students' Union election procedures as laid out in the Democracy bye-law and its supporting documents.

## **7. COMPLAINTS**

- 7.1. Complaints about the operations or committee members of a Student Group shall be dealt with in line with the Students' Union Complaints Procedure.

## **8. DISCIPLINARY PROCEDURE**

- 8.1. All disciplinary matters within Student Groups will be dealt with in accordance with the Students' Union Disciplinary Procedures.

## **9. EDUCATION REPRESENTATIVES**

- 9.1.1. The role of educational representatives is to provide grassroots consultation to Departments and their Faculties and feedback to the Students' Union to inform educational policy and changes. Education representatives' work is directly connected to the Vice President Education.
- 9.1.2. Education representatives are the students elected by their peers:
  - 9.1.2.1. Studying on their course or module to represent the view of the students on their cohorts' course of study
  - 9.1.2.2. In their faculty to represent students' view at a faculty level. This shall consist of a representative for taught courses (all undergraduate and postgraduate taught masters students) and a representative for research students per Faculty (typically doctoral but includes 'masters of/by research' students). This should be done in line with the agreed Senate/Students' Union Protocols.
- 9.1.3. There shall be open Faculty Forums where student representatives and any student in that faculty are permitted to attend.
- 9.1.4. Faculty Representatives shall form part of the Students' Unions Senate delegation, with an individual being able to serve a maximum of two terms on the Senate.

- 9.1.5. Senate delegates shall be appointed annually via the Students' Union Academic Executive and are accountable to the Education Assembly. The Students' Union Senate delegation shall be required to provide a report and answer questions from the student body at the termly scheduled Education Assembly.

## **10. LIBERATION & CAMPAIGN GROUPS**

- 10.1. There shall be the following Liberation Groups:

10.1.1. Disabled Students' Group

10.1.2. LGBTQ+ Students' Group

10.1.3. Womens'+ Student Group

10.1.4. Black Student 'Group

- 10.2. There shall be the following Campaign Groups:

10.2.1. International Students' Group

10.2.2. Mature Students' Group

- 10.3. The business of Liberation & Campaign Groups shall be coordinated by a Part-time Officer of the Students' Union; in the absence of this officer, the individual Liberation/Campaign Group may nominate one of their number to chair a meeting/forum, subject to the approval by the members present.

## **11. WELFARE & CHARITY GROUPS**

- 11.1.1. Welfare Groups shall be convened in order to bring students together to discuss issues of importance to them and to work together to organise events, campaigns and provide development opportunities and/or services for students.

- 11.1.2. There shall be the following Welfare Groups:

11.1.2.1. Nightline

- 11.1.3. There shall be the following Charity Groups:

11.1.3.1. LUSU Gives/RAG

## **12. STUDENT MEDIA GROUPS**

- 12.1. General**

- 12.1.1. Student Media groups are the student groups recognised as publishing/broadcasting as part of the Students' Union, and are namely:
  - 12.1.1.1. SCAN (Student run newspaper) subject to IPSO Code of Practice
  - 12.1.1.2. Bailrigg FM (Student run radio station) subject to Ofcom regulations
  - 12.1.1.3. LA1:TV (Student run TV station)
  - 12.1.1.4. Take2 Cinema (Student run campus cinema)
- 12.1.2 Student Media Groups exist to provide opportunities for members to build media skills and experience.
  - 12.1.2.1 To contribute to and enhance the student experience.
  - 12.1.2.2 To inform and entertain students and other stakeholders at Lancaster University.

## 12.2. **Risk Management**

- 12.2.1. As specified in the Code of Practice between the University and Students' Union, there shall be an agreed risk management process involving the relevant Full-Time Executive Officer(s), trustees and the Union's solicitor to avoid libel or other legal difficulties in relation to student media.
- 12.2.2. The Advertising Standards Authority regulates activity pertaining to all the groups listed above.
- 12.2.3. The Chief Executive has delegated responsibility from the Trustee Board to nominate competent licensees to hold the appropriate licences required by the Students' Union to enable such media activity. The licence holder is responsible for liaising with Student Media Groups on a regular basis.
- 12.2.4. The Editor-in-Chief for all Student Media group activity is the Vice President Campaigns and Communications.
- 12.2.5. The Executive Committees of Student Media groups are required to complete mandatory media law training prior to being able to publish on behalf of the Union.
- 12.2.6. All media groups must adhere to the budgeting, advertising, publishing, and broadcasting protocols agreed for their activity.

## 12.3. **Copyright**

- 12.3.1. All publications and branding are the exclusive copyright of the Union.

## **12.4. Distribution**

- 12.4.1. The Editor-in-Chief for all Student Media Groups is permitted to withdraw content on the advice of the Trustee Board or the Students' Union Executive Committee, if a publication is considered to cause major offence, breach the law, or if it is in breach of the Students' Union Memorandum and Articles of Association or Bye-Laws.
- 12.4.2. Student Media Heads can appeal this decision by submitting a request in writing to the Board of Trustees who shall choose whether to overturn or uphold the decision of the Editor-in-Chief.

## **12.5. Quality and Compliance**

- 12.5.1. All content shall be representative, factual and balanced or creative.
- 12.5.2. Student Media Groups are bound by the Union's Memorandum and Articles of Association, bye-Laws and policies.
- 12.5.3. Content in Student Media publications must not express a preference for any candidate in Union elections.

## **13. AFFILIATED SPORTS CLUBS AND SOCIETY GROUPS**

### **13.1. General**

- 13.1.1. Affiliated Sports Clubs and Society Groups have the legal status of being part of the Students' Union.
- 13.1.2. In addition to the provisions laid out in the Memorandum and Articles of Association and Bye-laws, Affiliated Sports Clubs and Society groups shall have following rights:
  - 13.1.2.1. The use the University's name and logo as long as it will not bring the University's reputation into disrepute, it is not misleading and its use is not for commercial gain;
  - 13.1.2.2. To compete in competitions on behalf of Lancaster University.
  - 13.1.2.3. To seek appropriate advice, training and support from the Students' Union staff to operate their activity safely and appropriately;
  - 13.1.2.4. To use the Union's website and membership database tools;
  - 13.1.2.5. To hold their own bank accounts; and
  - 13.1.2.6. Bid for Students' Union funding for which they are eligible.

- 13.2. It is expected that Sports Clubs and Society Groups should have a President, Treasurer and Secretary as part of their Executive committee, unless otherwise specified by the Students' Union.
- 13.3. Non student members joining Sports Clubs & Society Groups shall be specifically excluded from holding office as a President, Treasurer or Secretary on a committee. Non-members will be excluded from this rule where a specific level of experience or qualification is required that no member holds to lead the activity safely.

**14. JUNIOR COMMON ROOMS (UNDEGRADUATE AND GRADUATE COLLEGES)**

- 14.1. The Junior Common Room Executives (Undergraduate and Graduate) shall be integral parts of the Students' Union and are subject to the provisions as laid out in the Memorandum and Articles of Association and Bye-laws.
- 14.2. JCR Executive must review their Terms of Reference on an annual basis, which shall ordinarily be no later than week 5 of the Michelmas term.