

Bye-Law 6: Assembly

1 Purpose of the Assembly

- 1.1 The purpose of the Assembly is:
- (a) to represent the voice of the students.
 - (b) to set the Priorities of the Union and review progress, subject to Article 28.3.
 - (c) to refer Priorities to a Referendum of the Student Members (in accordance with the Bye-Laws).
 - (d) to make, repeal and amend the Bye-Laws jointly with the Board of Trustees in accordance with Article 46.
 - (e) to approve the list of affiliations of the Union (when meeting as a Student Members' meeting); and (f) to receive a quarterly report from the Trustees.

2 Frequency and Format of the Assembly

- 2.1 The Assembly will normally meet four times and dates will be communicated ahead of the of the following academic year.
- 2.1.1 The first meeting of the year will take place shortly after the elections and will set Union Priorities for the academic year.
- 2.2 The remaining meetings will take place in the subsequent academic year.
- 2.3 Meetings of the Assembly will normally last between a half and a full day, and may take place at a weekend.
- 2.4 Additional meetings of the Assembly can be called in three ways:
- (a) By a majority decision of the Sabbatical Officers.
 - (b) By 25% of Assembly Members writing to the Assembly Speaker.
 - (c) By a Secure Signed petition signed by at least 200 Student Members.
- 2.4.1 Notice for the meeting will be sent out at least one week in advance to all Assembly Members and shall include the time, date, venue of the meeting, agenda, and papers.

3 Business of the Assembly

3.1 The Assembly shall decide the direction of the Union for the year, and the Sabbatical Officers will be responsible for acting on the Assembly's priorities.

3.1.1 When setting the priorities for the year, the Assembly will rank each one in order of greatest importance.

3.1.2 The Assembly may from time-to-time decide a stance or a statement on a particular issue that impacts Student Members, subject to Article 28.3.

3.2 Assembly Members will scrutinise the action of Sabbatical Officers and support them on the delivery of the agreed priorities.

3.2.1 Sabbatical Officers deemed not to be delivering the priorities or fulfilling the responsibilities of their role will be given an agreed period to improve their performance, with an accompanying support plan in place. If at the end of this period, their performance is not deemed satisfactory the Assembly Speaker will inform the Board of Trustees or follow the removal process defined in the Articles of Association.

3.3 Sub-committees may be established by the Assembly to support the delivery of the priorities.

3.4 The Assembly will annually consider the priorities from the previous year and may decide to continue some, or all the priorities to the following year.

3.5 The agenda for Assembly meetings will be prepared by the Assembly Speaker with the support of the Chief Executive or their nominee. The agenda will be prepared to ensure there is fair debate, effective review and scrutiny, free-flowing discussion and that meetings are action-based. Meetings should be conducted in good nature and positively.

4 Agenda Items

4.1 The Union will provide opportunities for all Student Members to submit agenda items ahead of the circulation of papers.

4.2 Any papers relating to the meeting will be circulated at least one week before the meeting to ensure Assembly Members are informed and can participate in the discussion.

- 4.3 The Assembly Speaker at their discretion may accept late papers in extraordinary circumstances.
- 4.4 Meetings must be conducted in accordance with the powers outlined within the Articles of Association, Bye-Laws, regulations, the law, Union policies and procedures.
- 4.5 Decisions shall normally be made by consensus, unless stated differently in the Articles of Association or Bye-Laws.
- 4.5.1 Where the Assembly Speaker, or at least 40% of present Assembly Members do not feel a consensus has been reached, a vote of the Assembly Members will take place. The Assembly Speaker shall not normally have a vote in the meeting but may in the case of an equal number of votes for and against, in which case they will have the casting vote.
- 4.6 Quoracy for meetings shall be 40% of all current elected and appointed Assembly Members.
- 4.7 The Assembly is subject to administrative oversight from the Board of Trustees.
- 4.8 Assembly Members should consult their constituents ahead of the meeting on items outlined in the agenda.
- 4.9 The Assembly may, in the below circumstances, make a two thirds majority decision without holding an Assembly meeting. The circumstances include:
- When the Assembly Speaker has become aware of a matter on which the Assembly need to take a decision before the next meeting of the Assembly;
 - The Assembly Speaker and Chief Executive (or nominee) have taken all reasonable steps to make all the other Assembly members aware of the matter and the decision, provided reasonable opportunity for Assembly members to communicate their views on the matter; and
 - The communication to Assembly members clearly sets out how Assembly members can vote and the deadline for receiving any vote cast.
- 4.9.1 No decision shall be taken by the Assembly without a holding an Assembly meeting, unless 40% of all current Assembly members vote by the deadline set in the communication.

5 The Assembly Speaker

- 5.1 Assembly Members will elect an Assembly Speaker at their first meeting from amongst their own.
- 5.2 A Deputy Assembly Speaker will be elected at the second meeting from amongst their own.
- 5.3 The role of the Assembly Speaker is as follows:
- (a) To be the lead member of the Assembly and ensure that the body fulfils its responsibilities.
 - (b) To manage the discussion at the meetings.
 - (c) To lead on the monitoring of Sabbatical Officer performance.
- 5.4 The Assembly Speaker can be removed by a vote of no confidence which must be submitted to the President and Chief Executive or their nominee. The Speaker will be removed if at least 75% of the Assembly present vote in favour of removal.
- 5.5 The Deputy Assembly Speaker will resume the role of Assembly Speaker if the Speaker is absent, has a conflict of interest, or has been removed by a vote of no confidence.
- 5.6 The President will resume the role of Assembly Speaker, if the Speaker and Deputy Speaker are absent, have a conflict of interest, or have been removed by a vote of no confidence.

6 Membership

- 6.1 The Assembly shall be made of up of 50 Assembly Members. This will include up to four Sabbatical Officers and up to 46 Assembly Members. Assembly Members will be proportionally distributed across the Schools of the University.
- 6.1.1 Further details of proportional distributions and details of Assembly Member appointments can be found in Bye-Law 4: Student Officers.
- 6.2 Assembly Members elected to join the Assembly will be elected in accordance with Bye-Law 3 Elections. A process will be made available on the Union website detailing the process for Assembly Members appointed to join the Assembly.

6.3 All Student Members of the Union are allowed to attend and take part in the discussion at Assembly Meetings.

7 Removal from the Assembly

7.1 Sabbatical Officers can be removed in accordance with Article 26.

7.2 Assembly Members, who are not Sabbatical Officers can be removed from the Assembly if:

- (a) They miss two consecutive meetings of the Assembly.
- (b) They breach the Assembly Code of Conduct. (c) A vote of no confidence is passed.

7.2.1 Assembly Members can be removed by a vote of no confidence which must be submitted to the Assembly Speaker. The Assembly Member will be removed if 75% of the Assembly vote in favour of removal.

8 Student Members' Meeting

8.1 In accordance with Article 16, the Union must hold an annual Student Members' meeting once in each Academic Year which will normally be held as a part of an Assembly Meeting. The annual Student Members' meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Student Members to attend (and may be held virtually for example by video conferencing or through online meeting software or in person or a hybrid of the two).

8.2 All Student Members can attend a Student Members' meeting, and the meeting allows all Student Members present to discuss and vote on a priority, stance, or statement that needs wider student consultation and to review the Union's affiliations.

8.3 The Union may hold other Student Members' meetings in addition to the annual Student Members' meeting. Such meetings shall be called by either: (a) A majority vote of the Board of Trustees.

(b) A written request from a minimum of 40% of the current Assembly Members submitted to the President and Chief Executive

(c) A Secure Petition signed by at least 150 Student Members submitted to the President and Chief Executive.

8.3.1 Additional Student Members' meetings will normally be held as part of an Assembly Meeting, unless this is deemed not suitable by the President or Assembly Speaker.

8.4 Notice for the meeting will be sent out at least one week in advance to all Student Members and shall include the time, date, venue of the meeting, agenda, and papers.

8.5 The Union will produce guidance and make available ahead of the meeting on how a balanced discussion will take place on a proposed priority, stance, or statement and how all Student Members present are able to vote on the proposal.

8.6 The quorum for a Student Members' Meeting will be 25 Student Members, except when voting to amend the Articles which must be done in accordance with Article 7.2.4.

8.7 The Assembly Speaker will be the Chair of the Student Members' meeting and the Deputy Assembly Speaker will be the Deputy Chair of the Student Members' meeting.