

Bye-Law 3: Student Members' Meeting

1 General

- 1.1 In accordance with Article 16. the Union must hold an annual Student Members' meeting once in each Academic Year and additional Student Members' meetings may be held if called in accordance with 2.2 below.
- 1.2 The notice of the annual Student Members' meeting must state the business to be transacted as outlined in Article 16.2.
- 1.3 The meeting shall comply with Bye-Law 10 Student Policy and Meeting Arrangements.

2 Purpose of the Committee

- 2.1 The purpose of the annual Student Members' meeting is:
 - (a) Receiving the report of the Trustees on the Union's activities since the previous annual Student Members' meeting;
 - (b) Formally presenting the accounts of the Union to the Student Members;
 - (c) Approving the list of affiliations of the Union;
 - (d) To provide an opportunity for Student Members to ask the Trustees questions;
 - (e) To debate and pass student policy;
 - (f) Other responsibilities as defined in the Articles.
- 2.2 The purpose of a Student Members' meeting is:
 - (a) To provide an opportunity for Student Members to ask the Trustees questions;
 - (b) To debate and pass student policy;
 - (c) Other responsibilities as defined in the Articles.

2 Calling a Student Members' Meeting

- 2.1 The annual Student Members' meeting shall be held at a time and place that the Trustees shall think suitable to allow the maximum number of Student Members to attend.
- 2.2 Additional Student Members' meetings may be called by the Board of Trustees or Student Council. In the case of Student Council, it shall require a 66% majority voting in favour of a Student Members' meeting.
- 2.3 Notice of a Student Members' meeting must be given in writing at least 14 clear days in advance of the meeting. This shall include a notice:
 - (a) On the front page of the Union website; and
 - (b) Via electronic forms of communication used by the Union to conduct its day to day business.
- 2.4 The notice of a Student Members' meeting shall include:
 - (a) The business to be conducted;

- (b) A clear statement that it is a Student Members' meeting; and
- (c) The location, date and time of the meeting.

3 Membership and Chair

- 3.1 The membership of a Student Members' meeting shall include all Student Members.
- 3.2 The Chair of a Student Members' meeting shall be the Chair of Student Council.
- 3.3 The Deputy Chair of a Student Members' meeting shall be the Deputy Chair of Student Council.
- 3.4 In the absence of the Chair and the Deputy Chair, the Student Members present may appoint one of their number to be the Chair of that meeting and undertake the duties and responsibilities assigned to the Chair.
- 3.5 The Chair shall be impartial.
- 3.6 Subject only to a challenge, as referred in the Bye-Law 10 Student Policy and Meeting Arrangements, the Chair's ruling shall be final.
- 3.7 The Chair shall ensure that the meeting is in order and that remarks are relevant to the item of business.
- 3.8 The Chair is responsible for ensuring arrangements are in place for the effective running of the meeting.
- 3.9 Trustees may attend and speak at a Student Members' Meeting even if they are not a Student Member.

4 Quorum and Decisions

- 4.1 No business shall be transacted at Student Members' meeting unless a quorum is present. 30 persons entitled to vote upon the business to be transacted, each being a Student Member (but excluding Trustees), shall be a quorum.
- 4.2 If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Student Members present shall be a quorum.
- 4.3 Decisions shall be made by majority vote unless otherwise stated in the Articles. The Chair shall not have a vote in the meeting but may in the case of an equal amount of votes for and against have the casting vote.