1. general meetings

To ensure the Union meets its legal and regulatory requirements, there are two
types of formal meetings that (can) occur during an academic year: Annual General Meeting, (AGM) and Extraordinary General Meeting, (EGM)

* 1. annual general meeting

Who can attend?

All Ordinary Members of the Student Union as defined in the Articles shall have the right to attend any meeting, including the AGM of the Student Union as observers and shall have the right to speak at all meetings of the Student Union but will not be permitted to attend a meeting when any item of Confidential Business is being dealt with.

* + - 1. Each Society must have at least one member attend to recognise the financial and non-financial benefits of affiliation to the Union.
			2. Where a member is unable to attend in person, they may submit a proxy delegating their (full) member rights to either the Chair or a nominated representative who themselves must be a member of the Union.

When is the AGM held and what is its purpose?

* + - 1. The AGM normally held in February or March shall have the authority to:
		1. Represent the voice of its members as prescribed in the Union’s Articles and Bye - Laws.
		2. Fulfil the legal requirements of the Union as an organisation.
		3. Set the Policy of the Union by way of debate of motions either at the AGM ensuring the correct procedure is followed or alternatively via Parliament which meets monthly during semesters.
			1. Not more than 18 months shall elapse between AGMs.

What happens at the AGM?

* + - 1. The business of each annual general meeting shall include:
			2. Submission of a report from the Full Time Officers with an opportunity to ask questions;
			3. Voting on amendments to the Articles of Association when appropriate or legally required;
			4. A note of confirmation of the appointment, election/re-election/resignation/end of term of Trustees;
			5. The submission and approval of the Audited Accounts for the Union together with a report from the Board of Trustees;
			6. Democratic policies, (policies which have been previously passed by Parliament or at the AGM) lapse automatically after a period of two years. Should a member wish a policy to be renewed they should present an updated policy to Parliament or at the AGM;
			7. Ratification of affiliations to external organisations. Details must be provided at the meeting of organisations with which the Union has an affiliation, together with details of any fees or subscriptions. A simple majority vote is needed to pass the proposal.

Resolutions

* + - 1. Most resolutions will be ordinary resolutions.
			An ordinary resolution, that is, a resolution passed by a simple majority, can be submitted as an item of business for the AGM in the form of a Motion. Motions must be submitted by 5pm, seven calendar days before the AGM takes place.
			2. A special resolution, that is a resolution passed by a 75% majority is normally for more important decisions or decisions affecting the constitution of the Union e.g. Officer removal/ Co-opting of officer to a new position (mid-term)

AGM Chair

* + - 1. The Chair of the meeting shall be responsible for the good conduct of the meeting and work in association with the relevant member of Union staff to ensure that formal Minutes are taken.
			2. The Chair is the nominated representative of the Student Union President. The President can chair the AGM in the absence of their nominated representative.
			3. In the absence of the Chair or in the event of the Chair’s resignation, the members attending the meeting shall elect a temporary or new Chair from within its membership by vote of a simple majority.
			4. The Chair shall normally be independent of a vote unless the result is tied in which event the Chair shall have a casting vote.
			5. A Vote of No Confidence in the Chair can be lodged at any time during a meeting. Under those circumstances the Chair shall hand over the role of Chair to a member of the meeting appointed by way of a vote. The proposer of the Vote of No Confidence shall state their case, the person who has vacated the Chair shall reply and the matter will be put straight to a vote.
			6. In the event of a vote of No Confidence in the Chair being carried that person shall not resume the Chair during the meeting and a replacement Chair shall be appointed by a vote of the members of the meeting before the next tabled item of business is discussed.
			7. A Challenge to the Chair’s ruling can be lodged at any time during the AGM. Under those circumstances the Chair shall hand the Chair to a member of the meeting appointed by way of a vote. The proposer shall state their case and propose an alternative ruling, the person who has vacated the Chair shall reply and the matter will be put straight to a vote. In the event of the challenge being carried the Chair’s ruling will be overturned and the proposer’s ruling put in its place.
			8. Neither a Vote of No Confidence nor a Challenge to the Chair can be made against the Chair deciding the outcome of a tied vote.

Who can participate at the AGM?

* + - 1. Persons wishing to speak shall seek recognition from the Chair. The Chair shall decide right of priority of those wishing to speak.
			2. No person, having been recognised by the Chair to speak may be prevented from speaking by any act of intimidation or other action by any person present. The Chair shall have the right to remove any person who prevents another person recognised by the Chair from speaking.
			3. No person present at a meeting may breach Union policies, nor use offensive or abusive language. In the event of a member so doing the Chair shall ask that person to withdraw the remark. If that person fails to comply with this request they shall be obliged to withdraw from the meeting and, at the discretion of the Chair, be referred to the Union’s disciplinary processes.

Voting

* + - 1. Each member in attendance shall have a single vote. In the event of a vote being tied, the Chair will have a casting and final vote.
			2. Only votes taken at a quorate meeting (where the minimum number of members required to be present has been met) shall be binding. If a meeting is inquorate, the meeting may decide to vote on an issue, in principle, but the effect of any such vote shall not come into force unless and until it is ratified by a quorate vote.
			3. At the start of a meeting, evidence will be required of validity of members to vote. Production of matriculation card or confirmation of registration as a current student at the University will be required
			4. A vote shall pass by a simple majority unless stated otherwise in the Articles or these Bye Laws.
			5. At any time during an item of business, but before a vote has been opened, a member may request a recorded vote. The Chair shall hold a vote, by show of hands, as to whether the Meeting wishes the vote to be recorded. This shall be decided by a simple majority and shall only last for the item of business for which it was called.
			6. At any time during an item of business, but before a vote has been opened, a member may request a closed vote by secret ballot. The Chair shall hold a vote, by show of hands, as to whether the Meeting wishes the vote to be by secret ballot. This shall be decided by a simple majority and shall only last for the item of business for which it was called.
			7. Only those present may vote and no vote shall be counted on behalf of any member not present.

Submission of Business

* + - 1. Any member can submit competent business to be raised at the AGM
			2. Any such business should be submitted in writing to the CEO or Student President no later than 10 clear working days electronically.
			3. The submission should use the structure provided on the AGM page of the Union website.
			4. On receipt of a valid submission the item will be added to the meeting Agenda and any electronic documents that have been submitted and requested to be distributed prior to the meeting will be uploaded to the Union’s website.
			5. Only business accepted by the Chair as ‘Any Other Competent Business’ at the time of the meeting will be accepted.

Minutes

* + - 1. Minutes of AGMs and EGMs shall be taken. These Minutes shall be filed as a true and accurate record and made available to all members of the Student Union via the Union’s website.
			2. In the interests of transparency, Minutes should reflect the opinions stated by members of the meeting and any others in attendance.
			3. So that full accountability can be maintained, Minutes should provide action points arising from discussion in meetings and show the party or parties to whom responsibility has been delegated.

Ratification of Minutes

* + - 1. The minutes of the previous meeting shall be made available to all members of the Student Union by being published on the Union’s website no later than five working days prior to the next meeting.
			2. The minutes of the previous meeting shall be put to the members of the meeting and be ratified by the Chair unless any objection is made.
			3. If any objection is raised, the person who made the objection shall propose an amendment and speak in favour of it. The speech against shall be open to the floor. If no one speaks against the amendment it will then be put to a vote and will pass by way of a simple majority. If the amendment passes, the amendment shall replace the error in the minutes after which the Chair shall ratify the minutes.

Affiliations

* + - 1. Affiliation to new external bodies presented to Parliament can be approved by a simple majority vote.
			2. Affiliation to new external bodies with fees of over £250 and all ongoing affiliations shall be approved by a simple majority vote. Members wishing to challenge the affiliation to an external organisation shall submit a Motion to Parliament to debate the decision.
	1. Extraordinary general meeting
		1. The Board of Trustees or 50 members may convene an EGM at any time.
		an EGM will follow the processes laid out for an AGM as far as possible whilst taking account of the fact that the need for such a meeting only occurs in exceptional circumstances.