



Annual General Meeting

Cardiff Met Students' Union

Monday 18th November 2024, 18:00

Cardiff Metropolitan University, Llandaff Campus, O0.23

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Item 2. Minutes from AGM November 2023

Annual General Meeting 22/23 Monday 27 th November 2023, 18:00 Cardiff Metropolitan University, Llandaff Campus, O1.01	
Meeting opened at – 18.00	
1- Welcome	President Natalia-Mia Roach Welcomed members to the meeting. As the meeting did not meet the minimum members present of 122 in attendance. The meeting was opened and closed. The business of the AGM will revert to the Board of Trustees for decision.
Meeting closed at – 18.03	

Item 3. Annual Report

Students' Union President, Dan Flaherty Jr. will present the key messages from the report, highlighting significant developments, achievements, and changes within the organisation for the 2023/24 academic year.

The full report can be found on pages 1-7 [here](#).

Item 4. Financial Statement 23/24

For the year end 30 June 2024

The Board of Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2024. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and Activities

The objects of Cardiff Met Students' Union are:

The advancement of education of students at Cardiff Met University for the public benefit by:

- Providing opportunities for the expression of student opinion and actively representing the interest of students
- Acting as a channel of communication in dealing with Cardiff Met University and other external bodies.
- Facilitating the social, recreational and education interests of its membership, through providing services and support for its members
- Working with other Students' Unions and affiliated bodies

The advancement of student welfare and the relief of the needs of students at Cardiff Met University through:

- The provision of recreational and leisure time activities provided in the interests of social welfare designed to improve conditions of student life.
- The provision of support and activities which develop skills, capacities, and capabilities to participate in society as mature responsible individuals.
- The provision of services to promote the wellbeing of Cardiff Met University students generally and as individuals in need.

Financial Review

Total income for the group for the year to 30 June 2024 was £2,076,781 (2023 - £2,083,829). The expenditure for the year totalled £2,228,610 (2023- £2,074,782), leaving a net deficit for the year of £151,829 before movement on the defined benefit pension scheme provision. An unwinding of the discounted defined benefit pension scheme provision of £16,352 (2023 - £37,081) has been reported. Net expenditure for the year is reported as £168,181.

Revenue from Futura Marketing and Promotions Limited has returned to expected levels and the company has committed to donating £88,525 to Cardiff Met Students' union before 31 March 2024.

An assessment has been made by the trustees and there is no significant doubt of the Company's ability to continue as a going concern.

Reserves policy

The Board of Trustees has adopted a policy on reserves which aims to increase the reserves over the next five years to achieve sufficient reserves to ensure services can continue to meet all statutory and legal commitments for a minimum of three months. This would equate to approximately £500,000.

Total funds for the group at the year-end amounted to a negative total of £389,780 (this is after accounting in full for a pension provision of £482,515). At the year-end there was a restricted fund balance of £1,697. The group has no free reserves.

The Students' Union will continue to budget for a managed surplus outcome each financial year, which whilst contributing to the policy of increasing its reserves will allow it to continue to provide the range of services and opportunities for its students that it exists for.

CARDIFF MET STUDENTS' UNION

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 JUNE 2024**

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total Funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	899,489	10,000	909,489	955,754
Charitable activities					
Provision of recreational and leisure facilities		575,970	-	575,970	538,594
Provision of social activities		447,236	-	447,236	463,794
Other trading activities	4	114,254	21,610	135,864	123,412
Investment income	5	6,332	-	6,332	2,184
Other income		1,890	-	1,890	91
Total		2,045,171	31,610	2,076,781	2,083,829
EXPENDITURE ON					
Raising funds	8	1,094	-	1,094	4,578
Charitable activities					
Provision of recreational and leisure facilities	9	1,182,321	-	1,182,321	1,002,753
Provision of support services		363,714	-	363,714	366,694
Provision of social activities		647,839	33,642	681,481	700,757
Total		2,194,968	33,642	2,228,610	2,074,782
NET INCOME		(149,797)	(2,032)	(151,829)	9,047
Transfer between funds		-	-	-	-
Unwinding of discounted pension provision		(16,352)	-	(16,352)	(37,081)
Net income/(expenditure) for the year		(166,149)	(2,032)	(168,181)	(28,034)
RECONCILIATION OF FUNDS					
Total funds brought forward		(136,035)	3,729	(132,306)	(104,272)
TOTAL FUNDS CARRIED FORWARD		(302,184)	1,697	(300,487)	(132,306)

CARDIFF MET STUDENTS' UNION

CONSOLIDATED AND CHARITY BALANCE SHEET
30 JUNE 2024

		Group		Charity	
	Notes	2024 £	2023 £	2024 £	2023 £
FIXED ASSETS					
Tangible assets	15	44,190	52,147	44,190	52,147
Investments	16	-	-	4	4
		<u>44,190</u>	<u>52,147</u>	<u>44,194</u>	<u>52,151</u>
CURRENT ASSETS					
Stocks	17	20,179	20,834	20,179	20,834
Debtors: amounts falling due within one year	18	59,788	33,863	56,593	38,811
Cash at bank		<u>286,902</u>	<u>432,839</u>	<u>191,261</u>	<u>343,607</u>
		<u>366,869</u>	<u>487,536</u>	<u>268,033</u>	<u>403,252</u>
CREDITORS					
Amounts falling due within one year	19	(229,031)	(167,066)	(219,492)	(159,613)
		<u>137,838</u>	<u>320,470</u>	<u>48,541</u>	<u>243,639</u>
NET CURRENT ASSETS					
		<u>182,028</u>	<u>372,617</u>	<u>92,735</u>	<u>295,790</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
PENSION LIABILITY		(482,515)	(504,923)	(482,515)	(504,923)
		<u>(300,487)</u>	<u>(132,306)</u>	<u>(389,780)</u>	<u>(209,133)</u>
NET ASSETS/(LIABILITIES)					
FUNDS	21				
Unrestricted funds:					
General fund and designated funds		180,331	368,888	91,038	292,061
Pension reserve		(482,515)	(504,923)	(482,515)	(504,923)
		<u>(302,184)</u>	<u>(136,035)</u>	<u>(391,477)</u>	<u>(212,862)</u>
Restricted funds		<u>1,697</u>	<u>3,729</u>	<u>1,697</u>	<u>3,729</u>
TOTAL FUNDS		<u>(300,487)</u>	<u>(132,306)</u>	<u>(389,780)</u>	<u>(209,133)</u>

Item 5. Appointment of Auditors

The SU have used our existing auditors, MacIntyre Hudson LLP, for more than a decade.

To ensure we are receiving the best service and price, the Board would like to run a competitive tendering process to test the market and investigate options. It is good practice to do this every 3 to 4 years within the charity sector.

As such, the SU seeks approval from the AGM to accept the results of a tendering exercise, which will ensure the best auditors are appointed at a price agreeable to the Board.

Item 6. Affiliations

British University & Colleges Sport (BUCS): Affiliation fee: £13,548

Welsh Student Sport (WSS)- Affiliation fee: £677

Item 7. Tabled Motions

Motion a



Motion for Improving Neurodivergent Students' Access to Education at Cardiff Metropolitan University.

Proposed By: Lauren Conway

Seconded by: Chloe Edwards

AGM Notes: In this section, explain the situation as it currently stands. This could be university policy, local or national political work that affects students as students, or Student Union policy and behaviours. You can use statistics, reference existing policies, or accepted opinion.

1. Currently at Cardiff Met university there is no sensory room available for Neurodivergent students.
2. Currently at Cardiff Met University Students' Union there are no provisions in terms of physical resources; i.e.. Noise cancelling headphones for Neurodivergent Students.
3. (Current University Predictions)

AGM Believes: In this section you need to explain the position / action you'd like the students' Union to take on the matter. Build on this by highlighting on how undertaking this position / action would impact student life.

1. 'For the Students' Union to champion neurodivergent students and ensure the university is listening to neurodivergent voices and promoting inclusive and accessible practise

AGM Resolves: In this section, you need to tell us what you would like specifically done to tackle the issue. You should also mention directly which student representative from the officer team should carry out this work.

1. For the Students' Union to provide accessibility resources to support neurodivergent students across campus spaces; i.e. noise cancelling headphones, ear plug dispensaries, fidget toys.
2. For the Students' Union to champion neurodivergent students and challenge the university to create a Sensory Room.
3. For the Students' Union to work with and empower Neurodivergent students whilst having these conversations.
4. For the Students' Union to challenge the university to audit teaching spaces and their suitability for neurodivergent students studying.
5. For the Students' Union to challenge the university in raising the numbers of staff trained in working and supporting neurodivergent students.
6. For the Students' Union to work jointly with neurodivergent students and the university in the co-creation and evaluation of training materials.
7. For the Student's Union to work with neurodivergent students and the university to create a mentoring scheme for other neurodivergent students.

Questionnaire conducted by Cardiff Met SU Neurodiversity Society:

<https://padlet.com/laurenconway0127/sensory-room-campaign-g4gjrpw3l4l2esjr>

Evidence from literature:

(Butcher and Lane, 2024)

Evidently, due to their unique and often unmet needs, many neurodivergent higher education (NDHE) students are overwhelmed by the transition to HE and its negotiation of social interactions, self-identity, independence, and change (Clouder et al., 2020). This necessitates that teachers, support staff, and institutional leadership must learn and evolve to accommodate and include this diverse student segment (Clouder et al., 2020; Friedman and Nash-Luckenbach, 2024).

Autistic individuals exhibit a 'spiky profile' representing development with great variability between the exhibition of skills across tasks (Alvares et al., 2019). This contrasts with the general misunderstanding of low / high functioning dualisms based on intellect. Despite a growing number of HE enrolments, in 72% of universities, Autistic students were found to have below average graduation rates (Chown et al., 2016). Barriers for Autistic students in HE include navigating social interactions, differences with executive functioning, socialisation, asking questions, delivering presentations, and understanding abstract concepts (Knott and Taylor, 2014; Shmulsky and Gobbo, 2013). However, little is known about Autistic students' academic progress in HE (Bakker et al., 2023). Being an ADHDer in HE can also be challenging, as attention is crucial to regulating time and study environments, attending to the academic task at hand, and eliminating or ignoring distractions. Differences in sustaining such attention can hinder academic functioning in relation to time management, organisation, daily routine, and attaining knowledge and skills (Barton et al., 2021; Kwon et al., 2018). Such differences can be more pronounced within online learning settings or those that limit face-to-face social interactions with peers (Wong et al., 2023). Herein, ADHDer students have been found to average a whole grade lower than their non-ADHD peers and are more likely to be on academic probation (Heiligenstein et al., 1999).

The authors are neurodivergent people or parents of neurodivergent people. Most of the authors are members or allies of a community led by and for neurodivergent people at the University of California, Davis. The authors are all neurodiversity advocates and have personal experience of attending universities.

Compounding this, some young neurodivergent adults may not have been diagnosed with Autism and/or ADHD in childhood, and therefore in HE are not only adjusting to university, but also to a new identity, often with little support. To truly be accessible and inclusive, HE must address the entire process of physical and educational approaches to learning (Friedman and Nash-Luckenbach, 2024). Thus, addressing these gaps requires evaluating the interconnected systems NDHE students encounter involving leadership, campus, staff, other students, support systems, and much more (Butcher and Lane, 2024).

What is already known about this topic? (Dwyer, 2023)

Previous studies show that neurodivergent people at colleges and universities face barriers and can require accommodations and supports in a number of areas. Moreover, neurodivergent people at colleges and universities can face stigma and prejudice.

What do the authors recommend?

First, the authors recommend changes to address prejudice and stigma toward neurodivergent people and to foster neurodivergent culture:

The authors believe university and college offices for promoting diversity, equity, and inclusion should do more to help neurodivergent people.

The authors suggest colleges and universities should create Disability Cultural Centres and provide neurodiversity training to everyone on their campuses.

The authors recommend neurodivergent people should be leaders in neurodiversity programs and initiatives.

Next, the authors recommend changes to improve supports and accommodations for neurodivergent students:

The authors recommend giving neurodivergent people a single contact person to set up their individualized accommodations.

The authors recommend changes to make it easier for neurodivergent people to show they are eligible for accommodations.

The authors recommend creating transition programs to support neurodivergent students as they arrive at college and as they leave college.

The authors recommend providing better mental health supports and providing accommodations for sensory distress and distraction.

The authors suggest that universities should establish mechanisms to help students who are denied accommodations.

Moreover, the authors recommend changes to help neurodivergent people communicate and study in ways they find accessible:

The authors recommend that support people should be welcomed when neurodivergent people want them to be involved in their education.

The authors recommend that neurodivergent people should be allowed to communicate with college/university staff in whatever way is most comfortable for them.

The authors recommend that students should be able to choose to take classes online or in-person.

(Dwyer 2023)

It is a fallacy to think that just because a person's disability is non-apparent, that disability does not exist. In the case of Autism spectrum conditions, these manifest uniquely in every person on the spectrum and neurotypical students and staff may not be aware of the person's disability until enough trust is gained for the person to explain their situation. Unfortunately, many students with non-apparent disabilities in particular are routinely in the position of

having to disclose details of their disability to others before that trust is gained in order to receive assistance and accommodations (Saunders, Citation2020) (Seelmeyer, 2024).

Students on the Autism spectrum in particular frequently need to time to “decompress” away from the pressures of the near-constant social interaction that can be endemic to higher education, especially if they are living on campus with their peers. Academic libraries, notably since the COVID-19 pandemic, offer a valuable third space between classroom and residence hall or classroom and home that is still on campus but not as stimulating as, for example, the student union building (Khoo et al., Citation2016; Mehta & Cox, Citation2021). This is not a need that is particular to neurodiverse students (Seelmeyer, 2024).

Recent research into the academic library environment has shown that the current cohort of students (broadly, Generation Z) desires a calm and quiet place to nest away from the immediate pressures of the classroom and roommates that is on campus and therefore easy to visit between classes, sometimes alone, and sometimes with a peer group (Khoo et al., Citation2016; Mehta & Cox, Citation2021). Students on the Autism spectrum as well as all students with disabilities, both apparent and non-apparent, appreciate having a more private space within the wider library with low or natural lighting, comfortable seating, and sensory manipulatives such as fidget toys where they can more readily relax without having to engage in the intrusion, and for lack of a better term, lack of consent and constant self-outing that can be inherent in having a disability (Saunders, Citation2020). (Seelmeyer, 2024)

References

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Dwyer, P., Mineo, E., Mifsud, K., Lindholm, C., Gurba, A., & Waisman, T. C. (2023). Building Neurodiversity-Inclusive Postsecondary Campuses: Recommendations for Leaders in Higher

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[UC Berkeley Neurodiversity Initiative | University Health Services](#)

Item 8. Byelaws

SU Forum Byelaws

- 1) All meetings of the SU Forum shall follow guidance outlined in clause 8.1 of the Constitution.
- 2) Convening of Meetings
 - a) All meetings of the SU Forum shall be convened by the Student President.
 - b) It shall be the responsibility of the Student President, supported by the Students' Union Voice Team, to prepare the agenda in advance of the meeting, and to circulate copies of the SU Forums papers to members.
 - c) A minimum of 5 SU for a will be held each academic year, at times that enable the greatest student involvement.
- 3) Membership and composition of the SU Forum
 - a. The SU Forum shall be composed of the following student representatives, whose attendance at the SU Forum shall be compulsory.
 - i) SU Student President
 - ii) SU Vice President Education
 - iii) Cardiff School of Art & Design School Rep
 - iv) Cardiff School of Technologies School Rep
 - v) Cardiff School of Management School Rep
 - vi) Cardiff School of Sports & Health Sciences Cyncoed School Rep
 - vii) Cardiff School of Sports & Health Sciences Llandaff School Rep
 - viii) Cardiff School of Education & Social Policy School Rep
 - ix) SU Forum Llandaff Rep
 - x) SU Forum Cyncoed Rep
 - b. Cardiff Met SU members who are not a member of the SU Forum are within their right to attend, and speaking rights may be granted by the Chair.
 - c. Cardiff Met SU members who have proposed ideas to the meeting shall automatically have the right to speak in the proposition of their motion(s).
- 4) Control, Steering and Minuting
 - a. The Student Forum shall have a rolling chair, meaning a different member of the Forum will chair each meeting. The order will be decided at the start of the year and members of the Student Forum have a right to decline chairing the meeting. The Chair shall be supported by the Cardiff Met SU Full-time Officers and the Cardiff Met SU Voice Department.
 - b. The SU Forum shall have the power to make technical amendments to a motion for clarity.
 - c. The Student Voice Department shall record the minutes of the meeting.
 - d. Decisions of the chair can be overruled by a simple majority of the SU Forum, following a procedural motion (outlined in point 11 of Chapter 1).
- 5) Quorum

- a. The Quorum for the SU Forum shall be 50% (rounded up) of the total number of members, including the Full-Time Officers.
- b. No policies may be passed if the meeting has not achieved quorum.
- c. No official business may take place if the meeting has not achieved quorum.
- d. Meetings of the SU Forum are quorate unless and until declared otherwise.
- e. The Chair shall declare a meeting not quorate if a count of quorum finds that the meeting is not quorate.
- f. In the event of the meeting being declared not quorate, the meeting can be adjourned for a period at the discretion of the chair, after which a further count will be held. The meeting is then either quorate or closed.

6) Policy and Agenda Processes

- a. Following the process outlined in Chapter 2, submitted ideas will be brought to the SU Forum at the first available instance but must be submitted a minimum of 10 days prior to the meeting.
- b. Any student who submits an idea to the discussion at the SU Forum will be invited to attend that meeting by the Chair but is not compulsory to attend.
- c. SU Forum shall have the power to accept an idea as written, if 75% of the votes or more are in favour.
- d. If less than 75% of the votes are in favour, the SU Forum shall vote to forward the idea to the next General Meeting. This shall only take place after a vote to pass the idea. Should 25% or less of the SU forum vote in favour, the ideal shall fall and be abandoned.
- e. Agendas and Items for discussion will be made public to student membership via the SU website a minimum 3 days prior to the SU Forum meeting.

7) Items for Discussion

- a. Should a member of the SU forum wish to bring an item for discussion, they must submit it via e-mail to representation@cardiffmet.ac.uk 3 full working days prior to the meeting.
- b. The Student President will have the ability to prevent an item for discussion being raised if they believe it makes defamatory references to identifiable persons, is unconstitutional or contravenes the law of the land.

8) Agenda

- a. Meetings of the SU Forum shall ordinarily be conducted in the following order:
 - i) Apologies for absence
 - ii) Minutes and matters arising of the last meeting
 - iii) School Representative Reports
 - iv) Full-Time Student Officers Reports
 - v) Items for discussion
 - vi) Student Submitted Ideas
 - vii) Any other Business
- b. The Chair may exceptionally add or rearrange items when preparing the agenda, for example, to include addresses of guests invited to speak.

9) Conduct of Debate

- a. Members wishing to speak shall indicate their wish to the Chair, who shall decide on the priority order of speaking.
- b. No member shall exceed two minutes in their speech.
- c. All expressions of an offensive nature shall be ruled out of order.
- d. All student ideas shall be open for debate.

10) Voting

- a. Only members of the SU Forum shall be entitled to vote on motions.
- b. Voting shall ordinarily be conducted by a show of hands.
- c. The Chair of the SU Forum shall be responsible for announcing the outcome of the voting, supported by the Voice Team counting the votes and advising on byelaws.
- d. A recount may be taken at the discretion of the Chair.
- e. Abstentions must be counted. Voluntary abstentions shall be recorded by the Chair with the numbers voting on the motion.

11) Procedural Motions

- a. The following procedural motions shall be always available to all voting members at the SU Forum:
 - i) That a ruling of the chair can be challenged.
 1. Challenges to a ruling of the Chair shall require a simple majority of the SU Forum to pass.
 - ii) That the Student Idea being heard is amended
 - iii) That the Student Idea being heard be abandoned
 - iv) That the Student Idea being heard be put straight to a vote
 - v) That the Student Idea being heard be taken directly to the next General Meeting.
 - vi) That the Student Idea being voted on be by secret ballot
 - vii) That the Student Idea be split and its component parts each voted on
 - viii) That the SU forum be called to a close.
 - ix) That there shall be a count of quorum to determine if the meeting is quorate
 - x) That the SU forum has no confidence in the chair
 1. Motions of no confidence in the Chair shall result in the replacement of the incumbent chair with another for the remainder of the meeting.

12) Extraordinary SU Forums

- a. Should a SU forum meeting be urgently needed, an Extraordinary SU Forum meeting may be called by any of the following ways:
 - i. A majority vote amongst the Full-time Officer Teams
 - ii. A majority vote of the SU Forum Members.
- b. Extraordinary SU Forum meetings shall be subject to all sections of the constitution and bye-laws applicable to the SU Forum.
- c. Notice for extraordinary meeting must be a minimum of 5 working days

Chapter 2 – Ideas and Policy

- 1) Student Ideas shall be submitted to the SU Forum via the Student Ideas page on the SU website. Idea submissions will be reviewed, with the support of the Voice Department at least 10 days prior to meetings of the SU Forum.
- 2) Motions may only be accepted as 'emergency' motions and accepted after this deadline if valid reasons for their delayed submission are provided and accepted by the Chair of the SU Forum.
 - a. A vote will be held at the start of the SU Forum, for the wider membership to accept discussing the emergency motion using a simple majority.
- 3) Submissions must be typed and bear the name of a proposer, who must be a full Student Member of Cardiff Met Students' Union.
- 4) The Student President shall determine in line with the constitution the suitability and constitutionality of ideas, at which point they shall consider the idea to be one of the following:
 - a. That it is inappropriate for further consideration, at which point the idea will be rejected.
 - b. That it is a matter of substantive policy at which point it will be brought to the SU Forum.

- c. That it is an issue or a proposal that should be taken up for discussion at a student member forum meeting, ordinarily an Annual General Meeting.
 - d. That is a potentially contentious proposal and should be taken up as a motion directly to the next General Meeting.
- 5) Constitutional amendments shall be rewritten and sent to the next upcoming General Meeting.
 - 6) Student Ideas may be withdrawn prior to the Chair's decision and afterwards unless the idea is delegated to an Officer.
 - 7) Student ideas taken to the SU Forum shall follow the processes outlined in this chapter.
 - 8) Policies passed by the SU forum shall become enshrined in the SU's policy document for 3 academic years, including the year it was passed in.
 - 9) The same idea or policy can only be introduced once per academic year. If motion fails, it cannot be resubmitted until the following academic year.

Chapter 3 – Referenda

- 1) General
 - a. A referendum will be a vote open to the full membership of Cardiff Met Students' Union.
 - b. A referendum question must contain a clearly discernible mandate which:
 - i) Creates or changes Cardiff Met Students' Union policy, or
 - ii) Mandates a Cardiff Met Students' Union Officer to act or to refrain from action, or
 - iii) Removal of a Full-Time Officer, or
 - iv) Affiliating / disaffiliating with external organisations relevant to the SU's Mission.
 - c. Any Referendum conducted in accordance with the Byelaws and Constitution shall be considered binding. Any changes to policies or the Byelaws shall be implemented.
 - d. The Returning Officer for a referendum shall be determined with reference to Chapter 6 within these byelaws.
 - e. A Referendum shall not have the power to appoint or elect an Officer, representative, or member of staff at the Students' Union.
- 2) Calling a Referendum
 - a. A referendum may be called in by either:
 - i) 50 members petition or 1% of members whichever is lower.
 - ii) 75% resolution from SU Forum
- 3) Referendum Questions
 - a. The question for the referendum shall be proposed by a member of the Students' Union, or an Elected Officer.
 - b. The referendum question must be ratified by the Returning Officer team at least 10 working days in advance of polling.
 - c. The Returning Officer may alter the proposed referendum question, to;
 - i) Make the question balanced and not biased towards one response.
 - ii) Make the referendum question comply with the requirements of our constitution.
- 4) Limitations
 - a. Referendums shall be conducted in accordance with the byelaws and the constitution.
- 5) Timing

- a. Referendums shall be held at times which enable the largest possible number of members to fully participate, but no longer than 56 days from the day referendum has been called.
- 6) Referendum Campaigning
- a. Anyone who campaigns for or against a referendum question shall be considered part of the relevant campaign team and bound by these referenda byelaws.
 - b. There may be no more than one official campaign team in favour of and/or against the referendum.
 - i. Each campaign team will receive an equal allocated budget, set at the discretion of the Deputy Returning Officer.
 - ii. Spending during the referendum shall follow the same process as outline in the elections financial procedures.
 - iii. A campaign team must designate one team member as the treasurer. They are responsible for ensuring spending is compliant with expenditure rules and submitting all expenditure to the Deputy Returning Officer.
 - c. Members can apply to be the leadership of the official 'Yes' or 'No' campaigns, and groups must have no fewer than 3 students
 - d. All members of the campaign team must attend a campaign team briefing, the occurrences of which shall be communicated to members by the Students' Union.
 - e. Members of the campaign team must indicate they have fully understood these byelaws for referenda.
 - f. Members must include an explanation as to why they believe they are the most suitable team to lead the official campaign.
 - g. Should the Deputy Returning Officer receive more than one application to lead an official campaign team, it is up to the Deputy Returning Officer's discretion to decide the official campaign team.
- 7) Results of the Referendum.
- a. The Returning Officer Team shall publish the result of the referendum on the SU's Website.
- 8) Quoracy
- a. Outcomes of a referenda are only valid if they receive at least 250 or 5% of SU members, whichever is lower.
 - b. Removal of an officer requires higher quoracy of at least 500 or 10% of SU members, whichever is lower.
- 9) Complaints
- a. complaints regarding the carrying out of a Students' Union democratic function shall follow the process as outlined in Members' Disciplinary Procedures.

Chapter 3 – Full-Time Elected Officers

- 1) General
 - a. All Elected Officers of Cardiff Met Students' Union shall be elected according to the Election Byelaws (CHAPTER 6). During their term of office, all officers must act in accordance with the Constitution and Byelaws.
 - b. The term of office for all Full-Time Elected Officers shall commence 1st July, and end on the 30th of June.

- c. All Full-Time Elected Officers shall have specific duties and responsibilities.
 - d. All Full-Time Elected Officers shall attend the Annual General Meeting and all SU Forums. Apologies should be sent to the Student Voice Department in case of unforeseen circumstances.
 - e. All Full-Time Elected Officers shall ensure that any policies assigned to them by the membership are progressed and within the stated time frame.
- 2) Full-Time Elected Officer Team
- a. The Full-Time Officer team of Cardiff Met Students' Union shall consist of two officers with the following titles:
 - i) Student President
 - ii) Vice President Education
 - b. All Full-time Officers shall be Officer Trustees of Cardiff Met Students' Union.
 - c. All Trustees shall delegate responsibility for the day-to-day running of Cardiff Met Students' Union to the Chief Executive Officer of the Students' Union.
 - d. All Full-Time Officers will act as a critical friend to the university, challenging and supporting them in the interest of our members.
 - e. All Full-time Officers will work with relevant SU staff teams with the delivery of key Student Union activities, such as Varsity, Freshers, Student Awards.
 - f. All Full-time Officers will support the delivery of key Student Union democratic activities, including elections, AGM and the SU Forum.
 - g. All Full-time Officers shall act as the most senior Student Representatives.
 - h. All Full-time Officers shall create and deliver projects or campaigns which gather student feedback and insight on their experience at university.
 - i. All Full-time Officers shall act on and then inform students of the outcomes of their feedback.
 - j. All Full-time Officers shall lead and cooperatively design a set of Full-time Officer priorities to be delivered within their officer year to enhance aspects of the student experience.
 - k. All Full-Time officers will provide reports on to Annual General Meetings, reporting on the progress of mandated action points from the previous meeting.
 - l. All Full-Time Officers are expected to suspend full-time study whilst holding the sabbatical post.
 - m. All Full-time Officers shall be responsible for overseeing the implementation and upholding of SU's Policies, Constitution and Byelaws.
 - n. The Student President shall have the following responsibilities
 - i) Act as the SU's lead spokesperson when dealing with press-related issues, supported by the relevant SU staff.
 - ii) Act as a senior representative of the student membership on the following University Committees and Board;
 - 1. University Board of Governors
 - 2. University Academic Board
 - iii) Act as the lead representative for furthering the interest of students engaged in Student Activities, including Sports or Societies
 - iv) Act as the lead representative for Postgraduate Students
 - v) Act as the Lead Representative for Equality, Diversity and Inclusion initiatives.
 - vi) Act as the lead representative for Sustainability initiatives.
 - o. The Vice-President shall have the following responsibilities
 - i) Acts as the Students' Unions Highest Level Academic Representative.
 - ii) Acts as a senior representative of the student membership on the following University Committees and Boards;
 - 1. University Board of Governors

2. University Academic Board
 3. University Learning and Teaching Committee
 4. Academic Quality and Standards Committee
- iii) Work with the Students' Union Voice Team in the recruitment, training and ongoing support of the Course Representative Structures
 - iv) Act as the lead representative in creating or engaging with projects which further all members' academic interests.
 - v) Act as the lead representative in creating or engaging with projects or campaigns to enhance student welfare.
 - vi) Oversee recruitment, training and ongoing support of the School Representative structure
 - vii) Have final approval on reimbursements for School Reps, following their completion of the Student Union Rep Tracker.

Chapter 4.1 – School Representatives

- 1) All School Representatives will be members of the Students' Union Forum.
- 2) All School Representatives shall have voting rights on the Students' Union Forum.
- 3) All School Representatives shall provide a voice and representation for those within their school.
- 4) All School Representatives positions shall only be held by students from within their positions school, and only members of their school can vote in given election.
- 5) All School Representatives shall be required to attend training.
- 6) All School Representatives shall be required to complete a monthly Action Tracker form to update the Students' Union on actions undertaken in their role.
- 7) All School Representatives shall be required to attend the Students' Union Forum.
 - i. Apologies for absences should be sent to the Students' Union Voice Team at least a day before the SU Forum takes place.
- 8) All School representatives shall be elected by members of their school and carried out in accordance with chapter 6 of this byelaw document.
- 9) All School Representatives shall be required to support in recruiting and training Course Representatives from their School.
- 10) All School Representatives shall be required to support and promote Union activity.
- 11) All School Representatives shall be required to attend their delegated university meetings.
- 12) The School Representative Team will consist of;
 - i. CSAD School Rep
 - ii. CESP School Rep
 - iii. CSM School Rep
 - iv. CSSHS (Llandaff) School Rep
 - v. CSSHS (Cyncoed) School Rep
 - vi. CST School Rep
- 13) All School Representative Team's terms in office shall commence on the 1st of September and end on the 30th of May.

Chapter 4.2- Forum Reps

- 1) All Forum Representatives will be members of the Students' Union Forum.

- 2) All Forum Representatives shall have voting rights on the Students' Union Forum.
- 3) All Forum Representatives shall be required to attend training.
- 4) All Forum Representatives shall be elected in accordance with Chapter 6 within this byelaw document.
- 5) All Forum Representatives shall be required to attend the Students' Union Forum.
 - i. Apologies for absences should be sent to the Students' Union Voice Team at least a day before the SU Forum takes place.
- 6) There shall be 2 forum representative positions only.

Chapter 4.3 - Course Representatives

- 1) All Course Representatives shall be appointed by their peers through election or selection.
- 2) All Course Representatives shall be required to attend training.
- 3) All Course Representatives shall be required to attend their program committees' meetings.
 - a. In the event of absence, Course Representatives shall be required to notify the organizing member of staff for their Program committee meeting.

Chapter 5 Removal of Full Time, and other Student Representatives

5.1 Removal of School, and Forum Representatives

- 1) Student members can remove their representatives, and methods vary depending on the role.

5.1.1 School Representative

- 1) A School Representative can be removed from position following a simple majority vote at an SU Forum.
- 2) A School Representative who has missed two SU Forums in a row without apologies, shall be interpreted as resigning from their position.

5.1.2 Forum Representative

- 1) A Forum Representative can be removed from position following a simple majority vote at an SU Forum.
- 2) A Forum Representative who has missed two SU forums in a row without apologies, shall be interpreted as resigning from their position.

5.2 Removal of Full-time Officers

- 1) A Full-time Officer can be dismissed by a majority vote via referendum available to all members.
- 2) A No Confidence Referenda of Sabbatical Officers may be called by either:
 - a. A 75% vote in favour of referenda from the SU Forum, or
 - b. By petition from 250 members or 5% of Members of the Union, whichever is lower.
- 3) The referendum shall be overseen by the Returning Officer team and their delegated Deputy Returning Officer and will be carried out in accordance with the Referendum Byelaws outlined in Chapter 3.

- 4) For a vote of no confidence to be carried it must receive the support of two-thirds of the Student Members. Abstentions shall be neither vote for or against and will be recorded but not included in the calculation for quoracy
- 5) Passage to remove a Full-Time Officer from role shall result in immediate dismissal of said officer.
- 6) A Full-time officer shall be given 7 days warning of the vote occurring and be informed on the grounds of the motion.

Chapter 6 – Elections Regulations

- 1) Cardiff Met Students' Union shall arrange free and fair elections for the election of Full-Time Officers. Elections shall be conducted via the secret ballot, the procedure, the arrangements and guidance set out in this chapter.
- 2) Election Officers
 - a. Returning Officer
 - i. Cardiff Met Students' Union shall recruit a Returning Officer annually who shall not be a member or staff member of the Students' Union.
 - b. The External Returning Officer shall be responsible for the following duties
 - i. The Returning Officer shall oversee these regulations and shall have the power to suspend an election or declare a nomination invalid should these regulations be broken.
 - ii. The Returning Officer can disqualify a candidate from an election or declare it void.
 - iii. Cardiff Met Students' Union shall appoint a Deputy Returning Officer and supporting members to ensure good administration and promotion of the election. The Deputy Returning Officer and supporting team will act under the guidance of the returning officer, impartially. Any of the actions in this chapter may be performed by the Deputy Returning Officer.
 - iv. Following the complaints procedure outlined in chapter 6.5.b - a student member may appeal the decision of a Deputy Returning Officer to the Returning Officer.
 - v. A Ruling made by the Returning Officer shall be final.
- 3) Election Timetable
 - a. Cardiff Met Students' Union shall hold elections at a time which enables the greatest level of participation from members.
- 4) Nominations
 - a. Before the opening of the Nominations, an elections pack must be available to members. This shall include; a role description of each available role, an election timetable, a set of the election's rules, regulations and information on the support available from the Students' Union.
 - b. Only full members, as defined in the constitution (4.1), can self-nominate within an election.

- c. Nominations must be received by the Students' Union before the election nomination period closure date as outlined in the elections pack.
- d. Nominations must include a photo of the candidate
- e. Only Full members of Cardiff Met Students' Union studying at Cardiff campus are eligible to apply for a position.
- f. Members may only nominate themselves using a name that is the best reflection of their identity. Circumstances may mean a student's name is different to that registered with the university, so the member can use an alternative name.
- g. In all elections, regardless of the number of member candidates, the candidate R.O.N (Re-open nominations) shall be included.
- h. In the event a position within the election receives no nominations, an election for that position will be run at the earliest convenience.

5) Voting

- a. Voting shall be conducted using Single Transferrable Voting (S.T.V).
- b. No voter shall be allowed to vote more than once or vote in proxy for another voter.

6) The Count

- a. The count shall be overseen by the Returning Officer, supported by the Deputy Returning Officer and University Representative.
- b. The count shall be open to all members of Cardiff Met Students' Union and maintain discretion until results are called.
- c. A candidate or returning officer may request a recount within 24 hours of the close of the count.
- d. The returning officer shall retain data on the count for 3 months past the closure of the count.
- e. In elections where more than one candidate can be elected, if at any stage of the count "re-open nominations" candidate gains the required number of votes to be elected, it shall be deemed to have been elected. No further candidates can be elected after this point.

7) The Declaration

- a. Results shall be announced by the Returning Officer or their Delegate, within 48 hours of the count closing.
- b. Should Re-open nominations win, nominations shall re-open for the position as soon as possible at a time determined by the Returning Officer.

8) Election Discipline, Complaints, or Appeal.

- a. The Returning Officer shall have the power to apply reasonable penalties to candidates for breaking the rules outlined in Chapter 7 of these byelaws, except where rules outline automatic disqualification.
- b. Any full member of the Students' Union may submit in writing a formal complaint regarding the conduct of the running of the elections, a candidate's behaviour, or their campaign teams.
- c. If any member of the Students' Union is unhappy with the ruling of a complaint, they may appeal the decision to the Returning officer, unless a ruling has already been made by the returning officer.

9) By-Elections

- a. A by-election may take place outside of typical election periods to support the recruitment of a vacant position.
- b. By-elections will follow the rules as outlined in this chapter.
- c. On receiving the resignation of a full-time officer, the Returning Officer within a reasonable period declares a by-election for the post. Subject to approval from the Trustee Board.

10) Full-Time Officer Resignations

- a. If a Full-Time Officer resigns within the first term of an academic year, the returning officer shall be permitted to return to the original ballot and elect the candidate with the highest number of votes following the redistribution of the resigned officers' votes, following STV protocols.
- b. If the deemed successful candidate no longer wishes to hold the role, a by-election shall be held.
- c. If the quota for a successful candidate is met following vote redistribution, a by-election shall be held.

Chapter 7 – Elections – Candidate Rules

1) General

- a. An expanded set of rules shall be made available in the elections pack, available prior to nominations opening.
- b. All rules outlined are applicable to both the candidate and the candidates' campaign teams, either of these parties breaking a rule may lead to penalties for the candidate.
- c. Rules shall be enforced by the Returning officer Team.

2) Rules

- a. Candidates are expected to maintain the principles of a free and fair election.
- b. Candidates must abide by the law, university and union policies.
- c. Candidates must run campaigns which maintain respect for other candidates and the election process.
- d. Candidates must only engage in campaign activity that is accessible to all candidates.
- e. All official SU and University Resources must remain impartial to election activity.
- f. All election financial procedures must be adhered to.
- g. Candidates may only campaign during times and spaces specified in the nominations pack.