

BANGOR UNIVERSITY STUDENTS' UNION
ANNUAL GENERAL MEETING

Tuesday 6th May 2008
7.00pm, Time Nightclub, Students' Union Building

AGENDA

1. **Chairperson's Opening Remarks**
2. **Notice of Elections**
3. **Applications for Speaking Rights**
4. **Minutes of the last Meeting**
 - i. **General Meeting – October 23 2007**
 - ii. **Extraordinary General Meeting – January 25 2008**
 - iii. **Matters Arising from the Minutes of the last Meetings**
5. **Changes to the Agenda**
6. **Motions**
 - i. **Constitutional Amendment Ratification**
 - a) Articles of the Students Union Constitution
 - b) Student Volunteering Bangor
 - ii. **Policy Motions**
 - a) Students' Union Budget
 - b) Students' Union Accounts
 - c) Union Council
7. **Reports**
 - i. **Executive Officers**
 - a) Students with Disabilities Officer
 - b) Welsh Affairs Officer
 - c) Llywydd UMCB (Welsh Students' Union President)
 - d) Education and Welfare Officer
 - e) Athletic Union President
 - f) Communication & Societies Officer
 - g) President
8. **Questions**
9. **Honourary Lifetime Membership**
10. **Elections**
 - i. **Student Trustees**
 - ii. **Elections Secretary**
11. **Ratification of Union Council Business**
 - i. **October 09 2007**
 - ii. **November 13 2007**
 - iii. **December 11 2007**
 - iv. **January 25 2008**
 - v. **February 12 2008**
 - vi. **March 11 2008**
12. **Any Other Business**

4. Minutes of the last Meeting

i. General Meeting – October 23 2007

See separate document

ii. Extraordinary General Meeting – January 25 2008

See separate document

6. Motions

i. Constitutional Amendment Ratification

a) Articles of the Students Union Constitution

Interrelationship: If this motion passes it deletes Motion 6.i.b) Student Volunteering Bangor

This Union notes:

1. That our current constitution is seven years old.

This Union believes:

1. That it is timely to review our current structures.

This Union resolves:

1. To delete the articles of the current constitution in their entirety and to adopt the proposed articles in their place from 1 August 2008.
2. To elect officers to the new positions listed in *Article 3: Governance of the Union* on March 4th, 5th and 6th 2008, and to elect student members of the board at the AGM on May 6th 2008.
3. To approve the Union budget for the financial year 2008/9 at the AGM on May 6th 2008.

Proposed: Governance Review Committee

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Article 1: General

1 Name

- 1.1 There shall, as part of Bangor University (herein after referred to as the 'University'), be a Students' Union, the name of which shall be Bangor University Students' Union (herein after referred to as the 'Union').

2 Constitution

- 2.1 This constitution shall be structured into three parts:
- 2.1.1 **Articles:** Core elements of the constitution. Can only be updated once an amendment has been passed at Senate, ratified by the Annual General Meeting and approved by the delegated committee of the University Council.
- 2.1.2 **Schedules:** Provide a more detailed description of constitutional rules. Can be updated once an amendment has been passed at a Senate meeting but then must receive approval of the University to remain updated.
- 2.1.3 **Appendices:** Reference documents which are not directly amendable but which should be drafted in consultation with the appropriate bodies. Senate may make recommendations to the Board to amend the documents.
- 2.2 The constitution and policy of the Union take precedence over the constitutions of all affiliated units, sub-committees and departments.

3 Aims and Objectives

For the benefit of its current and future members, the objects of the Union shall be to:

- 3.1 Enhance their education;
- 3.2 Promote their general interests and welfare;
- 3.3 Promote the cultural, intellectual, social and athletic activity of the members;
- 3.4 Provide the recognised channel of communication between the members and the University;
- 3.5 Promote closer integration and co-operation between the members and the local community;
- 3.6 Supply or provide for the supply of services and other facilities to the members.

4 Affiliation to External Organisations

- 4.1 A list of external organisations to which the Union is affiliated will be presented with the budget to the first General Meeting of the year.
- 4.2 In accordance with the 1994 Education Act, all external affiliations will be reviewed annually. Procedure for this shall be as defined in *Schedule 3: Standing Orders*.

5 Bilingualism

- 5.1 The Union has a commitment to bilingualism in all aspects of its activities and structure.
- 5.2 Implementation of this commitment shall be as defined in the *Schedule 4: Bilingual Regulations*.

6 Equal Opportunities

- 6.1 The Union has a commitment to equality of opportunity. Under no circumstances shall any member of this Union be discriminated against on the grounds of sex, race, religion, language, sexual orientation, physical and mental disabilities, age, marital status and/or any other grounds that are beyond personal control.
- 6.2 Implementation of this commitment shall be as defined in *Appendix 7: Equal Opportunities Policy*.

7 Health & Safety

- 7.1 The Union has a commitment to the health & safety of all its members and will ensure that all current legislative requirements are adhered to.
- 7.2 Implementation of this commitment shall be as defined in *Appendix 6: Health & Safety Policy*.

8 UMCB

- 8.1 There shall be a Union of Welsh Students, known as Undeb Myfyrwyr Cymraeg Bangor (UMCB). The official language of UMCB shall be Welsh and it shall be governed according to the terms in *Appendix 8: Undeb Myfyrwyr Cymraeg Bangor*.

9 Athletic Union

- 9.1 There shall be an Athletic Union, governed according to the terms in *Appendix 10: Athletic Union*.

10 Societies

- 10.1 There shall be Societies, governed according to the terms in *Appendix 11: Societies*.

- 11 Student Volunteering Bangor**
11.1 There shall be a student volunteering department governed according to the terms in Appendix 12: Student Volunteering Bangor
- 12 Supply of services**
12.1 The Students' Union has devolved some of its supply of services and facilities to its associated companies, Undeb (Management) Cyf. and Undeb (Trading) Cyf., which are separate legal entities.
12.2 The Union will supply student representation to these associated companies from its elected sabbatical officers.
12.3 The Union will provide resources to these associated companies in return for a fee to be agreed with the Boards of Directors.
12.4 The Union may return these facilities to the Students' Union in the future with the agreement of the Boards of Directors.
- 13 Complaints**
13.1 In accordance with the 1994 Education Act, the Union shall have a complaints procedure available to all students.
13.2 This procedure shall be as defined in *Schedule 5: Complaints and Disciplinary Procedure*.
- 14 Authority**
14.1 The Union is accountable to the University for judicious use of its resources in accordance with the 1994 Education Act. The 1994 Education Act shall be included with this constitution as an appendix.
14.2 The Union derives its authority from *Appendix 1: University Ordinance VIII* and *Appendix 2: Memorandum of Agreement between the University and the Students' Union*. In addition to the powers granted in Ordinance VIII, the Union is given the following powers:
14.2.1 To manage the internal affairs of the Union including the finances of the Union.
14.2.2 To make recommendations to the University and other bodies in furtherance of the objects of the Union.

Article 2: Membership

- 1 **Categories of Membership**

The categories of membership of the Union are:

 - 1.1 **Ordinary Membership** – this is restricted to:
 - 1.1.1 Registered students of the University;
 - 1.1.2 Elected Sabbatical Officers
 - 1.1.3 PhD students in their fourth year.
 - 1.2 **Associate Membership**
 - 1.2.1 Shall be granted without payment to:
 - 1.2.1.1 Spouses and partners of ordinary members;
 - 1.2.1.2 Staff of the University and Union.
 - 1.2.2 Shall be granted (for a fee as determined in the annual budget) to any other people associated with the University or Union whose application has been approved by the Board.
 - 1.3 **Life Membership**
 - 1.3.1 Shall be granted without payment to:
 - 1.3.1.1 All sabbatical officers who complete their term of office;
 - 1.3.1.2 Any person approved by the AGM in recognition of service to the Union.
 - 1.4 **Reciprocal Membership**
 - 1.4.1 This is extended to all present students of all institutions of higher and further education.
 - 1.4.2 In the event of extraordinary circumstances, this facility may be withdrawn from specific institutions by Senate.
- 2 **Privileges of Membership**
 - 2.1 All members of the Union have the right to use all social, cultural and athletic facilities of the Union.
 - 2.2 Only ordinary members have the right:
 - 2.2.1 To participate fully in the democratic structures of the Union;
 - 2.2.2 To represent the Union.
 - 2.3 Other members have the right to attend open Union meetings as observers, and may be granted speaking rights at the discretion of the meeting.
 - 2.4 These privileges may be withdrawn as a result of disciplinary action taken against any member of the Union.
- 3 **Membership Cards**
 - 3.1 Ordinary members, associate members and life members are entitled to an appropriate Union membership card as a certificate of membership, which they must produce as proof of membership when requested to do so by elected officials and registered employees of the Union and representatives of its associated companies.
- 4 **Disciplinary Matters**
 - 4.1 All members of the Union are subject to the Union's disciplinary procedures under *Schedule 5: Complaints and Disciplinary Policy*. The policy will be acted on should a *prima facie* case arise either through a complaint or infringement of this constitution.
- 5 **Opting Out**
 - 5.1 In accordance with the 1994 Education Act, any person entitled to Ordinary Membership may exercise the right to opt out. The procedure for this shall be as defined in *Appendix 8: Opting Out Procedure*.

Article 3: Governance of the Union

1 Governance

- 1.1 The Union shall be governed by:
 - 1.1.1 The constitution;
 - 1.1.2 Policy as passed by referendum or Senate.
- 1.2 Constitution and policy shall be binding on all members.

2 Referendum

- 2.1 A referendum on a given motion or issue may be called for by:
 - 2.1.1 A petition signed by 150 ordinary members;
 - 2.1.2 A majority at Senate.
- 2.2 Referenda shall be conducted by cross-campus ballot in accordance with *Schedule 6: Nominations, Elections and Audit Regulations*.
- 2.3 A referendum may not be called twice within 12 months on the same issue.
- 2.4 A decision made by referendum supersedes any decision made by GM or Senate.

3 General Meeting (GM)

- 3.1 There shall be one General Meeting per term:
 - 3.1.1 The first GM shall be held during the first four weeks of the first term. It shall receive a report on the previous year's finances and the sabbatical officers' plans for the forthcoming year. The first GM shall vote on whether to allow the previous year's policy motions to lapse.
 - 3.1.2 The Annual General Meeting (AGM) shall be held during the first four weeks of the third term. It shall receive reports on the work done throughout the year, and estimates of Union expenditure for the year. It shall pass a budget for the following financial year
- 3.2 Shall elect student representatives to the Board.
- 3.3 Shall elect Union representatives to NUS and NUS Wales Conferences.
- 3.4 Shall act as a forum for all members to express their views.
- 3.5 Shall have power of veto over Senate decisions.
- 3.6 Shall ratify policy passed at Senate.
- 3.7 Shall be the sovereign political body of the Union.
- 3.8 Quorum shall be 150 ordinary members and this shall be maintained at all times as defined in *Schedule 3: Standing Orders*.
- 3.9 GMs shall be conducted in accordance with *Schedule 3: Standing Orders*.
- 3.10 **Extraordinary General Meetings:**
 - 3.10.1 Shall be convened to discuss specific issues which cannot wait until the next scheduled meeting.
 - 3.10.2 May be called by:
 - 3.10.2.1 The Board, if 2/3 of its members so desire;
 - 3.10.2.2 Senate, following a procedural motion;
 - 3.10.2.3 A petition signed by 75 ordinary members.
 - 3.10.3 5 working days' notice must be given.

4 Senate

- 4.1 Shall formulate Union policy, to decide on courses of united action, and mandate elected representatives to act on behalf of the Union.
- 4.2 Shall examine the actions of elected officers and Union Committees and hold them accountable.
- 4.3 Shall be accountable to the GM.
- 4.4 Shall have power of veto over Union Committee decisions.
- 4.5 Shall have powers and duties as defined in *Article 4: Senate*.
- 4.6 Shall be conducted in accordance with *Schedule 3: Standing Orders*.
- 4.7 **Emergency Senates:**
 - 4.7.1 Shall be convened to discuss a specific emergency. They may only discuss, and vote on, the business for which they have been convened.
 - 4.7.2 May be called by:
 - 4.7.2.1 Union Committee Chairs, if 2/3 of them so desire;
 - 4.7.2.2 Senate, if 2/3 of its members so desire;
 - 4.7.3 48 hours notice must be given, excluding weekends.

5 Board

- 5.1 Shall be the principal operational body of the Union.
- 5.2 Shall be the principle legal body and personality of the Union.

Agenda

Bangor University
Students Union

Annual General Meeting
Tuesday May 6 2008

- 5.3 Shall oversee the financial activities of the Union.
- 5.4 Shall draft and implement Union strategy in consultation with Senate.
- 5.5 Shall be accountable to the University for matters concerning health and safety, human resources and any other operational matters.
- 5.6 Shall be accountable to the GM for the use of Union resources and any other matters devolved to it by the General Meeting.
- 6 Sabbatical Officers**
- 6.1 Shall implement the policy of the Union.
- 6.2 Shall be accountable to the GM and Senate.
- 6.3 Shall have responsibilities and duties as defined in *Schedule 1: Sabbatical Officers of the Union*.
- 6.4 Shall be elected for one term of office at a time from 1st August to 31st July and shall serve no more than two terms as a sabbatical officer in compliance with the 1994 Education Act.
- 6.5 There shall be:
- 6.5.1 A President
- 6.5.2 A Deputy President
- 6.5.3 A Societies Officer
- 6.5.4 An Athletic Union President
- 6.5.5 An UMCB President
- 6.6 Sabbatical officers shall be issued with:
- 6.6.1 A service agreement by the University which recognises their position as full time students of the University.
- 6.6.2 A living allowance equivalent to the Secretarial/Clerical Grade 2 point 10 of the nationally agreed scale for University staff.
- 6.7 Sabbatical officers may be removed from office by:
- 6.7.1 A written letter of resignation to the President.
- 6.7.2 A 2/3 majority vote of no confidence at an Extraordinary General Meeting.
- 6.7.3 Three 2/3 majority votes of censure at Senate.
- 6.8 Sabbatical officers may not be employed by the Union or its associated companies except as their duties require.
- 7 General Manager**
- 7.1 There shall be a General Manager of the Union, who shall be responsible for the day-to-day operational management of the Students' Union, its human resources and its financial resources as directed by the Board.
- 7.2 The General Manager shall be line-managed through the University and will work with the President as Chief Officer of the Union on day-to-day issues.
- 8 Union Committees**
- 8.1 Shall have responsibility for specific aspects of the Union's activities.
- 8.2 Shall be accountable to Senate.
- 8.3 Shall pass policy relevant to their remit subject to the approval of Senate.
- 8.4 Shall have powers and duties as defined in *Article 6: Union Committees*.
- 8.5 Shall be conducted in accordance with *Schedule 2: Union Committees*.
- 9 Nominations, elections and audit committee**
- 9.1 There shall be a nominations, elections and audit committee, conducted in accordance with *Schedule 6: Nominations, elections and audit regulations*.
- 9.2 The committee shall be responsible for oversight of the nominations and elections processes.
- 9.3 The committee shall make recommendations to the Union to enhance its performance in different areas in order to better fulfil its aims and objectives.
- 9.4 The committee shall handle serious complaints and disciplinary matters.
- 9.5 The committee shall be responsible to the GM for its actions.
- 9.6 The committee shall be composed as follows:
- 9.6.1 3 student board members
- 9.6.2 Elections Secretary (who shall be elected at the AGM)
- 9.6.3 Union Chairperson
- 9.6.4 A University representative

Article 4: Senate

1 Personnel

- 1.1 Chairperson (who shall be elected by cross-campus ballot and have powers as defined in *Schedule 3: Standing Orders*).
- 1.2 2 sabbatical officers (in a non-voting capacity, who are not members of the Board).
- 1.3 3 sabbatical officers (in a non-voting capacity).
- 1.4 11 Union Committee Chairs.
- 1.5 22 Senators (who shall be elected by cross-campus ballot and have powers and responsibilities as defined in *Schedule 3: Standing Orders*).
- 1.6 4 representative officers who shall be voting members of Senate and will represent Mature, LGBT (lesbian, gay, bisexual and trans) and International students and students with disabilities respectively. (They shall be elected by cross-campus ballot and shall have powers and responsibilities as defined in *Schedule 2: Union Committees*.)
- 1.7 Secretary (who shall be a staff member of the Union and will not have speaking rights unless otherwise granted by the meeting).
- 1.8 A Deputy Chair shall be chosen from the full Senate at the beginning of the academic year.

2 Quorum

- 2.1 Quorum shall be 20 voting members and this shall be maintained at all times as defined in *Schedule 3: Standing Orders*.

3 Powers and Duties

- 3.1 Senate will:
 - 3.1.1 Be responsible for upholding the constitution and policy of the Union.
 - 3.1.2 Be presented and vote on a provisional Union budget.
 - 3.1.3 Have the power to overturn any decisions or policy motion made by a Union Committee.
 - 3.1.4 Receive and vote on minutes from Union Committees.
 - 3.1.5 Meet at least once every four weeks during term time.
 - 3.1.6 Keep a record of its decisions and membership.
 - 3.1.7 Have the power to remove the Chair of any Union Committee (subject to a 2/3 majority vote at Senate).
 - 3.1.8 Debate and vote on motions for submission to NUS UK and NUS Wales conferences.
 - 3.1.9 Have no power to break the constitution or grant itself further powers without changing the constitution.
 - 3.1.10 Ensure that its decision-making process is as transparent as possible by requiring Senators to contribute to a register of interests
- 3.2 Senate is empowered to:
 - 3.2.1 Make Union policy. Policy approved by Senate becomes policy for the remainder of the academic year unless nullified by a further policy motion.
 - 3.2.2 Make rulings on the interpretation of the constitution, if there is any doubt about its meaning.

4 Senate ad hoc committees

- 4.1 Ad hoc committees can be formed by Senate to report on or monitor any aspect of the Union or student needs.
- 4.2 Personnel:
 - 4.2.1 Five Independent Senators (elected from and by the Senate, including one Senator who will chair the committee).
- 4.3 Powers and duties:
 - 4.3.1 Present a report, with suggestions to Senate for approval.
 - 4.3.2 Call on any elected officer of the Union or Union Committee.
 - 4.3.3 Ask for written reports or answers from any Union departmental head.
 - 4.3.4 Last for a period set by Senate, or until the Annual General Meeting, whichever is sooner.
 - 4.3.5 Be dissolved at any time by Senate.

Article 5: Board

1 Personnel

- 1.1 President (who will chair the Board ex-officio in a non-voting capacity).
- 1.2 General Manager (who will sit on the Board in a non-voting advisory capacity).
- 1.3 Up to 2 sabbatical officers (chosen at the beginning of the financial year from amongst the sabbatical team).
- 1.4 Up to 3 ordinary members (elected at the AGM and who shall not be sabbatical officers. Ordinary members who sit on the Board will be elected for two one-year terms subject to the approval of the AGM).
- 1.5 Up to 3 non-student members (who shall be selected by the Nominations, Elections and Audit Committee and put forward to the AGM for approval. Non-student members will be appointed for a 3-year term and may not serve more than two terms).
- 1.6 Secretary (who shall be a staff member of the Union and will not be granted speaking rights unless otherwise granted by the Board).

2 Collective Duties & Responsibilities

Board members shall:

- 2.1 Be trustees of the Union.
- 2.2 Be the principal administrative and operational body of the Union.
- 2.3 Have control over all expenditure of the Union, its bank accounts and human resources (subject to GM approval and any other specific provision of this constitution).
- 2.4 Have legal oversight of the Union, and will have power of veto over political or operational decisions that unduly jeopardise the Union's legal or financial position.

3 Finances

- 3.1 The President, as Chief Officer, and General Manager, as Senior Staff Member of the Union, will be empowered to oversee the implementation of the budget once approved by the Board and the AGM.
- 3.2 The Board will devolve day-to-day management of departmental budgets to the head of each department in the Union with oversight from the President and General Manager.
- 3.3 For official documents requiring trustee approval, any three of the President, General Manager and two sabbatical Board members can be signatories.
- 3.4 The Union shall follow the same financial year as the University, running from 1st August to 31st July.

4 Meetings

- 4.1 There shall be at least one Board meeting each month during term-time.
- 4.2 Any member of the Board may call an emergency Board meeting provided that every reasonable effort has been made to inform every other Board member.
- 4.3 Emergency Board meetings may only discuss the topic(s) for which they have been convened. No decision may be taken which is binding upon the members of the Board unless an absolute majority of the Board members, including those not present at the meeting, vote in favour.
- 4.4 Board members will ultimately be accountable to the General Meeting for the sensible exercise of their duties. Board members may be removed from their position on the Board by a unanimous vote by the Board or a 2/3 majority vote at a General Meeting.

Article 6: Union Committees

1 Delegated Responsibilities

- 1.1 All powers exercised by Union Committees are delegated to them by the Union. They are responsible at all times to the Union for the exercise of these powers.
- 1.2 All of these committees are answerable to Senate for the diligent exercising of their duties and may be called upon by Senate to give a full report of their work.
- 1.3 Any constituent group in a Union Committee failing to abide in any way with the Union Constitution shall be liable to forfeit all or any Union Committee privileges at the discretion of Senate.
- 1.4 Each Union Committee Chair shall provide his/her successor with a written continuity report of all aspects of his/her work and a copy of this shall be held by the Union.

2 Membership of Committees

- 2.1 Membership of Union Committees shall be made up of relevant Clubs, Societies and groups who have an interest in the work and remit of that committee.

3 Meetings of Committees

- 3.1 All Union committees shall meet at least once every 4 weeks during term time, unless specified otherwise in this constitution.
- 3.2 Meetings may be called by the committee Chair or by the President should either feel it necessary.
- 3.3 Meetings are open to all members of the Union.

4 Minutes of Committees

- 4.1 Minutes of all committee meetings shall be submitted to a central Union record.
- 4.2 These minutes shall be open to view by all members of the Union.

5 Committee Chairs

- 5.1 Each committee shall have a Chair, who shall be accountable to Senate for the actions and decisions of the committee.
- 5.2 The Chair shall be appointed by the members of the committee to represent the interests of the committee on Senate.
- 5.3 Senate will appoint to each committee a Senator to act as Co-Chair with the appointed Chair.

6 Committee Secretary

- 6.1 Each committee shall have a secretary, nominally a sabbatical officer, who shall be responsible for submitting minutes of all committee meetings to the central Union record.

7 Union Committees

- 7.1 The Union Committees shall be as follows and defined in *Schedule 2: Union Committees*;
 - 7.1.1 Athletic Union
 - 7.1.2 Communications
 - 7.1.3 Education
 - 7.1.4 Environment and Community
 - 7.1.5 Equal Opportunities
 - 7.1.6 Societies
 - 7.1.7 Student Volunteering Bangor
 - 7.1.8 Union Events
 - 7.1.9 University
 - 7.1.10 Welfare
 - 7.1.11 Welsh Affairs

b) Student Volunteering Bangor

This Union Resolves:

1. To amend Article 1: General

Insert:

11 Student Volunteering Bangor

11.1 There shall be a student volunteering department governed according to the terms in Schedule 9: Student Volunteering Bangor.

2. To amend Article 4: Union Council

Insert: 1.6 Four Members from Student Volunteering Bangor (as defined in Schedule 9: Student Volunteering Bangor).

3. To renumber the Constitution as appropriate

Proposed by: Union Steering Committee

ii. Policy Motions

- a) Students Union Budget

See separate document

- b) Students Union Accounts

See separate document

- c) Union Council

Referred to the Annual General Meeting by Union Council on April 22 2008:

This Union Notes:

1. That Schedule 12, 1.2 specifies that Councillors terms of office run from the Annual General Meeting for twelve months.
2. That elections for new Councillors will not take place at the Annual General Meeting this year
3. That in previous years a Council meeting has been held post-AGM

This Union Believes:

1. That having a lack of an elected council leaves the Union unable to enact policy in the period from the Annual General Meeting to the end of term
2. That having no Steering or Elections committee at this time will leave the Union unable to act upon valid calls from its members for an emergency council or a referendum

This Union Resolves:

1. To extend the period of office of all councillors, elected officials, Steering, Elections and Finance committees to the end of term.

Proposed by: Mark Jessett (*Head of Steering Committee*)

Seconded by: Carolan Goggin (*Communication & Societies Officer*)

7. Reports

See separate document

9. Honourary Lifetime Membership