

Bye-Law Amendments Rationale:

The University of Wales Trinity Saint David Students' Union is governed by a Memorandum and Articles of Association, which can be found on our SU website. Good practice is to review the governing documents on a regular basis, or when changes have occurred which need to be reflected on in those documents. This year, we are proposing amendments to the Bye-Laws to bring them in line with how we now operate. Most of these changes are alterations to wording, removal of terminology that is no longer appropriate or in use, or updating where processes and procedures are held.

A document has been created which reviews in each section of the Bye-Laws what the proposed changes are, and what the reason or rationale is for the said change. We are asking you to vote yes, no, or abstain on supporting the implementation of these amendments, and after the vote at each Campus Council, it will be taken to the Annual General Meeting taking place on December 2, 2025, for final consideration and transparency with all students.

Current	Proposed Change	Reason for Proposed Change
1. Members of the Union	No changes proposed	N/A
2. Elections	Numbering convention change rather than a style of “1.1.1.1” we are proposing “A. 1.1.”	Accessibility of reading / engaging with
	<p>Currently: 2.4.2 The Returning Officer shall be independent and shall not be a Member.</p> <p>Proposed: 2.4.2 The Returning Officer shall be independent from UWTSD Students’ Union and shall not be a Member.</p>	Addition of “...independent from UWTSD Students’ Union” provides additional clarity
	<p>Currently: 2.5.2 The Returning Officer shall appoint a Deputy Returning Officer</p> <p>Proposed: 2.5.2 The Returning Officer shall appoint Deputy Returning Officers</p>	Removing ‘a’ provides opportunity for multiple DROs as is the case normally. One DRO may focus on candidate wellbeing whilst another may focus on briefing candidates on the rules
	<p>Currently: 2.5.8 The Returning Officer will publish a complaints procedure prior to any election. The complaints procedure will clearly establish a route for members to complain about the behaviour of candidates and elections officials, and outline the powers that the Returning and Deputy Returning Officers are able to use. The complaints procedure must also highlight a route of appeal for candidates who do not agree with the decisions of the Returning Officer.</p> <p>Proposed: 2.5.8 The Returning Officer will publish a complaints procedure prior to any election. The complaints procedure will clearly establish a route for members to complain about the behaviour of candidates, elections officials, and outline the powers that the Returning and Deputy Returning Officers are able to use. The complaints procedure will highlight a route of appeal for candidates who do not agree with the decisions of the Returning Officer.</p>	<p>Removing “and”, replacing with an Oxford comma as better punctuation</p> <p>Removing “must also” and replacing with “will”</p>
	<p>Currently: 2.6.1.3 Manifesto</p> <p>Proposed: 2.6.1.3 Reasons for standing and/or Priorities (sometimes referred to as a Manifesto)</p>	Manifesto can be considered a barrier to participation as the word is used in several contexts (particularly cultural contexts). Officers can instead submit their priorities for the year making it clearer for both candidates and voters.
	<p>Currently: N/A</p> <p>Proposed: 2.7.4. The Students’ Union and Returning Officer will set eligibility criteria in line with the Memorandum & Articles Association, UK Employment Law, UK Visa Law, and any other legislation or guidance as required.</p>	New addition to help explain further what the eligibility criteria is

	<p>2.8 Candidates’ Training</p> <p>Proposed:</p> <p>2.8.1 Elections Officials shall arrange for training to be provided to which all candidates will be expected to attend.</p> <p>2.8.2 The training will include briefings on campaigning skills, the election regulations, Candidates’ Question Time, publicity, and the role of Trustees.</p> <p>2.9 Reasons for standing and/or Priorities (sometimes referred to as a Manifesto)</p> <p>2.9.1 The Elections Officials will issue guidance on Reasons for standing and/or Priorities in the elections rules and regulations.</p> <p>2.9.2 Reasons for standing and/or Priorities must be submitted by the date laid down in the Election Timetable.</p> <p>2.9.3 Reasons for standing and/or Priorities will be displayed on the Union website, and elsewhere as determined by the Elections Officials.</p> <p>2.10 Incumbent Candidates</p> <p>2.10.1 Incumbent Sabbatical Trustees must declare paid holiday to the Elections Officials if they wish to undertake campaign activity during normal office hours in the election period.</p> <p>2.10.2 Incumbent Sabbatical Trustees may not use any of the resources of their current position to assist any election campaign.</p> <p>Currently:</p> <p>2.10.3 The Returning Officer will produce a guide to assist incumbent Sabbatical Trustees in complying with Clause 11 of this Bye-Law.</p> <p>Proposed amendment:</p> <p>2.10.3 The Returning Officer will produce a guide to assist incumbent Sabbatical Trustees in complying with this Bye-Law.</p> <p>2.10.4 A sabbatical officer who is currently suspended from their role shall not be permitted to stand in an election.</p>	<p>Currently all of the references to “Returning Officer “ in this sub-section of the elections bye law is proposed to change to “Elections Officials” as there may be colleagues who are not Deputy Returning Officers supporting with the delivery of training, etc. All of this work already takes place, however, it is not undertaken by the Returning Officer.</p>
	<p>Currently:</p> <p>2.11.1 The Returning Officer shall arrange at least one Candidates’ Question Time and will decide a suitable format</p> <p>Proposed:</p> <p>2.11.1 Elections Officials have the opportunity to arrange at least one Candidates’ Question Time and will decide on a suitable format (which may include video submissions rather than ‘live’).</p>	<p>The Returning Officer doesn’t arrange the Candidate Question Time, in addition, the introduction of pre-recorded clips is more suitable for candidates.</p>

	<p>Currently: 2.12.3 There shall be the option to vote for 'New Election' in each position</p> <p>Proposed: 2.12.3 There shall be the option to vote for 'Ron; Re-Open Nominations' in each position</p>	'New Election' is an older function of the website the SU operates for elections. Common (and sector used) practice is "R.O.N." (Re-Open Nominations)
	<p>Currently:</p> <p>2.13 Complaints</p> <p>2.13.1 Any complaints regarding the conduct of the election must be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints, and there will be a route of appeal as laid out in the complaints procedure required by Clause 2.5.8 of the Bye-Laws.</p> <p>Proposed:</p> <p>2.13.1 Any complaints regarding the conduct of the election must be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints, and there will be a route of appeal as laid out in the complaints procedure required by the Bye-Laws.</p>	Clarification on language and procedure.
	<p>Currently: 2.14.3 The count will be conducted according to the guidelines laid down by the Electoral Reform Society where possible, or by the Elections Committee where no guidelines exist.</p> <p>Proposed: 2.14.3 The count will be conducted according to the guidelines laid down by the Electoral Reform Society where possible, or by the Returning Officer where no guidelines exist.</p>	The Elections Committee has not existed for over 7 years, the appointment of the Returning Officer negates the need for it (in addition there are no terms of reference for this committee since it was dissolved in 2019).
	<p>Currently: 2.15.1 Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed.</p> <p>Proposed: 2.15.1 Results of the elections shall be declared by the Elections Team when the count for each post has been successfully completed, with the Returning Officer being consulted for any counts for posts which require additional oversight and/or verification.</p>	This amendment helps to clarify what can be carried out by the Elections Team, and when the RO will or will not be consulted depending on if any complaints or issues arise throughout the process.
	<p>Currently: 2.15.2 Results of the elections shall be posted on the Union website within 1 working day</p> <p>Proposed: 2.15.2 Results of the elections shall be posted on the Union website as soon as possible / practical.</p>	There are often challenges with candidate complaints that cannot be resolved within 1 working day, this has meant previously that the SU has had to call several election results but not all of them. On occasion the SU can exceed 1 working day, however rather than create an expectation that will be inconsistently met the flexibility of 'soon as possible' is proposed.

3. Referenda	<p>Currently:</p> <p>3. Referenda</p> <p>3.1 Referenda</p> <p>3.1.1 Referenda may be called to determine any single issue where a question may be asked and answered on a simple 'yes/no' basis.</p> <p>Proposed:</p> <p>3. Referenda and Preferenda</p> <p>3.1.1 Referenda may be called to determine any single issue where a question may be asked and answered on a simple 'yes/no' basis. A preferenda may be called to determine any single issues where a question may be asked and answered with multiple preferences.</p>	Inclusion of preferenda to allow for a wider democratic engagement process
	<p>Currently:</p> <p>3.2.2 A quorum of 5% of Full Members of each Student Chapter will be required to validate the referendum.</p> <p>Proposed:</p> <p>3.2.2 A quorum of 5% of Full Members will be required to validate the referendum.</p>	Reason being: the university's campuses have become more complex and 5% of a small campus would be a very small number. In addition, the SU is not able to deliver 5% of each student chapter within its data.
	<p>Currently:</p> <p>3.3.1 The Returning Officer (appointed annually by the Board of Trustees) shall be responsible for organising a Referendum, and may delegate operational duties to the Deputy.</p> <p>Proposed:</p> <p>3.3.1 The Returning Officer (appointed annually by the Board of Trustees) shall be responsible for organising a Referendum (or Preferendum), and may delegate operational duties to the Deputy Return Officers.</p>	Inclusion of preferenda and clarity around deputy returning officer rather than 'deputy'
	<p>Currently:</p> <p>3.6.3 The voting options should allow Members to vote in favour, against, or abstain for each question.</p> <p>Proposed:</p> <p>3.6.3 For Referenda the voting options should allow Members to vote in favour, against or abstain for each question. For Preferenda the voting options should allow for members to vote in order of preference or selecting a preferred choice from a list of available outcomes.</p>	Provision for Preferenda
	<p>Current:</p> <p>3.7.2 The result should be published on the Students' Union website as soon as practicably possible but no later than 3 working days</p> <p>Proposed:</p> <p>3.7.2 The result should be published on the Students' Union website as soon as practicably possible.</p>	There are often challenges with campaign complaints that cannot be resolved within 1 working day, this has meant previously that the SU has had to call several election results but not all of them. On occasion the SU can exceed 1 working day, however rather than create an expectation that will be inconsistently met the flexibility of 'soon as possible' is proposed. This also creates consistency between referenda / preferenda and elections (as previously difference of 1 working day or 3 working days)

4. Campus Student Council	4.1 Purpose Currently: 4.1.1 Three Campus Student Councils exist to represent the Student Chapters referred to in the Memorandum and Articles of Association. These are the Swansea Campus (which also covers the London campus); the Carmarthen campus (which also covers the Cardiff campus); and the Lampeter campus. Proposed: 4.1.1 Campus Student Councils exist to represent students on that respective campus.	Each campus has a distinct offering and requirement from its students. Creating spaces where students and PTOs can discuss the needs of those they represent is imperative.
5. Students' Union Council	Currently: 5.2.1 Five campus representatives are elected to Students' Union Council from the membership of each Campus Student Council. One of the five places from each campus is reserved for a Liberation part-time officer. Proposed 5.2.1 All elected Part-Time Officers for each campus shall be members of their respective Campus Student Council and the overarching Students' Union Council.	Democracy Review outcome of part-time officers, in addition this means there is a consistent approach to PTO attendance.
6. Annual General Meeting	6.3.1.4 Voting may take place via electronic vote	Addition for clarity
	Current: 6.3.4.1.6 (f.) Vote; Proposed: 6.3.4.1.6 (f.) Vote; voting for, against, or abstain	Addition for clarity
7. Officers	Current: a. Group President b. President, Carmarthen Campus c. President, Lampeter Campus d. President, Swansea Campus Proposed: a. Group President b. President, Carmarthen Campus c. President, Birmingham & London Campus d. President, Swansea & Cardiff Campus	Outcome of the Democracy Review
	7.2. For each campus there is the provision to have 5 part-time officers. The makeup of each campus' part-time officer team shall be determined by the SU Executive Committee in consultation with the part-time officers in place as well as consideration for the demographic of the campus ahead of each Spring Election. 7.2.3 Part-time officers are voluntary roles taken up by students. Student status must be retained for the duration of the time in office as a part-time officer.	Removal of existing lists of Part-Time Officers and instead flexibility and accessibility of the bye law

8. Board of Trustees	<p>Currently: 8.2.1 External and Alumni Trustees will commence their appointment from the date of their appointment by the Trustee Board for a period of office as detailed in Articles 27 & 28.</p> <p>Proposed: 8.2.1 External Trustees will commence their appointment from the date of their appointment by the Trustee Board for a period of office as detailed in Articles 27 & 28.</p>	During the Memorandum & Articles of Association review in 2021 the Alumni trustee was removed and instead all trustees are simply 'external'
	Removal of sub-committees	Terms of reference are easier to amend if outside of bye laws. Both the Board and democratic function need to approve changes. The SU can communicate these sub-committee much more easily via workplans and ToRs rather than through bye laws
9. Executive Committee	<p>Currently:</p> <p>9.1.2 For Officer Trustees to share updates and progress on their campaigns, projects, and Manifestos, and to seek advice and support from other Committee members.</p> <p>...</p> <p>9.1.8 Meetings should be held no less than once a month</p> <p>Proposed:</p> <p>9.1.2 For Officer Trustees to share updates and progress on their campaigns, projects, and Reasons for standing and/or Priorities, and to seek advice and support from other Committee members.</p> <p>...</p> <p>9.1.8 Meetings should be held on a monthly basis pending agenda items with fewer or more meetings as required.</p>	<p>Removal of reference to Manifestos in line with other proposed bye law</p> <p>The change of the no less than once a month has meant there has been a challenge of filling agendas, however other months there have been multiple meetings of exec due to tuition fee changes and/or large scale activity such as the relocation of Humanities to Carmarthen</p>

	<p>Currently: 9.2 Membership</p> <p>9.2.1 Officer Trustees (voting). The Group President will be Chair of the meeting.</p> <p>9.2.2 Chief Executive, Head of Business and Finance, Head of Membership Services (not voting).</p> <p>9.2.3 Governance and Administration Manager (not voting, for secretarial support).</p> <p>9.2.4 Any member of staff or student member at the invitation of the Committee (not voting).</p> <p>Proposed: 9.2 Membership</p> <p>9.2.1 Officer Trustees (voting). The Group President has the opportunity to Chair the meeting , however they have the discretion to delegate said role to the SU Chief Executive Officer.</p> <p>9.2.2 Union staff, University staff, or student can attend as required as non-voting members at the invitation of the Chair of the Committee.</p>	<p>For the last 2 years the CEO has chaired the committee at the request of sabbatical officers.</p> <p>Rather than listing SU staff it is replaced with a catch-all term</p>
10. Clubs, Societies & Volunteering Projects	<p>Removed and replaced with:</p> <p>10. Clubs, Societies & Volunteering Projects</p> <p>10.1 The students’ union will publish publically on its website policies and procedures known as ‘Activities Laws’ which will focus on student activity being accessible, safe, and monitored.</p>	<p>Students have told us that this bye law is often an annoyance rather than a help.</p> <p>The SU has created ‘Activities Laws’ which will be reviewed on an annual basis. These Activities Laws will be monitored by the SU Exec Team and the Board of Trustees.</p>
10. Academic Representatives	<p>11.2 Student Voice Reps to be removed as the approach has changed significantly and the appointed individuals are not connected with the democratic processes of the SU as the existing Bye Laws notes</p> <p>Current 11.3 but to become 11.2 (with deletion of the 11.2 Student Voice Reps) removed reference to ‘Student Experience Department’ which has not existed since 2020 and replaced with “Academic Services Directorate”</p>	<p>Student Voice Reps are appointed not elected. These positions often change based on the delivery across the University. Constant updates to these Bye Laws to reflect that would be challenging for all of the policy processes. Removal is the simplest route forward.</p>
11. Code of Conduct	<p>No changes proposed</p>	<p>N/A</p>
12. Complaints & Disciplinary Procedures	<p>Removed and replace with:</p> <p>12.2 Breeches of the Code of Conduct</p> <p>12.2.1 Breeches of this Code should be reported and dealt with using the Disciplinary Procedure outlined in the Disciplinary Policy published via the students’ union website.</p>	<p>In order to focus on increasing accessibility: the bye law will become a policy managed by the Board of Trustees (this is common practice across students’ union and is suggested as best practice from the SU’s previous external governance support)</p>