

## BYE LAW 1 MEMBERSHIP

### Full Members

1. Every Student and Sabbatical Officer is entitled to be enrolled as a Full Member in accordance with this Paragraph 1 subject to any conditions to be applied generally to Full Members and approved by the Officer Committee. Upon production to a duly authorised officer of the Union both of satisfactory evidence of enrolment as a bona fide Student and of satisfactory evidence that any such condition has been satisfied in the case of the applicant in question, every Student shall be entitled to enrol as a Full Member of the Union for the duration of their course of study.
2. Full Members may be represented by the Union on matters of proper concern within the scope of the Articles of Governance, to Sheffield Hallam University and such external bodies as may from time to time seek the views of a Full Member or to whom the Union may wish to make representations on behalf of a Full Member.
3. Full Members shall be entitled to the following privileges:
  - 3.1 to participate in the governance of the Union in that they shall be eligible to:
    - 3.1.2 vote in Elections, join in the petition for a Referendum and vote in any Referendum;
    - 3.1.3 attend and vote at Union General Meetings;
    - 3.1.4 attend and vote at Assembly
    - 3.1.5 stand for election as an Elected Officer and any other Representative post within the structures of the Union, subject to any rules or regulations laid down for such elections.
  - 3.2 to participate in the activities of the Union and its affiliated Clubs and Societies, and to use the services and amenities provided by or for the use of the Full Members of the Union, except that the use of office accommodation and administrative and financial services shall be determined exclusively by the Officer Committee;
  - 3.3 on production of his or her valid Union identity card to introduce two bona fide guests at any one time to

	<p>licensed premises provided or managed by the Union</p> <p>3.4 to have reasonable access to published information regarding the conduct of the Union's affairs and finances, including:</p> <p>3.5 to attend and observe meetings of the Union Council, the Officer Committee and of Committees, except those dealing with issues relating to personnel or discipline but, unless a member of the Union Council, the Officer Committee or the Committee in question, a Full Member has no right to speak or vote</p> <p>3.6 to have reasonable access to published information regarding the conduct of the Union's affairs and finances, including:</p> <p>3.6.1 these Articles of Governance, the Regulations, the Policies and the ratified minutes of any Union meeting, except those dealing with issues relating to personnel or discipline;</p> <p>3.6.2 the Annual Accounts of the Union;</p> <p>3.6.3 the Annual Report on the affairs, activities and finances of the Union;</p> <p>3.6.4 the list of organisations and bodies to which the Union is affiliated, including details of any subscription or affiliation fees paid, and the amount and nature of any donations made to such organisations. Requests for such information should be directed through the Finance &amp; Services Officer, and be made available for collection not later than five working days after such a request is made excluding the day upon which that Request is made.</p> <p>4. Once received, the status of Full Member shall apply until the end of the course of study on which the student is enrolled. Full Members are, however, subject at all times to the Disciplinary Regulations, set out in the Guidance and Strategy documents, and decisions made under them.</p>
<p><b>Associate Members</b></p>	<p>5. Any employee of the University or of the Union is entitled to be enrolled as an Associate Member subject to any conditions to be applied generally to Associate Members and approved by the Officer Committee. A valid staff SHU card will be recognised as evidence of Associate membership.</p> <p>6. Associate Members shall not be entitled to participate in the governance of the Union in any way, and in particular</p>

	<p>shall not be entitled to stand for election or vote in any election for a representative post within the structures of the Union.</p> <p>7. Associate membership status will be implied upon production of a valid staff SHU Card. The status of an Associate Member and the benefits of membership which may be enjoyed by an individual Associate Member are subject at all times to the Disciplinary Regulations set out in the Guidance and Strategy documents, and decisions made under them.</p>
<p><b>Life Members</b></p>	<p>8. An individual who has been a Student, an Elected Officer or an employee of the Union may be admitted to be a Life Member subject to any conditions to be applied generally to Life Members and approved by the Officer Committee. Upon production to a duly authorised officer of the Union both of satisfactory written evidence of status as outlined above and of evidence of satisfaction of any such condition in respect of the applicant in question, such persons may apply to the Officer Committee for Life Membership, except that such an application may not be made by Full Members or by a person who has been expelled from University or permanently banned from the Union.</p> <p>9. Life Members shall not be entitled to participate in the governance of the Union in any way, and in particular shall not be entitled to stand for election or vote in any election for a representative post within the structures of the Union. Life Members are entitled to attend Union General Meetings and Meetings of the Union Council and of the Officer Committee but without any right to speak or to vote at any of these meetings.</p> <p>10. Life Members (subject to any relevant rules and regulations made by the Officer Committee and subject to the payment of such annual fee required by the Officer Committee) shall be entitled to the following privileges:</p> <p>10.1 to participate in the activities of the Union and its affiliated Clubs and Societies, and to use the services and amenities provided by or for the use of the Life Member.</p> <p>10.2 on production of his or her valid Union identity card to introduce two bona fide guests at any one time to licensed premises provided or managed by the Union;</p> <p>11. The Union Council may confer Honorary Life Membership on any person whom it sees fit on such terms as the Union Council shall determine. There shall be no fee or charge levied for Honorary Life Membership.</p> <p>11.1 An individual who has been an Elected Officer shall be conferred with Honorary Life Membership upon completion of their term in Office.</p>

	<p>12. The status of Life Member, and the rights and privileges attached, shall at all times be subject to review or repeal by the Officer Committee, who may withdraw any or all of the privileges set out above. There shall be no right of appeal and any review or repeal by the Officer Committee is final.</p> <p>13. The Officer Committee may from time to time set down such charges as it sees fit for Life Membership, except that no charge may be applied to employees of the Union for such membership.</p> <p>14. The status of a Life Member and the benefits of membership which may be enjoyed by an individual Life Member are subject at all times to the Disciplinary Regulations.</p>
<p><b>Reciprocal members</b></p>	<p>15. Bona fide students, who are members of any Students' Union, or registered students studying at another institution in collaboration with the University shall, upon production to a duly authorised officer of the Union of such status, be recognised as Reciprocal Members of the Union whilst they are living in or visiting Sheffield.</p> <p>16. Upon the payment of any fee determined from time to time by the Officer Committee, Reciprocal Members shall be entitled to use all services and facilities provided or administered by the Union and which the Officer Committee shall determine shall be available for use by Reciprocal Members but, in any event, excluding any representational services.</p> <p>17. Reciprocal Membership will lapse when the Member ceases to qualify as a Reciprocal Member.</p> <p>18. Reciprocal Members shall be required to abide by the provisions of these Articles of Governance, Bye Laws and Guidance and Strategy documents at all times while on Union Premises, or premises operated for or on behalf of the Union. Any breach of those provisions shall be considered a breach of discipline, and any or all privileges of membership may be withdrawn at the direction of the Officer Committee. There shall be no right of appeal and the decision of the Officer Committee is final.</p>
<p><b>Opted out students</b></p>	<p>19. All Students have the right not to be a member of the Union and a Student who does not want to be a member of the Union may indicate this at enrolment on to a course of study and this decision will remain effective for the duration of that course of study. A student may decide to apply to become a Full Member at any point during their course of study by writing to the President. The President shall inform the University Secretary within five days of receipt of any decision to opt out or resume membership of the Union by supplying a copy of the relevant</p>

	<p>correspondence.</p> <p>20. An Opted Out Student is entitled to receive a SHU Card that shows that the student is not a member of the Union. Students who choose not to be members of the Union shall be entitled to be a member of all Clubs and Societies and to use the facilities and services and to participate in Union activities except from representational services and will not have the right to stand as a candidate in elections.</p> <p>21. An Opted Out Student and the benefits to which he or she may be entitled are subject at all times to the Disciplinary Regulations and decisions made under them.</p>
<p><b>General matters applicable to all members</b></p>	<p><b>22. Identity of Members</b></p> <p>22.1 Each Member and Opted Out Student is entitled to receive proof of her/his status as a Member or Opted Out Student by way of a identity card: this identity card will be a SHU card and will remain the property of the University at all times.</p> <p><b>23. Disciplinary Matters</b></p> <p>23.1 These Articles of Governance are binding on all Members and all Opted Out Students whilst engaging in Union activities of any kind or whilst on Union Premises. Any conduct of a Member or Opted Out Student who is in breach of this obligation shall be considered a breach of discipline, and any or all privileges may be withdrawn or Membership withdrawn on the decision of the Officer Committee.</p> <p><b>24. Fees, Charges and Expenses</b></p> <p>24.1 The Union Council by a resolution passed by a Two-thirds Majority Vote may decide that Members and Opted Out Students shall be charged fees, expenses or levies in relation to membership of the Union or in respect of Union activities but no charges shall be made:</p> <p style="padding-left: 40px;">24.1.1 which are inconsistent with any of the matters set out above or</p> <p style="padding-left: 40px;">24.1.2 unless at the time the charge is incurred the person charged knew or ought reasonably to have known that the charge would be incurred.</p> <p>24.2 Fees or expenses so charged may differ between different categories of membership.</p>

## **25. Facilities, Activities and Services**

25.1 It is the duty of the Officer Committee to maximise the benefits of memberships of the Union so far as is reasonably possible within the resources available to the Union. This obligation is owed to Members and Opted Out Students generally and not separately to a class or classes of Members or to individuals. Accordingly the activities, facilities, services and benefits of membership of the Union available to Members or any category of Member or of being an Opted Out Member referred to in this Schedule may be varied from time to time by the Officer Committee.

## **26. Membership Status**

26.1 Membership of the Union, the holding of an office by a Full time Officer and the rights of an Opted Out Student will immediately cease on the happening of any of the following events:-

26.1.1 the Member, being a Full Member, or the Opted Out Student ceasing to be a Student through being suspended or expelled from the University;

26.1.2 the Member, being a Full Member, or the Opted Out Student voluntarily ceasing to be a Student;

26.1.3 the Member, being an Associate Member, ceases to be employed by either the Union or the University;

26.1.4 there being a valid decision under the Disciplinary Regulations that the membership or rights should cease.

26.2 The Officer Committee may confirm the cessation of any membership of rights for the reasons set out above and in making that decision the Officer Committee may rely on whatever evidence appears to them in their discretion to be reasonable.