



# Union of Jewish Students of the United Kingdom and Ireland

(an unincorporated association)

## Articles of Governance

December 2013 (Updated after UJS Conference 2017)

### 1. General

- 1.1. There shall be an organisation in the name of the Union of Jewish Students of the United Kingdom and Ireland (hereafter called 'the Union').
- 1.2. The Union is devoted to the interests and welfare of its Members.
- 1.3. These Articles have been structured to give the President reasonable authority to manage the affairs of the Union in a professional manner.
- 1.4. Members enjoy the right to elect the President. The President will give the utmost consideration to the views of.

### 2. Objects

- 2.1. The Objects of the Union are the advancement of Jewish students in the United Kingdom and Ireland for the public benefit by:
  - 2.1.1. Creating meaningful Jewish campus experiences and inspiring Jewish students to make an enduring commitment to their Jewish identity, Israel, and the community.
  - 2.1.2. Coordinating and assisting Jewish Societies in further and higher education institutions.
  - 2.1.3. Uniting Jewish students and coordinating their common efforts to encourage education, interfaith and social action, fight anti-Semitism, and protect their rights on campus.
  - 2.1.4. Furthering and protecting its Members' interests and ensuring adequate representation of these interests.
  - 2.1.5. Promoting tolerance and understanding between its Members, and encouraging an awareness of the problems of all racial and religious discord and tension, both at home and abroad, acting in accordance with the Union's core values of cross-communalism, peer leadership, representation and engagement with Israel.

### 3. Membership

- 3.1. The President shall be responsible for keeping a record of all Members.
- 3.2. Membership rights may be withdrawn by the Sabbatical Team for good cause. Appeal shall lie to a panel of three trustees nominated by the Chair of the trustee board. The member may be suspended for the duration of any investigation and appeal processes.
- 3.3. A Member shall automatically cease to be a Member if they resign by giving written notice to the Union.

#### 3.4. Student Members

- 3.4.1. Student membership of the Union includes and shall be restricted to:
- 3.4.2. Full-time or part-time students who are Members of their further/higher institution's Jewish Society affiliated to the Union.



- 3.4.3. The current President and Sabbatical Team.
- 3.4.4. Any individual who self-identifies as a Jewish student whose aims are in accordance with the Objects of the Union, and who has applied and been accepted for membership by the Sabbatical Team.

### **3.5. Honorary Members**

- 3.5.1. Honorary membership shall be conferred to individuals nominated by the President.
- 3.5.2. Honorary Members shall not be Members for the purposes of these Articles and shall not be entitled to vote on any matter.
- 3.5.3. The Sabbatical Team has the power to revoke Honorary membership.

### **4. Jewish Society Affiliations**

- 4.1. Jewish Society affiliation to the Union shall be open to the Jewish Society at any further or higher education institution in the United Kingdom or Ireland, subject to approval by the Sabbatical Team.
- 4.2. The Union shall provide support to affiliated Jewish Societies in accordance with its Objects.
- 4.3. Jewish Societies are responsible for determining their own membership, committees and activities in accordance with local rules.
- 4.4. The Union shall bear no responsibility for determining Jewish Societies membership, committees and activities.

### **5. President**

- 5.1. The President shall have the authority to:
  - 5.1.1. Represent the voice of Jewish students;
  - 5.1.2. Determine the strategy and policy of the Union, in consultation with the National Executive Committee;
  - 5.1.3. Execute the policy of the Union;
  - 5.1.4. Oversee the management, governance, legal responsibilities, staffing, staffing policies and administration of the Union;
  - 5.1.5. Manage the budget of the Union including financial policies.
- 5.2. The President shall determine the strategy and policy of the Union in consultation with the Sabbatical Team, National Executive Committee, and Members.
- 5.3. The President shall be responsible for appointing the Sabbatical Team.
- 5.4. The President shall appoint any other staff necessary to fulfil the Objects of the Union.
- 5.5. The President shall be elected by Members for a term of one year commencing in June or July.
- 5.6. All Members shall be eligible to stand for election.
- 5.7. The President shall be eligible to stand for re-election once.
- 5.8. For the avoidance of doubt, the President shall also be considered a Student Member for the purpose of these Articles and shall be entitled to vote on any matter.
- 5.9. In the event that the President becomes inactive or unable to fulfil their duties if The Sabbatical Team by simple majority will decide on a temporary replacement from the Sabbatical Team.
- 5.10. In the event that the President is permanently unable to fulfil their duties, the Chief Executive shall direct that a by-election will be called in accordance with the Bye-Laws.
- 5.11. The President shall be accountable to the membership of the Union.



- 5.12. The President may be removed by the following recall processes:
- 5.12.1. A petition signed by a number of Members equal to or exceeding 20% of the number of Members who voted in the election at which the President was most recently elected must be delivered to the Returning Officer.
  - 5.12.2. On receipt of a recall petition, the Returning Officer shall organise a recall election. A recall election will follow by the same process as a by-election, in accordance with the Bye-Laws, except that the recalled President may automatically be considered to have been nominated.
  - 5.12.3. The President may inform the Returning Officer in writing if they would prefer to not be automatically nominated.
  - 5.12.4. When the incumbent President wins the recall election, the recall process may not be triggered again in their term.
- 5.13. The President may be subject to a disciplinary process initiated by the Chief Executive. The disciplinary panel shall be constituted by one representative of the National Executive Committee, the Chief Executive and the Chair of the trustee board, and shall have discretion to impose an appropriate sanction. The Chief Executive may initiate a disciplinary process if any of the following conditions is met:
- 5.13.1. The President brings the Union into disrepute.
  - 5.13.2. The President contravenes employment guidelines.
  - 5.13.3. The President has seriously mismanaged the Union's finances.
  - 5.13.4. The National Executive Committee request that the President be disciplined in a resolution approved by a super majority.
- 5.14. The recall process and the disciplinary process shall not run simultaneously. In the event that both are triggered, the process that began first shall conclude before the second one begins.

## **6. Conference**

- 6.1. The Union shall hold a Conference once in each Academic Year. Not more than 18 months shall pass between the date of one Conference and the next.
- 6.2. The Conference shall be held at such time and place as the Sabbatical Team deem optimal to allow the maximum number of Members to attend.

### **6.3. Notice**

- 6.3.1. A Conference shall be called and clearly advertised by at least 14 clear days' written notice.
- 6.3.2. Notice of Conference shall be given to every Member of the Union. Every Member has the right to attend Conference and the right to vote.

### **6.4. Proceedings**

- 6.4.1. No business shall be transacted at any Conference unless a quorum is present.
- 6.4.2. Quorum shall be 2/3 of the number of registered delegates to vote upon the business to be transacted including but not limited to elections, hustings, policy discussions.
- 6.4.3. If such a quorum is not present, the meeting shall stand adjourned to a time and place within 28 days as determined by the President. If at the adjourned meeting quorum is not present the meeting shall be adjourned and notice that two consecutive meetings have



not reached quorum should be given to the National Executive Committee who shall constitute Conference.

6.4.4. The President shall appoint an individual to preside as Chair of Conference.

### **6.5. Voting**

6.5.1. Every Member shall have one vote.

6.5.2. A resolution put to the vote of a meeting shall be decided by a show of hands, or if requested by a simple majority a secret ballot.

## **7. National Executive Committee**

7.1. The National Executive Committee shall consist of the following groups:

7.1.1. The Sabbatical Officers;

7.1.2. The National Council;

7.1.3. The President.

### **7.2. The Sabbatical Officers**

7.2.1. The Sabbatical Officers shall be responsible for executing the policy of the Union.

7.2.2. The Sabbatical Officers shall report to the President.

7.2.3. The President shall be responsible for determining the structure and size of the Sabbatical Team.

7.2.4. The President shall be responsible for appointing the Sabbatical Team.

7.2.5. The Sabbatical Officers shall be comprised of staff responsible for, but not limited to;

7.2.5.1. Campaigns.

7.2.5.2. Development.

### **7.3. The National Council**

7.3.1. The National Council shall be responsible for:

7.3.1.1. Scrutinising the decisions made by the President.

7.3.1.2. Ratifying amendments to the Bye- Laws.

7.3.1.3. Ensuring the President upholds the core values of the Union.

7.3.1.4. Provides feedback from students to the President about student initiatives and the reputation of the Union.

7.3.1.5 National Council should focus on, but not limited to, topics such as; social action, liberation, communication, education and inclusivity.

7.3.2. National Council shall consist of 5 students elected at UJS Conference for the term of one year.

7.3.2.1. 50% rounded down of all democratically elected representative bodies, including National Council, will be reserved for self-defining women or non-binary individuals

7.3.2.2 UJS aspires to implement this for the UJS Sabbatical Team, to improve representation of those who are currently underrepresented and whose voices are not otherwise heard.

7.3.2.3 UJS to actively support women and non-binary individuals pursuing leadership roles by developing a leadership programme for final-year women and non-binary students.

7.3.3. It is for National Council to decide on a chairperson to lead meetings and to publicise statements after each meeting. This chair should be elected at the first National Council meeting of the year.



7.3.4. National Council shall meet with the President at least once during an academic term, with a minimum of three meetings during an academic year.

7.3.5. The President holds no vote at National Council meetings in circumstances of scrutiny.

## **8. Finance**

8.1. The President shall appoint a Director of Finance and Resources responsible for the finances of the Union (hereafter called the Treasurer).

8.2. All moneys payable to the Union shall be received by the Treasurer and deposited in a bank account in the name of the association. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the President, the Chief Executive and the Treasurer.

8.3. The income and property of the Union shall be applied only in furtherance of the Objects of the Union and no part thereof shall be paid by way of bonus, dividend or profit to any Members of the Union.

8.4. The Sabbatical Team shall have the power to authorise payment of remuneration and expenses to any Member or employee of the Union or to any other person or persons for services rendered to the Union.

8.5. The financial transactions of the union shall be recorded by the Treasurer in such manner as the President sees fit.

## **9. Winding up**

9.1. A decision to wind up or dissolve the Union may only be made by a super majority of two consecutive regular Conferences. However, if the decision is declared urgent by a five-sixths majority of those present and voting at the first such Conferences, it may be taken immediately by a super majority.

9.2. If any property remains after the Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the Members of the Union. It shall instead be given or transferred to some other institution or institutions having similar Objects to those of the Union and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as these Articles of Governance impose upon the Union. The institution or institutions that are to benefit shall be chosen by the Members of the Union at or before the time of winding up or dissolution.

## **10. Bye- Laws and Amendments**

10.1. Bye-Laws are made pursuant to the Articles of the Union.

10.2. Bye-Laws shall not be inconsistent with the Articles of the Union.

10.3. The Articles of Governance of the Union shall take precedence over the Bye-Laws.

10.4. The Bye-Laws shall not be interpreted or applied in any way which is inconsistent with the Articles of the Union.

10.5. The President shall review these Articles and the relating Bye-Laws at least every five years, with effect from the date that they come into effect.



## **10.6. Amendments to Articles**

- 10.6.1. Amendments to Articles must be proposed by Members in writing to the President at least 14 days before Conference.
- 10.6.2. Save where the amendment to the Articles is a consequential amendment due to a change in the Bye-Laws (for example, the number or heading names of Articles) any vote to amend the Articles shall require the approval by a super majority of the Members voting at Conference.

## **10.7. Amendments to Bye-Laws**

- 10.7.1. Amendments to Bye-Laws must be proposed by Members in writing to the President.
- 10.7.2. Bye-Laws may be created, amended or repealed by a simple majority of the National Executive Committee, provided any such amendments are reported to the Conference.

## **11. Definitions and Interpretations**

- 11.1. In these Articles of Governance the following terms shall have the following meanings:
  - 11.1.1. "Articles" or "Articles of Governance" | these articles of governance of the Union;
  - 11.1.2. "Bye-Laws" | the Bye-Laws setting out the working practices of the Union made from time to time.
  - 11.1.3. "President" | the elected president of the Union.
  - 11.1.4. "Sabbatical Team" | The Members appointed to enact the representative and campaigning policy set by the President and policy passed by Conference.
  - 11.1.5. "in writing" | means written, printed or transmitted writing including electronic communication;
  - 11.1.6. "Members" | Members of the Union as defined in Article 3.
  - 11.1.7. "Policy" | representative and campaigning policy set by the President and policy passed by Conference;
  - 11.1.8. "simple majority" | relates to a vote taken where there are more votes in favour than against. Where there are equal numbers of votes in favour and against a motion shall fall.
  - 11.1.9. "super majority" | relates to a vote taken where there are more than two votes in favour for every one vote against. Where there are exactly two votes in favour for every one against a motion shall fall;
- 11.2. Words importing the singular shall include the plural and vice versa.
- 11.3. Interpretation of the Articles and Bye-Laws will lie with the President of the Union and, in the instance of any dispute; their decision will be final.



## **Bye-Laws**

December 2016

### **Bye-Law 1 | Elections**

1. This Bye- Law is made pursuant to the Articles of the Union
2. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles of the Union
3. **General Provisions Regarding the Elections**
  - 3.1. Within 28 days of taking office, the Sabbatical Team shall appoint a person to act as Returning Officer for one year
  - 3.2. The Returning Officer will publish all election details at least 30 days ahead of the election process. These should include the dates and times of when:
    - nominations open and close;
    - campaigning is permitted;
    - polling opens and closes;
    - results are published
  - 3.3. No Member shall have more than one vote.
  - 3.4. Voting for multi-member positions shall be by secret ballot using the single transferable vote (STV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland and shall include re-open nominations (RON) as a candidate.
  - 3.5. Voting for single-member positions shall be by secret ballot using the alternative vote (AV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland and shall include re-open nominations (RON) as a candidate.
  - 3.6. Should re-open nominations be the elected candidate, a by-election is held.
  - 3.7. The Returning Officer shall be responsible for the conduct of all matters regarding the elections subject to their decisions being reviewed by the Appeals Panel.
  - 3.8. The Returning Officer shall appoint a deputy, at least one of whom shall be a member of the Team.
  - 3.9. In the absence of the Returning Officer, the Sabbatical Team shall appoint another person to act as Returning Officer.
  - 3.10. The Sabbatical Team shall appoint an Appeals Panel consisting of one Sabbatical Team member, one other staff member and one member of the National Council.
4. **Elected Positions**
  - 4.1. President.
  - 4.2. National Councillors
4. **Timing of Elections**
  - 5.1. Elections shall be held at times which are intended to enable the largest possible number of Members to vote.



- 5.2. Detailed Notice of elections for President shall be given a minimum of seven working days before nominations open.
- 5.3. Detailed Notice of elections for National Council positions shall be given at the opening session of Conference.
- 5.4. A candidates meeting must be held following the closure of nominations at a time specified by the Returning Officer.

## **6. By-elections**

- 6.1. By-elections shall be held in the following circumstances:
  - 6.1.1. Re-open nominations is elected.
  - 6.1.2. An elected office-holder is removed from office.
  - 6.1.3. An elected office-holder resigns from office.
  - 6.1.4. An elected office-holder is permanently unable to continue in office and this has been certified by the Chief Executive.
  - 6.1.5. A President- elect declines to accept office.
  - 6.1.6. A President- elect becomes permanently unable to take office and this has been confirmed by the Chief Executive.
- 6.2. The Returning Officer shall be responsible for organising by-elections in accordance with the election regulations outlined in the Articles and Bye-Laws.
- 6.3. The Returning Officer shall organise by-elections promptly, whilst ensuring the largest possible number of Members can vote.

## **7. Nominations**

- 7.1. Nomination papers must be available as soon as nominations open.
- 7.2. The nomination period shall be at least 7 days for President and 24 hours for National Council.
- 7.3. The Returning Officer or their deputy will then check and compile nominations at the close of nominations.
- 7.4. Valid nominations for President must contain the signatures of at least ten other Members from five affiliated Jewish Societies.
- 7.5. Valid nominations for National Council must contain the signature of one other Member.
- 7.6. No Member shall nominate more candidates than there are positions available for each election.
- 7.7. The Returning Officer shall publish all valid nominations within two days of the close of nominations.

## **8. Debates and Hustings**

- 8.1. The Returning Officer or their deputy shall organise events at which candidates shall have the opportunity to speak and to answer questions.
- 8.2. For President, there should be no fewer than two such events.
- 8.3. For National Council, there should be no less than one such event.
- 8.4. All candidates should have the opportunity to attend these events, and the Returning Officer shall ensure that all candidates are treated equally.

## **9. Campaigning**

- 9.1. The campaigning period for President shall last at least ten days.
- 9.2. Campaigning shall be permitted until the close of polling.

## **10. Money**

- 10.1. All candidates shall receive an equal allowance for legitimate campaign expenses at a level set by the Returning Officer.



- 10.2. Claims on this allowance must be accompanied by receipts.
- 10.3. The Returning Officer shall inform all candidates of the campaign expenses policy at the candidates meeting.
- 10.4. Any expenditure beyond this allowance is strictly prohibited.
- 10.5. The Returning Officer shall be responsible for determining the true value of any items or services obtained below cost price.

#### **11. Conduct**

- 11.1. Candidates are to act in a fair and democratic manner.
- 11.2. The Returning Officer may make rules to this effect.
- 11.3. Personal attacks are strictly prohibited, and shall be treated severely by the Returning Officer.
- 11.4. Candidates shall be held fully responsible for the actions of their campaigners.
- 11.5. Complaints regarding candidates' conduct must be submitted to the Returning Officer promptly and in any event later than the close of polling.
- 11.6. The Returning Officer shall have the power to investigate any breaches of election regulations.
- 11.7. The Returning Officer shall have the power to impose any sanction they believe to be reasonable, up to and including the permanent withdrawal of a candidate.
- 11.8. The Appeals Panel shall hear any appeals relating to the decisions of the Returning Officer, and have the power to uphold, alter or overturn these decisions.

#### **12. Polling**

- 12.1. The Returning Officer shall make arrangements to ensure maximum turnout.
- 12.2. The Returning Officer shall be responsible for ensuring that non-Members cannot vote, and Members are only able to vote once.

#### **13. Counting**

- 13.1. The timing of the count shall be decided by the Returning Officer prior to the start of polling.
- 13.2. Each candidate in any election will be permitted to nominate one individual to monitor the count on their behalf.
- 13.3. Results shall not be announced until all complaints and appeals have been processed.
- 13.4. The Returning Officer shall certify and announce the results.



## **Bye-Law 2 | Policy Making**

### **5. General regulations for policy making.**

- 5.1. Every registered delegate shall be entitled to vote on policy at Conference.
- 5.2. The President is ultimately responsible for the implementation of policy.

#### **5.3. Policies**

- 5.3.1. All policies of the Union shall automatically lapse after three years of being passed.
- 5.3.2. All lapsing policies are open to challenge via the following process.
  1. Lapsing policies will be automatically tabled for notice before the nearest Conference prior to the policy lapsing.
  2. Any member of the Union may submit a challenge to policy lapsing either in writing to the Scrutiny Board, or their nominee, or orally at an appropriate point at the Conference.
  3. Where a challenge has been submitted, the Chair will invite a challenger to speak in favour of the challenge and someone to speak against the challenge.
  4. A simple majority of Members at Conference is required to successfully challenge a policy lapse.
- 5.4. These Bye-laws may be altered, varied or amended by the Trustees and National Executive Committee in accordance with the Constitution.

### **6. Policy baskets**

- 6.1. Policies shall be considered and debated in three distinct policy baskets:
  1. Campus
  2. UJS & J-Socs
  3. Community

### **7. Policy submission**

- 7.1. The President shall appoint at least one person to constitute a Scrutiny Board.
- 7.2. Any full member of the Union may submit a motion following the procedure determined by the Scrutiny Board.
- 7.3. The Scrutiny Board must advertise the opportunity to submit policies at least two weeks before Conference.
- 7.4. The Scrutiny Board must set deadlines for policy submission.
- 7.5. Motions submitted shall take the following format:
  1. Name
  2. Email address
  3. University
  4. Title
  5. "What is your idea?"
  6. "How do you want it to happen?"
  7. Confirmation of membership of UJS.

## 8. Policy scrutiny

8.1. The Scrutiny Board may decide the following on any motion submitted:

1. To send the motion to Conference to be discussed and voted on.
2. To strike or amend the motion if it contradicts the Articles without explicitly changing the Articles.
3. To strike or amend the motion if it falls outside the Objects of the Union.
4. To strike or amend the motion if it poses an unmanageable legal, reputational or financial risk to the Union. This shall be done only in extremis in consultation with the President and proposer.
5. To strike the motion out if the motion, business or question has already been taken within the same academic year. The Scrutiny Board shall decide whether a proposed motion is repetitive of motions submitted previously in the same academic year and therefore whether this rule applies.
6. To composite the motion with one or more other motions where they are related in content and intent and therefore to rename the composited motion.
7. To move text from any section of the motion into another section of the motion.
8. To move the motion into the correct basket.
9. To rule on whether to admit emergency.
10. To refer the motion back to the proposer for amendment.
11. The Scrutiny Board must take the wishes of the proposer into account and will provide a reason for decisions where the motion is not in line with those.
12. Once the Scrutiny Board has made its decision, the motion will follow the processes stated in the Articles and Bye-Laws of the Union.

## 9. Policy process

9.1. Priority ballot

1. A priority ballot of all registered delegates shall be held before the start of the Conference policy debate. This ballot shall determine:
  - 9.1.1.1. the order on which baskets are motions are debated and voted upon.
  - 9.1.1.2. The order in which each motion within each basket is debated and voted upon.

9.2. Amendments

1. The Scrutiny Board shall determine the deadline for amendments to be submitted.
2. Amendments shall be presented to motion proposer who may decide to accept the amendment. These amendments will then become part of the main motion and voted on as a whole.
3. If the proposer does not accept the amendment, the amendment will be voted on separately on Conference.

9.3. Policy debates

1. Proposers shall be given an opportunity to speak on behalf of their motion.
2. Any Member shall have the opportunity to speak against a motion.
3. Proposition and opposition shall be given equal opportunity to speak. Extra rounds of speeches may be granted at the gift of the Chair.

## 10. Voting

- 10.1. Voting shall be by show of hands.
- 10.2. The Chair shall be responsible for the conduct of all matters regarding voting, subject to their decisions being reviewed by the Scrutiny Board.
- 10.3. The Chair shall be responsible for the final say over procedural matters.
- 10.4. In the absence of the Chair, the President shall appoint a replacement.



- 10.5. The Scrutiny Board shall have the duty of ensuring Members understand voting procedure beforehand.
- 10.6. Voting shall be held at times which are intended to enable the largest possible number of Members to vote.
- 10.7. Details of motions shall be published at least 10 days before Conference begins.

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