

www.luuonline.com/howtheunionworks

LUU works.



**Your guide to what the Union is all
about and how it works for you.**



Make Leeds University Union Work. For you, for others and the future.

Each year a new group of members are voted in to representative roles for Leeds University Union and its members.

The Executive Officers and the Union Council are here to make sure the Union is shouting about the things that bother you, as well as implementing the changes you have asked for.

These guys and girls do things that you want them to do and make sure everybody is treated fairly. Not just by the Union, but all the organisations and groups that students come into contact with.

They have a huge impact on your day to day life as a student. Even if you think you have little contact with the Union, the Executive Officers and Union Council will be involved in making decisions about your education, your housing, your funding and how your money is spent everyday.

Every member also has the right and the power to change things in the Union through voting in the referendums and elections.

We all want the same thing out of our time at University; to receive a fair, equal and quality education while having fun and expanding our horizons.

This booklet will show you how Leeds University Union will help you make this happen.

What are you jabbering about? The Basics.

A Member.

This is you. You're a member of Leeds University Union. So what goes on at Leeds University Union matters to you. And you matter. Our power comes from our members, no members no Union. There are around 30,000 members of Leeds University Union.

Vote.

If you're a member it means you're in control of what happens to the Union. You do this by voting. Each member gets one vote, and you are asked to vote a number of times a year to choose what the Union does and who is going to run it on your behalf.

“blah
blah
blah!”

Union Council.

These 40-or-so guys and girls make sure the Union is doing everything you asked it to do. They decide on things like how much money we can spend to help our members, clubs and societies, as well as key discussions on Union Policy. They are voted into these positions by the members.

The Exec.

The Executive Officers or 'Exec' for short are also voted in by the members. There are 8 Officers who work full time. They are here to campaign and lobby on your behalf to ensure you're all happy. To ensure that the Unions members are being treated fairly by the University and other organisations you come in to contact with.

They are each in office for one year. At the end of the year they can be voted in to office again by the members, and can only be in position for 2 years maximum.

Ok it works...but how?

The Nuts and Bolts of it all.

With 30,000 members things could get a little mad and out of control. So we have to have some order to ensure that everything is fair.

The structure of Leeds University Union is based around the members. They give their opinions, views and ideas to elected representatives who run the Union on the members' behalf.

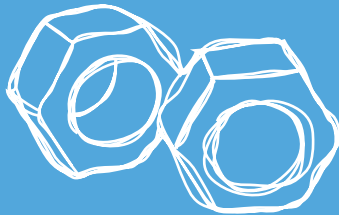
If enough people agree with your view or idea then it becomes Union Policy. If not, then the idea is deemed unrepresentative to the views held by the rest of the members.

The members who are in positions such as the Exec or Union Council are there to make sure everybody's views and needs are heard and addressed in the correct manner, and without this structure the Union would not be able to function.

Why are we here?

Leeds University Union is here to represent and campaign for its members, tackling the issues that affect students head on both locally and nationally. We campaign on everything from fees and student debt to keeping your Wednesday afternoon free so you can play sports.

The Union is here to listen to your issues and help you get your point across, so if you have something you're passionate about or want to help with one of our current campsigs, log on to www.luuonline.com and register your interest.



You're acting like you run the place! Take the Union where you want to go.

The members hold all the power, as it's the members who decide what happens either as a regular student voting for candidates at elections or by becoming more involved with how the Union is run.

“...it's the members who decide what happens...”

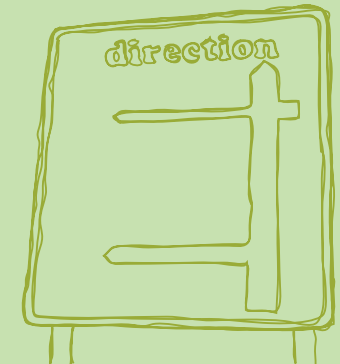
All members can stand for positions in the Union Council or to become an Exec Officer.

Members can also become an elected delegate to the NUS Annual Conference (a national forum for discussion about issues affecting all members of the NUS)

Stand Up For Students.

In these positions you will be able to stand up for students, by representing them in the local community, in decisions within the University and the Union.

You can find more information about becoming an Exec Officer and what the job is like by coming along to the 'Meet the Officers' sessions. You will get to meet all the current Officers and talk to them about how they have found their time in office. We will put the dates for these on the web site and in the Gist.



Vote. One member one vote.

As a member of a group you have an obligation to vote.

If you want Leeds University Union to look after your interests then you have to be interested in the Union.

VOTE!

Voting allows every member to have their say. If you don't like something - vote against it. You don't like the ideas being put forward by a candidate - then vote against them.

If you don't vote then somebody else is going to have a say on how our shared resources are used, so you could miss out.

- 1) Grab your student card- don't forget this or you can't vote.
- 2) Get yourself over to a ballot station (there will be loads around the Union building and campus at the time of voting. We will give you the list near the time so don't worry).
- 3) Have a look at the manifestos or read what is being proposed if it's a referendum. A manifesto is a list of promises and proposed changes a candidate suggests to the members for them to consider and vote on.
- 4) Have a cup of tea and form your own opinion.
- 5) Fill in your ballot slip and post it in the box.
- 6) Feel good about what you have done.

One member, One Vote. You all have the chance to affect change so make sure you use it.

Using your right to a voice in the Union.

As well as being able to stand in elections, you also have a voice on the day today running of the Union and its policies and methods. If you disagree with how we currently do something or have a new idea you have a number of ways you can change things:

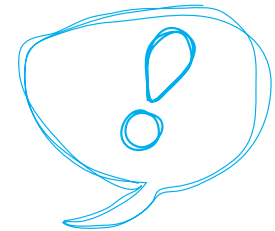
1) Go along to an Assembly Meeting. These are relaxed informal meetings of like minded people discussing specific topics. Each Assembly Chair is part of Union Council and they use the Assembly meetings to feed back comments and ideas.

2) Talk to a member of the Exec. They will help you present your idea to Union Council who will then vote on the matter.

So by going along to one of the groups listed on the right, you have a chance of changing how things are done if enough people agree with you.

**Black and Asian Students' Assembly
Democracy and Communications Assembly
Education Assembly
Ethical and Environmental Assembly
Disabled Students' Assembly
LGBT Assembly
Mature & Part-time Students' Assembly
Postgraduate Assembly
Racial Minorities Assembly
Sports Assembly
Societies Assembly
Womens' Assembly
Welfare Assembly
Breton Hall Assembly
International Students' Assembly**

www.luuonline.com/assemblies



www.luuonline.com/howtheunionworks

The Exec. Representing the members.

The Executive Committee or the 'Exec' is made up of students elected to work full-time and oversee the running of the Union while representing you.

The Exec is responsible for implementing the policies decided upon by the members of LUU.

There are 8 positions on the Exec, each with its own area of responsibility.

/// Democracy and Communications Officer is responsible for overseeing all the Union's democratic activity. They are also the public face of the Union, representing you to the media.

/// Finance and Commercial Services Officer Representing our members needs and feelings on financial issues throughout the Union. Ensuring that the products we sell in the shops are ethical and that the Union takes a responsible approach to things such as recycling. They also represent the Union to the University on financial and ethical issues.

/// Education Officer is specifically responsible for representing you on all educational issues, both nationally and locally. They lobby the University on all academic issues to ensure you are satisfied with the quality of your education at the University of Leeds.

/// Sports Officer represents our students to the University so that adequate sports facilities are available to keep the student body fit and active. They also ensure that our sports teams are well equipped to represent LUU.

/// Societies Officer represents the best interests of the hugely diverse groups of students studying at Leeds. With over 170 societies they make best use of the fantastic resources we have on offer so that our members get the most out of them.

The 'Exec' is made up of students elected to work full-time to represent the Union's members.

/// Welfare Officer works with the University regarding student accommodation, ensuring that the support services on offer are up to scratch and liaising with the local police and community groups. They are responsible for the awareness campaigns that the Union runs.

/// Women's Officer represents the views and concerns of all female students, and promotes equal opportunities throughout the Union, the University and the wider community. She also oversees safety and welfare services.

/// Bretton Hall Officer ensures that the voices of students based at Bretton Hall and Wakefield Campuses are heard and that the Union caters for their needs.

The current Exec team are looking at these positions and the possibility of changing the Exec roles. This change would as always be put to the members to vote on so watch this space.

I want to join in! Student Activities.

You are already a big part of Leeds University Union just by being a member and you don't have to be on Union Council or part of Exec to join in.

There are loads of sports clubs and societies to be a part of. These are all funded by the Union to help our members meet new people, try out new things and expand their CV for after Uni or just for fun.

You can find out more about Clubs and Societies by visiting www.luuonline.com/getinvolved or by popping up to the ARC (Activities and Resource Centre) which is on the 2nd floor of the Union Building. If you get lost just ask at reception.

Even if you don't join a club or society, just by buying your lunch or having a drink in one of our bars you're playing your part.

Who pays for the Union?

Not for Profit Just for Students.

You will hear and see this all around the Union Building, that's because it's so key to everything we do.

First Thing's First.

Firstly, we do make a profit, but what the campaign is all about is highlighting that the Union is not interested in making money out of its members.

It uses all the extra money (i.e. the profit) to fund all the services it offers to its members, including equipment for sports clubs and societies, free web access in the building, places to rehearse and perform and a free advice and support service.

The Union uses its shops, bars and club nights to ensure that it will be around to help its members for years to come. The extra money (the profits) that is generated is given back to the supply of great services and opportunities for its members.

**The Terrace
Mine
The Old Bar
Stylus
Pulse
Refec Gigs
Essentials
Extras
Union Books and Juice Master
Game On
CATS
Hiccup**

These are all Union-owned outlets so they fund everything that goes on in the Union.

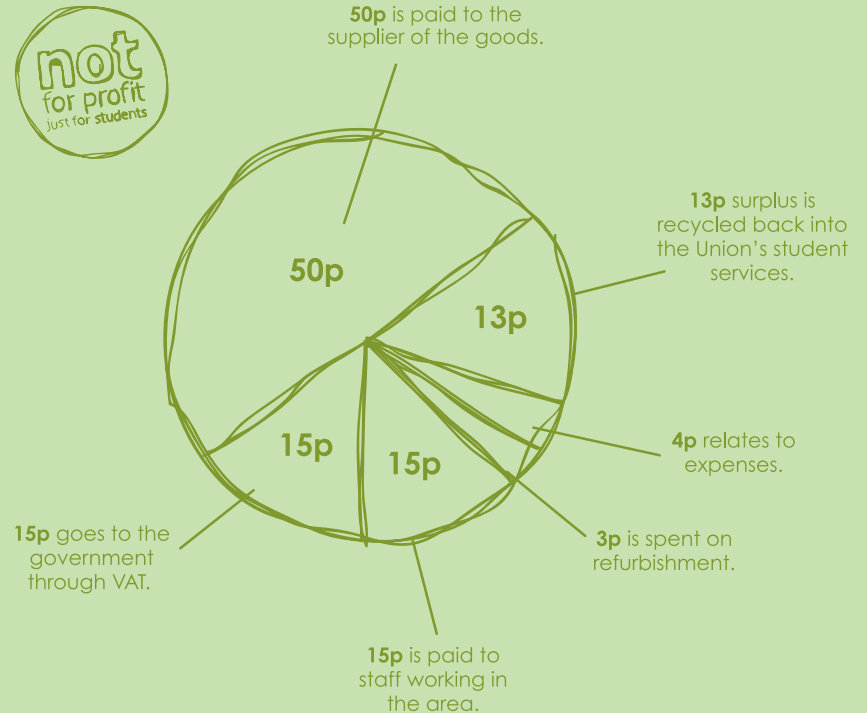
The other stores in the Union building are not run by us but they all pay rent to have the space. They are all helping to make your time at University better by contributing to the funding of the Union.

We also get a block grant from the University as acknowledgment for the input the Union has on students and campus life.



Where does my money go?

Where does £1 spent in the shops, bars or at events go (on average)?



Referenda. Open to all to suggest a change.

There are two referenda every year. They are a chance for members of Leeds University Union to make a change to Union Policy.

Union Policy is a set of rules and beliefs that the Union operates to and up-holds. It considers everything from what products are banned from the Union Shops (Nestle for example) to how the Union Council works.

Every member has the chance to change and make additions to these rules in a referendum. The process is based around the submission of a motion, then asking all the members of Leeds University Union if they agree with this motion or not.

“...asking all the members of Leeds University Union if they agree with this motion or not.”

It's the motion of the ocean.

A motion is the idea that is up for consideration. Motions are first submitted to the Union Council. The Union Council then meet to discuss if they feel this particular motion is suitable to go to a referendum, or can be dealt with outside a referenda process. Once forwarded by Union Council, the idea is then added to a discussion agenda.

All the motions are discussed at a big debate meeting. The debate meeting is open to all members of the Union. They have the chance to voice their support or objection to the motions on the agenda.

Following a good debate about the issues, we open the polls to every member of Leeds University Union to cast their vote.

Everybody gets one vote per motion, and you vote either for or against the proposed change. Simple!

Who can help me make LUU Work?

Democracy Support Team.

The Democracy Support Team (DST) are there to deliver reliable, accessible and effective opportunities for members to get involved in their Union.

As well as being responsible for organising and running elections and referenda, the team provides operational support, training and guidance to election candidates.

If you would like to stand for a election, write a motion for referenda or just want to know more about how to vote, then you should contact a member of the team who will be able to provide more information.

Contact the team.

The Democracy Support Team office can be found on the first floor of the Union building, next door to the Executive office.

The office is normally open from 9.00am until 5.00pm Monday to Friday.

The Team can also be contacted by email at unicej@leeds.ac.uk or tel: 0113 380 1460

Listening to our members.

Complaints and Suggestions.

We want our members to feel that they can input on the day to day things going on in the Union as well as the big democratic and policy changes.

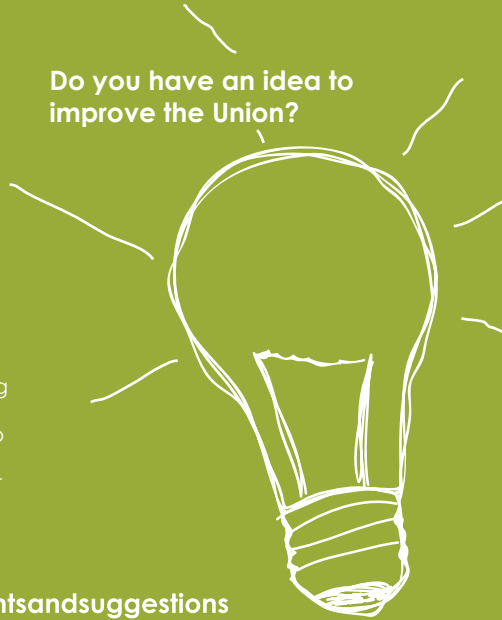
Leeds University Union welcomes comments and suggestions to help make members' experience of the Union as good as possible.

So if you don't like the way something is, or you think we could be doing something better, go online and drop us a note. We will get back to you within 14 days with feedback on your comment and how we are going to change for you.

Log onto
www.luuonline.com/complaintsanduggestions
and let us know.

You can also log onto the above address and see what has been suggested before and what we have done about it.

Do you have an idea to improve the Union?



www.luuonline.com/howtheunionworks

Just a few more things we thought you would like to know.

The University of Leeds and Us.

LUU is an organisation which is independent of the University of Leeds.

However, we do work closely with them to ensure that the student experience is second to none.

Leeds University Union has a responsibility to make sure that all its members are treated fairly while at University. We will assist you with any problems you face whilst studying at Leeds.

The NUS and Us.

As well as being a member of Leeds University Union, you are a member of the NUS. The National Union of Students represents your needs and values on a national level. Local Unions, such as Leeds University Union, contribute to the ideas and actions of the NUS on issues important to students across the country.



Staff at the Union.

Such a large organisation could never operate without a team of staff.

At LUU we are lucky to employ over 150 full-time members of staff who work with the elected students to provide the services on offer.

University of Leeds students decide on the policy and direction of LUU, the staff help make sure this happens.

Staff support means that we can represent you effectively and provide exceptional student services.



Key Dates.

Days coming up this year that have stuff happening on them.

/// **2nd Referendum.**

/// **Notice of referendum**

7th February

/// **Deadline for agenda items to UC**

12th February (2pm)

/// **Union Council Open meeting**

14th February (6pm start)

/// **Deadline for petitions**

21st February (2pm)

/// **Referendum agenda published**

26th February

/// **Referendum Debate Meeting**

5th March (2pm)

/// **Referendum polling opens**

5th March (As soon

as debate meeting ends)

/// **Referendum polling closes**

8th March (at the

same time it opened on 5th)

/// **Referendum count and result**

9th March (2.30pm)

/// **Sabbatical Elections.**

/// **Notice of sabbatical elections**

23rd January

/// **Sabb elections nominations open**

31st January

/// **Sabb elections nominations close**

8th February (5pm)

/// **Sabbatical election polling opens**

13th February (10am)

/// **Sabbatical elections polling closes**

15th February (key polling sites

7pm - non key sites close 5pm)

/// **Sabb elections count and result**

16th February (2.30pm)

/// **Union Council and NUS conference elections.**

/// **Notice of UC/NUS elections**

9th February

/// **UC/NUS elections nominations open**

20th February

/// **UC/NUS elections nominations close**

27th February (5pm)

/// **UC/NUS election polling opens**

5th March (As soon

as debate meeting ends)

/// **UC/NUS elections polling closes**

8th March (key polling

sites 5pm - non key sites close 5pm)

/// **UC/NUS elections count and result**

9th March (2.30pm)