

## Bangor University Students' Union By-laws (Undeb Bangor):

### Bye-law: Bilingualism

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**This bye-law is the property of the Board of Trustees and can be amended by the Board or Undeb Bangor Council, in accordance with their procedures.**

**This byelaw is in accordance with and a continuation of the 'Language Statement' agreed at the Board of Trustees meeting on January 18, 2018.**

1. Undeb Bangor uses and promotes the Welsh language and its culture in all aspects of its work and is an organisation that operates bilingually.

**1.1** Undeb Bangor is committed to complying with the Welsh Language Standards enforced upon Bangor University, the University's Welsh Language Policy and the Union's Bilingualism byelaws. It will ensure that all its services are available bilingually to students. Undeb Bangor is working towards establishing the Welsh language as the primary language of its staff's work.

**1.2** Undeb Bangor is also committed to showing awareness and respect for the Welsh language and Welsh culture in all aspects of its work and making the effort to discuss Welsh issues and issues surrounding the Welsh Language with the UMCB President. Undeb Bangor will strive to promote the Welsh language at every opportunity.

**1.3** Canolfan Bedwyr are the official translators of Undeb Bangor and any text can be uploaded on their website to translate, from English to Welsh, or from Welsh to English.

**1.4** Undeb Bangor is committed to ensuring that all their staff and sabbatical officers are aware of the Bilingualism byelaws and the importance of the Welsh language through regular training, and these parties should be informed of any changes to the Byelaws.

#### **2. Action**

**2.1** This byelaw applies to all areas of Undeb Bangor's work; the property managed by Undeb Bangor, third party classes and events organized or run by Undeb Bangor.

#### **2.2 Written**

**2.2.1** All official written documents must be bilingual.

**2.2.2** All official correspondence must be bilingual, although responses to correspondence can be through the medium of the language of the message that is responded to. Undeb Bangor will make every effort

to highlight the fact that correspondence is accepted in either language.

**2.2.3** All advertisements or posters produced by Undeb Bangor must be bilingual, with the Welsh version either above or to the left of the English version. Regarding posters, producing two versions, one in each language, and displaying them side by side is also acceptable.

**2.2.4** If an attempt to have a message translated fails in exceptional circumstances (e.g. medical emergency, weather) it is acceptable to display a message in one language as long as consent is given by Undeb Bangor's Director and/or the UMCB President.

### **2.3 Phone Calls**

**2.3.1** The phone should be answered at Undeb Bangor's reception with a bilingual greeting, with the Welsh version first.

**2.3.2** If a caller wishes to speak Welsh, the call must be dealt with in Welsh if possible, until it is absolutely necessary to transfer the call to a non-Welsh speaking member of staff as there are no Welsh speaking staff members available to provide support on that particular issue.

### **2.4 Websites**

**2.4.1.** Undeb Bangor operates a bilingual website. When text is added / changed on the website, the Welsh and English page must be updated and published simultaneously.

### **2.5 Social Media**

**2.5.1.** Social Media is an official form of communication, and as such, the official Facebook pages, Twitter, and Instagram (or any other official social media websites belonging to Undeb Bangor) must be bilingual.

**2.5.2** In cases where the social media websites enforce word/character count restrictions, the English and the Welsh versions should be uploaded separately, with the former following the latter.

### **2.6. Clubs, Societies and Volunteering**

**2.6.1** Undeb Bangor is committed to supporting all their Clubs, Societies and Volunteering projects in their efforts to be bilingual.

**2.6.2** Undeb Bangor will provide training, advice and support on practical and operational elements of using the Welsh language at the beginning of each academic year, co-ordinating with the UMCB President accordingly.

**2.6.3** The UMCB President will be responsible for offering support to all clubs and societies in their efforts to operate bilingually throughout the year.

**2.6.4** If a member of a club or society asks to receive correspondence in Welsh, then the club or society must provide bilingual correspondence.

**2.6.5** All Societies, Clubs and Volunteering projects must ensure that any printed or online marketing materials (e.g. poster, leaflet) must be bilingual, with Welsh version either above or to the left of the English. Regarding posters, producing two versions, one in each language, and displaying them side by side is also acceptable.

## **2.7. Meetings and Events**

**2.7.1** All publicised Undeb Bangor meetings will be bilingual: the notice of a meeting, the meeting's agenda, papers and minutes will be bilingual and simultaneous translation will be provided at the meeting.

**2.7.2** In the case of departmental meetings within the Union (Opportunities, Student Voice) point 2.7.1 is also enforced except for simultaneous translation. Undeb Bangor will ensure that the message is conveyed in correspondence regarding the meeting, that a request for simultaneous translation must be presented 5 days in advance. If an application is not presented, the meeting will proceed without simultaneous translation but all other material relevant to the meeting will be available in Welsh.

**2.7.3** All other events run by Undeb Bangor e.g. Awards Ceremonies are held bilingually.

## **2.8 External Material**

**2.8.1** Undeb Bangor should use its contact with other agencies to promote bilingualism ensuring that any Undeb Bangor material distributed beyond the Union and the University is also bilingual.

**2.8.2.** Undeb Bangor will not accept or display monolingual material in accordance with regulations 2-2.8.

**2.8.3** Where external material is monolingual, external bodies are required to provide a translation of high quality. If the translation provided by an external company is of poor quality, Undeb Bangor has the right to refuse to display the material.

**2.8.4** We will work with Academi, as well as encourage and put pressure on them to ensure that their public marketing material is bilingual. This can be added somewhere under 2.8 'External Material'.

### **3. Exceptions**

#### **3.1 Titles**

**3.1.2.** When advertising a lecture, discussion, speech, concert or debate, etc. the title can be left in the original language. All other information should follow the requirements of the byelaw.

#### **3.2 Voluntary Organizations**

**3.2.1** Any information provided in one language only, either in English or Welsh that voluntary or charitable organisations wish to distribute will be referred to the Executive Team Meeting.

**3.2.2** Welsh is the only operating language of Undeb Myfyrwyr Cymraeg Bangor (UMCB), which is part of Undeb Bangor, and all Undeb Bangor staff should support UMCB to operate in Welsh. Where relevant UMCB will present information bilingually.

#### **3.3 Publications**

**3.3.1** Articles sent to *Y Llef* or *Seren* can remain in the language in which they were presented. The editor is allowed the right to choose if these articles need to be translated.

**3.3.2** Any publication of Undeb Bangor must be translated except *Y Llef* and *Seren*.

### **4. Staff**

**4.1.** All Undeb Bangor staff are appointed in accordance with the University's Code of Practice.

**4.2.** All Union staff (including Sabbatical Officers) are encouraged to learn Welsh with full management support to do so during working hours, working with the University to learn and develop Welsh language skills.

**4.3.** All Union management staff will be able to speak Welsh or commit to learning Welsh.

## **5. Research**

**5.1.** If a request from the University is received to cooperate in research that looks at the development of language and the use of Welsh in the workplace, the Union will be willing to support the University.

## **6. Standard of Translation**

**6.1.** In complying with this byelaw, Undeb Bangor recognises and follows Canolfan Bedwyr's policies on translating.

**6.2.** In doubt of the quality of internal translation, the text is to be sent to Canolfan Bedwyr.

**6.3.** Online translation services (e.g. Google Translate) do not reach acceptable standards and should not be used.

## **7. Handling of Complaints**

**7.1.** In cases where this by-law is breached, and a complaint is made, Undeb Bangor's complaints procedure should be followed (note in By-Law -9).

**7.2.** Complaints relating to the Welsh language are referred to the UMCB President and the relevant manager of the complaint in question. If the complaint is made against the UMCB President, it will be referred to the Director.