



BYE-LAWS OF ROEHAMPTON STUDENTS' UNION

Updated & Approved by Student Union Council on 14th December 2015
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Bye Law 1) Membership

Bye Law 2) Referenda

Bye Law 3) Student Union Council

Bye Law 4) Student Executive Committee

Bye Law 5) Trustee Board

Bye Law 6) Elections

Bye Law 7) Complaints Procedure

Bye Law 8) Societies

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Bye law 10) Resignation and Removal of Office or Duties

Bye Law 11) Amendments to the constitution and bye-laws

Bye Law 12) Union Representatives

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BYE-LAW 1: MEMBERSHIP

1. FULL MEMBERSHIP

1.1 The provisions for Full Membership shall be as specified in the Memorandum and Articles of Association

2. ASSOCIATE MEMBERSHIP

2.1 Associate Membership may be granted to students at partner institutions, students of the Institute of Lifelong Learning, or occasional students, individuals attending the University on a regular basis for research or study, and other individuals in such numbers and on such conditions as may be determined by Students' Union Council.

2.2 Associate Membership will be granted on payment of a fee determined by Students' Union Council.

3. LIFE MEMBERSHIP

3.1 Life Membership may be granted to former Full Members of the Union for life or for other such periods as may be determined by Students' Union Council.

3.2 Life Membership will be granted on payment of a fee determined by Students' Union Council.

4. HONORARY MEMBERSHIP

4.1 Honorary Membership shall be granted automatically to the officers and staff of the University and permanent employees and trustees of the Union, and may be granted to temporary employees of the Union.

4.2 Honorary Life Membership shall be granted automatically to Officers of the Union on completion of their term of office, and to other individuals as agreed by Students' Union Council. The Union President shall invite nominations for Honorary Life Membership from any Full Member during the first term, allowing 4 weeks for such nominations to be submitted. Students' Union Council shall then establish a Panel, consisting of the Union President and 4 other members of Students' Union Council, to make recommendations on the nominations. No member under consideration for Honorary Life Membership shall serve on this Panel.

5. GENERAL ARRANGEMENTS

5.1 Full membership shall be valid for the duration of registration as a student of the University. Other categories of membership shall be valid for such periods as are determined by Students' Union Council.

5.2 Full membership students shall be issued a Student ID card upon enrolling at the University which bears a photograph of the member. Honorary Members shall present a staff identity card, as proof of status. Associate and Life Long membership shall be given a membership card from the union.

5.3 All Members may be required to show their membership card, as proof of membership, and shall surrender it to an Officer or employee of the Union on request

6. OPT OUT AND REMOVAL

6.1 Each and every registered student who has not opted out by notifying the Roehampton University upon enrolling will automatically be members.

6.2. If a member wishes to opt out from the union they can do so by notifying Student Union Council in writing.

6.3. The removal of membership is applicable when a resolution is passed by a majority vote of the Student Union Council resolving that the member be expelled on the grounds that his or her continued membership is harmful to or is likely to be harmful to the interests of the union.

BYE-LAW 2: REFERENDA

1. ORGANISATION OF REFERENDA

1.1 The Returning Officer should be responsible for organising a referendum when instructed:

1.1.1 By a petition a signed petition of 5% of Full Members.

1.1.2 By a majority vote of the Students' Union Council.

1.1.3. A resolution of the Trustees.

1.1.4 In the case of a referendum called to remove a Union Officer or other elected official, or to remove specific duties from a Union Officer or other elected official, the decision of Students' Union Council shall require a two thirds majority of those present.

1.2 The Referendum shall not be held sooner than 10 days and not later than 20 days following the decision of the Students' Union Council, or receipt of the petition, resolution of the Trustees or at such other time as may be mutually agreed by the proposers of the referendum and the Returning Officer.

1.3 The referendum shall be arranged in accordance with the following timetable (of days prior to the first day of voting): 10 days: Publish the proposal and date(s) for the referendum, seeking any alternative or related proposals and statements for and against the proposals, within 5 days. 5 days: Cease accepting alternative or related proposals 4 days: Publish the proposal, with any alternative or related proposals and the arrangements for meetings required to debate it.

1.4 An alternative or related proposal shall be considered on receipt of a petition of 500 Full Members. It shall be worded so that it can stand alone from, or alongside, the original proposal.

1.5 In the case of any dispute regarding the wording of proposals, or if it deems necessary, Students' Union Council shall be empowered to revise the wording of proposals in order to ensure that those voting in referenda are presented with clear choices and decisions.

2. GENERAL ARRANGEMENTS

2.1 Any decision or petition for a Referendum shall specify a single proposal or separate proposals each of which shall not exceed 100 words, except in the case of Memorandum of Articles or Bye-Law amendments.

2.2 In the case of proposed amendments to the Memorandum of Articles or Bye-Laws the full wording of the amendments shall be clearly displayed adjacent to the Polling Station.

2.3 Students' Union Council shall determine the financial arrangements for publicising referenda. Such arrangements shall ensure that all referenda held within each academic year receive equal funding.

2.4 Prior to the Referendum, it shall be the responsibility of the Returning Officer to organise at least one meeting, open to all Full Members, to debate the proposal.

2.5 A minimum of 5% of Full Members shall be required to cast votes in the Referendum for the decision to be binding subject to Article 40.3.

2.6 The Returning Officers shall actively seek statements for and against referenda proposals to assist those voting to consider the issues involved. If more than one statement is submitted, the Returning Officers shall decide upon which one is published, or may prepare a new statement combining different statements.

2.7 The proposers and opponents of a referendum shall be entitled to produce a statement of not more than 200 words, and proposers and opponents of alternative or related proposals a statement of not more than 100 words.

3. CONDUCT OF THE REFERENDUM

3.1 The Referendum shall be conducted by means of a ballot open to all Full Members.

3.2 Polling shall be held on at least one day for at least 8 hours in the Union Building and other ballot locations used for the most recent election.

3.3 The returning officer shall supervise the ballot stations.

BYE-LAW 3: STUDENT UNION COUNCIL

1. REPRESENTATION

1.1 To represent the views of students within the University, locally and nationally.

2. FUNCTIONS

2.1 To oversee the work of the Union Officers and working groups.

2.2 Receive reports from Union Officers and working groups.

2.3. Receive quarterly reports from the Trustee Board and minutes from all Trustee Board meetings.

2.3 To consider budget proposals from the Trustee Board and to make recommendations to the Union Trustees; and to receive the annual audited accounts of the Union.

2.4 To appoint a Returning Officers to run elections and referenda.

2.5 At the first meeting following Students' Union Council elections, the Students' Union Council shall review its membership and consider whether to organise Bye- Elections to fill outstanding vacancies.

2.6 Make, repeal and amend the bye laws jointly with the Trustee Board,

2.7 At the first SUC elect the SUC Chairperson

3. MEMBERSHIP

3.1. Membership consists of all the following positions all of which will be elected by a cross campus ballot set out in bye law 7.

3.1.1 President

3.1.2. Vice President Education

3.1.3 Vice President Welfare and Community

3.1.4 College President (x4)

3.1.5 College Deputy Presidents (x4)

3.2. Student Union Council will review all the part time positions and ensure the composition of the part time officer is reflective of our membership and its representative needs.

4. MEMBERS RESPONSIBILITIES AND TRAINING

4.1 Attend Students' Union Council and General Meetings.

4.2 Represent students from their representative group(s) at Students' Union Council.

4.3 Attend university meetings/committees you have been assigned.

4.4 Inform students from their representative groups of the work of the Union, and in particular of the work of Students' Union Council.

4.5 Inform the Union and Student Union Council of issues affecting students from their representative group.

4.6 Attend work groups you have been assigned.

4.7 Any officer absent, without written apologies, from two meetings of Students' Union Council shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.

4.8 The President shall arrange induction training for all members prior to the first meeting of Students' Union Council following elections.

4.9. All members shall be required to attend induction training before participating in meetings of Students' Union Council.

5. ARRANGEMENTS FOR MEETINGS

5.1 Chairing of Meetings

5.1.1 At the first meeting of Council the Chair shall be taken by the outgoing Chair from the previous Council, the President of the Union, or another member appointed by the meeting, pending the election of a Chair and Vice-Chair.

5.1.2 An election for a Chair and Vice-Chair shall be held as the last item of business at the first meeting

5.1.3 Subsequent meetings shall be chaired by the Chair or Vice-Chair or, in their absence, by another member elected by the meeting.

5.1.4 The Chair shall be impartial and should not participate in debate; ensure the debate is orderly, conducted in accordance with the standing orders and may suspend debate for 5 minutes if the meeting becomes disorderly; not call the same speaker twice on a proposal except to sum up; not permit more than one motion or amendment to be placed before the meeting concurrently; be required to rule on any part of the Articles or Bye-Laws relating to the conduct of the meeting; be competent to move procedural motions along when there is no dissent; advise the meeting, where necessary, of the law relating to students' unions, the Articles and Bye-Laws, the protocol regarding employees or disciplinary provisions and on the implications of Procedural Motions, as appropriate; vacate the Chair, when her/his ruling has been challenged or a motion of 'no confidence' in his/her ability to Chair is being considered or to participate in debate.

5.2 Organisation of meetings

5.2.1 A schedule of meetings and dates for the submission of business shall be agreed at the first meeting of the Council and published for all Full Members.

5.2.2 An emergency SUC meeting can be requested, in writing by a majority vote of SUC, Trustee Board or petition from 1% of the student population. If requested, the president shall hold an extra-ordinary SUC within 10 college working days. Such a meeting will only discuss only that business for which it was called.

5.2.3 The Chair of Council and the President shall prepare an agenda, outlining the order and timing of business, which shall be agreed at the start of each meeting.

5.2.4 Any item submitted in writing to the President by any member of Council or by 50 Full Members before the closing time for the submission of business shall be included on the agenda.

5.2.5 Council shall normally meet every four (4) weeks during term.

BYE-LAW 4: CENTRAL EXECUTIVE COMMITTEE

Composition of the Central Executive Committee

1.1 The elected Officers Trustees form the central executive committee, these position are the President, Vice President: Education and the Vice President: Welfare and Community.

2. GENERAL ARRANGEMENTS

- 2.2 The Officers Trustees period of office shall run from the Early July for one year.
- 2.3 Immediately following their election, successful candidates shall be designated the President-elect, Vice President Education-Elect, Vice President Welfare and Community Elect. As Officers-elect they shall be invited to attend Students' Union Council and relevant committees on which they will be members when they assume office.
- 2.4 A review of the Union Officer Trustee posts, their roles and duties shall be carried out at least every three academic years.
- 2.5 Before the start of each review, Students' Union Council shall establish an Officer Roles Review Committee, to oversee the process. The committee shall consist of the President, the Chair of Students' Union Council, three members elected from Students' Union Council and the Chief Executive or his or her nominee in attendance as a non-voting member. Other Union Officers may attend the Committee as non-voting members.
- 2.6 The President and the Chief Executive shall ensure that any review includes adequate consultation with the Union's membership. In particular, any proposals to change the roles of the Officers shall be published 10 days prior to the meeting of Students' Union Council at which they are to be considered.

3 RESPONSIBILITIES OF THE CENTRAL EXECUTIVE COMMITTEE

- 3.1 To be the lead student representatives and ensuring that student voice is heard and recognised.
- 3.2 Identify representation opportunities on all University committee's and allocate accordingly.
- 3.3 Manage the Union's relationship with the University, colleges, academic and non academic departments.
- 3.4 Manage the Unions' relationship with partner Student Unions', National Union of Students and other relevant external bodies that support the student movement.
- 3.5 Ensure the union is a democratic organisation through the implementation of Elections, Student Union Council and referenda where appropriate, ensuring correct procedures are followed throughout.
- 3.6 Ensure the Union is abiding to its governing documents and policies and where appropriate update and amend accordingly.
- 3.7 Ensure an active strategic plan is being implemented and to monitor progress.
- 3.8 Develop team objectives that support strategic aims, membership needs and manifesto objectives.
- 3.9 Monitor the Unions' development and ensure its services reflect membership needs.
- 3.10 Work with and support full time staff, interns and officer's in delivering services to students.
- 3.12 Actively engage RSU Officers and students in delivering campaigns and initiatives
- 3.13 Ensure arrangements are made for the induction and continued training of Union Officers.
- 3.14 Develop and coordinate working groups ensuring relevant officers and students are engaged.
- 3.15 At each Student Union Council, present a paper that details the progress and development of CEC.
- 3.16 In consultation with the Union management develop an annual budget for Trustee Board approval.

4. POWERS OF THE OFFICERS

- 3.1 During the University vacation, in exceptional circumstances, or if it appears to the Officers that anybody of the Union is failing to fulfil its responsibility or acting contrary to the interests of its members or the Union, the Officers shall be empowered to take such action as they consider necessary on behalf of Students' Union Council, or any Committee, subject to ratification of their decision by the appropriate body at the first opportunity.

5 PRESIDENT RESPONSIBILITIES

- 5.1 Sit and represent students on University council, University Senate and all other appropriate committees with a Union seat and approval of CEC.
- 5.2 Chair the board of trustees of Roehampton Students' Union.
- 5.3 Chair focus groups as necessary to support more informed student feedback.
- 5.4 Responsible for co-ordinating SUC meetings, receiving motions and changes to motions for debate and circulating agendas and minutes to members.
- 5.5 Be the prime representative of the Union and seek to involve as many students as possible with the Union.
- 5.6 Be the lead sabbatical officer, responsible for organising and delivering 'Your Voice' initiatives and be responsible for analysing student feedback.
- 5.7 In conjunction with the Students Union staff and interns, work to support better engagement with students overall student experience.
- 5.8 Be the public face and promote the vision, strategy and policies of the Union.

5.9 Be the principle officer of the union, responsible for the liaison on behalf of the union with any affiliated organisations or bodies and to act as the principle spokesperson.

5.10 Act as liaison between the Union and University senior management teams, coordinating comments and responses to and from the Union to those relevant departments and/or individuals.

5.11 Plan and deliver campaigns related to overall student engagement and improving student life alongside supporting other officers to deliver their own campaigns.

6 VICE PRESIDENT EDUCATION RESPONSIBILITIES

6.1 Present ideas to the University on how the academic experience can be improved based on evidence based feedback from students and programme reps.

6.2 Sit and represent students on University education and academic committees to ensure the student voice is heard.

6.3 Chair focus groups as necessary to support more informed student feedback related to students academic experience.

6.4 Work to improve the Programme Rep system and set up initiatives to keep them engaged including taking a lead on the delivery of programme rep training and ongoing support.

6.5 Be the principal representative for the Union on employability for our students.

6.6 Lead campaigns related to academic issues and improving the academic experience and improving University of Roehampton.

6.7 Be an immediate contact for students, programme reps and officers wanting to support and guidance related to academic issues (including mitigating circumstances, complaints and appeals).

6.8 Responsible for co-ordinating and developing a second departmental level of student representation.

6.9 Be the lead person in supporting UR academic campaigns. This will include National Student Survey (NSS) and any other education student voice initiatives.

6.10 Work to support the needs of Undergraduate, postgraduate taught and research learners.

6.11 Be a Trustee of Roehampton Students' Union.

7 VICE PRESIDENT WELFARE AND COMMUNITY RESPONSIBILITIES

7.1 Present ideas to the University on how student support can be improved based on evidence based feedback from students and elected officers.

7.2 Sit and represent students on University committees and working groups to ensure the voices of students are heard

7.3 Chair focus groups as necessary to support more informed student feedback related to student support to improve the welfare of our students.

7.4 Develop, promote and lead campaigns that support and encourage student well-being using external organisations when possible to support.

7.5 Lead Student Welfare Campaigns with the support of elected officers addressing Sexual Health, Mental Health and other areas relevant to our student body.

7.6 Promote and direct students to University support services, be instrumental in the referral of students who have accessed the welfare services allowing them to seek additional support, respecting confidentiality at all times.

7.7 Develop strong relationships and understanding of other university support services including but not limited to: student welfare officers, college tutors, chaplains, dyslexia and disabilities support staff, medical centre & international department.

7.8 Encourage and support students from a cross section of student life to participate in the Union, student activities and University.

7.9 Promote student safety and develop strong relationships with UOR security services, Wandsworth council, police liaison and attend community meetings where safety is discussed and addressed.

7.10 Be the lead representative on accommodation issues and support both on and off campus students.

7.11 Be a Trustee of Roehampton Students' Union.

BYE-LAW 5: TRUSTEE BOARD

1. TRUSTEE BOARD COMPOSITION

1.1 The Officer Trustees, External Trustees and Student Trustees shall form the Trustee Board, which shall be responsible for the financial and strategic management of the Union.

2. RESPONSIBILITIES OF THE TRUSTEE BOARD

- 2.1 The Trustee Board shall:
- 2.2 Ensure that the Union operates in accordance with its aims and objectives.
- 2.3 Ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities.
- 2.4 Annually review the Union's mission and values statement.
- 2.5 Consider and approve annual departmental plans and budgets.
- 2.5 Oversee the finances of the Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget.
- 2.7 Consider and make decisions on capital expenditure.
- 2.8 Approve the financial regulations of the Union.
- 2.9 Ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly.
- 2.10 Oversee matters relating to the management of the Union buildings.
- 2.11 The Trustee Board shall be chaired by the President or, in her/his absence, another Officer Trustees appointed by the meeting.
- 2.12 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained as part of the minutes.

3 APPOINTMENTS OF OFFICER TRUSTEES

- 3.1 Officer Trustees shall be elected by a cross campus election; the procedure is outlined in Bye-Law 6 and in the Memorandum and Articles of Association.
- 3.2 One Part Time Officer will be elected by SUC to be the Part Time Officer trustee.

4. APPOINTMENT OF EXTERNAL TRUSTEES

- 4.1 External Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as finance, campaigning, legal, human resources.
- 4.2 External Trustees shall not have been registered students of Roehampton University or Union Officers for at least three years at the date of their appointment.
- 4.3 The External Trustees shall be nominated by an appointments committee, with any nominations subject to the approval of Students' Union Council.
- 4.4 The appointments committee shall consist of two Officer Trustees, Chief Executive, two members of Student Council members of Students' Union Council (appointed by the Council) and a person nominated by Roehampton University.
- 4.5 External Trustees shall be appointed for a four year term of office and may be reappointed for a second three year term of office. They shall not be appointed for any further terms.

5. APPOINTMENT OF STUDENT TRUSTEES

- 5.1 The Student Trustees shall be nominated by an appointments committee, with any nominations subject to the approval of Students' Union Council.
- 5.2 Student Trustees must be made up of a postgraduate and undergraduate student.
- 5.3 Each student Trustee must be a student at the time of his or her election.
- 5.4 Student Trustees must be a Student for the duration of his or her term as Student Trustees.
- 5.5 Student Trustees shall remain in office for a term of 1 year. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of year start or end.
- 5.6 A Student Trustee may serve a maximum of 2 consecutive terms.

BYE-LAW 6: ELECTIONS

1. GENERAL ARRANGEMENT

- 1.1 The Returning Officer (RO) shall be nominated by the Trustee Board and ratified by the SUC for each elections separately. The RO shall be responsible for the good conduct and administration of all Union Elections. The RO will chair and election committee and this election committee has the final say election regulations. The RO shall not be a full member of the organisation.

- 1.2 The election committee will normally consist of 4-5 members, which may include but not limited to the RSU Chief Executive, Membership Services Manager, a sabbatical officer who is not running (if possible), and a member of the trustee board or an NUS Staff member.
- 1.3 The RO shall ensure that election of the officers takes place before the end of each academic year. If the roles are not filled in the Spring Election, the RSU will organise top up elections in the Autumn of that year, when the students are back.
- 1.4 An appropriate length of election time will be decided by the Election Committee. It is recommended that for the main elections, at least 3 full days will be given to voting, and in the top elections at least 2 days.
- 1.5 Elections will be held online and will be counted using Alternative Transferable Voting system defined by the electoral commission.
- 1.6 The dates of elections and a copy of the election regulations shall be posted on the RSU website and notice board at least ten (10) college working days before the elections.
- 1.7 The positions for Sabbatical Officer Trustees are:
- 1.7.1 President:
 - 1.7.2 Vice President Education
 - 1.7.3 Vice President Welfare and Community
- 1.8 The positions and role descriptions for Part time officer roles will be set out by the RSU Officers and Staff and agreed by SUC before publishing the Election timetable.

2. DUTIES OF THE RETURNING OFFICER

- 2.1 To ensure that the election is properly run and that the election is fair and proper.
- 2.2 To oversee and chair the committee that decides any matter relating to the conduct of the election This shall include the power to penalise or exclude candidates in respect of any breach of election regulations and to postpone or nullify the result of an election in respect of any irregularity.
- 2.4 To ensure that the election is conducted in accordance with this Bye-Law and any other rules regulations specified by Students' Union Council.
- 2.5 To write the election rules and regulations, and to ensure that these rules are approved via Election Committee. Once the rules have been passed by SUC, to ensure these rules are enforced at the election.
- 2.6 To oversee the various aspects of the election, including chairing and hosting the Candidates Question time, overseeing the count, and announcing results.
- 2.7 The RO can delegate their duties and the day to day running of the election to a Deputy RO. All major decisions will have to go through the RO. They can also delegate other responsibilities like Hosting CQT, and announcing results to another member of the election committee.
- 2.8 The RO will report back to the Trustee Board on the election process and declares it a free and fair election.

3. WHO CAN STAND FOR ELECTION

- 3.1 All full members of the Union are eligible to stand for any Union Officer positions providing student status is held at the time of being nominated for election.
- 3.1.1 Full members of the union are registered Roehampton students and the current sabbatical officers.
 - 3.1.2 If you are on an exchange, in a partner college or similar programme, you are not a full member of the Union and are unable to stand in the elections.
 - 3.1.3 If you have had your membership of the RSU revoked you are unable to stand for election
- 3.2 If running for a sabbatical position and you are from outside the EU, you must ensure that you are able to extend the correct visas (Tier 4 Student Visa). The Union would not be able to sponsor students through a work permit application.
- 3.3 If running for an Sabbatical Officer Trustee position you need to meet the following requirements
- 3.3.1 Meet the Charity Commissions requirements for being a Charity Trustee if prohibited from being a charity trustee you will be unable to your role so unable to stand for election;
 - 3.3.1.1 Has to be over 16
 - 3.3.1.2 Not disqualified as a company director
 - 3.3.1.3 Have an unspent conviction for an offence involving dishonesty or deception
 - 3.3.1.4 Have filed for bankruptcy

3.3.1.5 Have been removed as a trustee or any charity by the court because of mismanagement or misconduct.

3.2.3 Hand in a nomination pack with a signature stating that you understand the rules and the roles of elections.

3.2.4 Members cannot stand for more than one post in the same election.

4. ELECTION TIMETABLE

4.1 The Deputy Returning Officer will publish all elections details for the forthcoming year by the commencement of the first week of the new academic year. These details will include:

4.1.1. The dates and times of the opening and closing of nominations;

4.1.2. The dates and times of the opening and closing of the voting period;

4.1.3. The positions that are to be contested in the election;

4.1.4. How candidates may submit their nominations.

4.2 The Returning Officer may, at the request of the Deputy Returning Officer, alter any of the election details already published, provided that the revised details are published at least 2 weeks in advance of the opening of nominations.

4.3 Voting will only take place during term-time as defined by the University calendar.

4.4 Nominations shall be open for at least one week, and voting will be open for at least 3 days.

5. VOTE COUNTING

5.1 The count will take place electronically and will happen after voting closes. Candidates can ask for a breakdown of the count after the results have been announced. If a candidate has any issues with the way the count was conducted, they must inform the RO in writing within 48 hours from the announcement of results. The RO will investigate the issue, consult with the Election Committee, make a decision and report back to the candidate.

5.2 The RO may be assisted in the count by a number of individuals whom he/she appoints. The votes will be counted by the 'Alternative Transferable Vote' system as defined by the Electoral Reform Society.

5.3 Once the votes have been counted, they shall be kept for a period of four (4) weeks in case of appeals against the result.

5.4 To appeal the results candidates must have corroborating evidence that the count was invalid.

5.4 In the event of a draw, the votes shall be recounted until the RO is happy that both candidates have equal votes. If the result is a draw, a decision will be held that both candidates are seen as equally eligible to take up the position, and the winner will be decided by a coin toss. The RO shall inform both candidates of the toss, and ask the candidate who's name comes first alphabetically to call the toss. The RO shall select one member of the vote counting team to be present during the toss.

6 DECLARATIONS OF RESULTS

6.1 Results of the elections shall be declared by the RO when the count for all posts has been completed and any complaint has been resolved to the satisfaction of the RO. The RO will announce the results of the election during Election night, where all candidates will be invited. A list of successful candidates will normally be posted at each college and on the Union website within one (1) college working day of declaration of results.

6.2 The RO should send a copy of the results to the SUC, GM, Trustee Board and RU.

6.3 The results will become official after forty eight (48) hours if no written complaint has been lodged with the RO within that time. In the event of a complaint being received by the RO the result in question shall be suspended until the complaint has been resolved.

7. COMPLAINTS

7.1 Complaints that a candidate or a member of their campaign team has acted in contravention of this Bye Law or issued guidelines will be accepted up until one hour after the close of voting.

7.2 Complaints must be submitted in writing in a format decided upon by the Deputy Returning Officer.

7.3 If necessary, the Deputy Returning Officer will investigate the complaint to obtain further evidence.

7.4 The Returning Officer will rule upon the complaint and if necessary issue penalties at their discretion. In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence

may not uphold the complaint; or may halt elections for any specified post(s) or disqualify any specified candidate(s) if, in their view, a candidate(s) has breached election regulations.

7.5 All decisions made by the Returning Officer will be scrutinised by an external objective party either NUS or an External trustee. This will ensure that the Election Committee works within its remit and rules and that the election process is fair.

8. APPEALS

8.1 Appeals must be raised within one hour of the close of elections. Appeals cannot be raised after the results are announced.

8.2 Appeals will be fully investigated by the full Elections Committee with referral to the board of trustees for a final decision.

BYE-LAW 7 COMPLAINTS PROCEDURE

1 COMPLAINT

8.1 Any Full Member, or student eligible for Full Membership but who has exercised the right not to be a member in accordance with the Education Act 1994, shall be entitled to complain about unfair or unreasonable treatment by the Union.

2 PROCEDURES

2.1 Complaints shall be submitted in writing to the President, who shall respond, or who shall pass it to another Union Officer to respond. A written response will be provided within 10 days of the receipt of the complaint by the President.

2.2 Complaints against the President may be submitted to any other Union Officer, who shall follow the procedure outlined in this Bye-law fulfilling the responsibilities assigned to the President.

2.3 If the complainant or complainants are not satisfied with the response from the President or other Officer, they may request that the President convenes a Complaints Panel, outlining the reason that the response of the President or other Officer is not acceptable. Such a request should be submitted in writing within 10 days of receipt of the response.

2.4 The President should be required to convene a Complaints Panel within 15 days of receiving a request to do so in accordance with 2.2 above. The Panel shall consist of 3 members selected by lot in accordance with the provisions for the selection of Disciplinary Panels in Bye-Law 15. The President shall arrange for a member of the staff of the Union to attend to record the proceedings.

2.5 The Panel shall operate in accordance with the following procedure:

2.5.1 Appoint a Chair from within the membership of the Panel;

2.5.2 Receive copies of the complaint, the response of the President or other Officer, and the request for a Panel meeting.

2.5.3 The complainant shall present the details of the complaint.

2.5.4 S/he may then be questioned by members of the Panel, and by the President or other Officer.

2.5.5 The President or other Officer shall present the response to the complaint.

2.5.6 S/he may then be questioned by members of the Panel, and by the complainant.

2.5.7 Further information may be considered in writing, or from other persons attending at the request of the complainant or the President or other Officer.

2.5.8 Such information shall be open to comment by the complainant or the President or other Officer.

2.5.9 The complainant and the President or other Officer shall be given the opportunity to make a closing statement, which shall not introduce new information.

2.5.10 The complainant and the President or other Officer shall then withdraw and the panel shall decide on the complaint.

2.6 If the complaint is upheld, the panel shall be empowered to require any Officer, official, or committee of the Union to take action to remedy the complaint.

2.7 The complainant and President shall be notified in writing of the decision of the panel within 5 days of the meeting.

2.8 If the complainant or President is not satisfied with the decision of the panel, s/he may appeal to the Registrar and Secretary of the University, who shall consider the complaint and respond in writing within 25 days.

2.9 If the complainant or President is not satisfied with the decision of the Registrar and Secretary, s/he may appeal to an independent person appointed by the University Council, whose decision shall be final

BYE-LAW 8 SOCIETIES

1 GENERAL ARRANGEMENTS

- 1.1 Activities Committee shall be responsible for all matters relating to recognised societies of the Union.
- 1.2 The day to day administration and management is the responsibility of the Vice President Activities.
- 1.3 No Clubs or Society may receive funds from the Union or use Union facilities without recognition in each academic year by SUC.
- 1.4 To be considered for recognition, the Club or Society shall lay before SUC an acceptable Constitution, a plan of activities and a list of signed prospective members in accordance with this Schedule.
- 1.5 No Club or Society may be recognised if its objects conflict with those of the Union.

2 SETTING UP A SOCIETY

- 2.1 Any Club or Society that wishes to be recognised by the Union shall present to the Vice President Activities the following:
 - 2.1.1 A list of 10 signatures of full members.
 - 2.1.2 The proposed membership fee (Min £3.00)
 - 2.1.3 A constitution for the Club or Society to include.
 - (i) The name of the Club or Society.
 - (ii) The aims and objectives of the Club (which shall not be contrary to those of the Union)
 - (iii) Regulations relating to membership eligibility.
 - (iv) Provision for the election of a committee to include as a minimum a chairperson, a secretary, and a treasurer.
 - (v) The responsibilities of the committee.
 - (vi) Provision for General Meetings for all members of the Club or Society.
 - (vii) Provision for an annual general meeting at which an income and expenditure account shall be presented and approved.
 - (viii) Provision for Union statement on equal opportunities.

3 MONIES FOR CLUBS AND SOCIETIES

- 3.1 The Union shall earmark a sum in the Union budget, which shall be for Grant aid of recognised Clubs and Societies.
- 3.2 To receive funding an eligible Club/Society shall submit a budget proposal to the Vice President Activities. This should be normally submitted by the end of October.
- 3.3 The sabbatical team shall meet jointly and allocate funds. Allocations will be made standard per society. A central fund shall be set aside; the value of which shall be determined by the Vice President Activities.
- 3.4 The allocations shall be approved at the first available meeting of the SUC for the new Academic year.
- 3.5 The Vice President Activities must approve any request for expenditure of all Clubs and Societies.

4 MEETINGS OF CLUBS AND SOCIETIES

- 4.1 The Annual General Meeting of all Clubs and Societies shall be held by the end of October of each year. This meeting will elect the Club/Society Committee and be chaired by the Vice President Activities.
- 2.12 There shall be at least one (1) Clubs and Societies general meeting per term. All committee members shall attend unless reasonable apologies are submitted.
- 2.13 The quorum of all Clubs and Societies General Meetings shall be 50% + 1 of the Club/Society membership.
- 2.14 The Committee secretary is responsible for arranging the dates of meetings and must inform the members at least five (5) college working days in advance. Agendas will be available two (2) days in advance of the meeting.
- 2.15 Changes to this Schedule can only be made at a meeting of the CEC and must be ratified by the SUC.

5 RESPONSIBILITIES OF CLUBS AND SOCIETIES

- 5.1 No one from a Club or Society may commit either the Club/Society or the Union to any expenditure without prior authorisation through the Vice President Activities and the Union's budgetary control system.

- 5.2 The Club/Society Committees will produce an activities report and the Treasurer will submit an income/expenditure sheet to the CEC at the end of each term, following a request from the Vice President Development and Societies.
- 5.3 The Club or Society shall be responsible for promoting itself during Freshers week, including the booking of a table at Freshers Fair, to encourage new membership.
- 5.4 The Club or Society shall not hold its own bank account. All of its finance will be administered through the Union.
- 5.5 The President shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.
- 5.6 The Secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.
- 5.7 The Treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the Club or Society allocation for that year. The treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year.
- 5.8 The Treasurer shall also ensure that all income received by the Club or Society is paid directly into the Union accounts.
- 5.9 The Treasurer shall also ensure that an income and expenditure account for the previous academic year is presented to the AGM of the Club or Society and copies are sent to the President.
- 5.10 No members of a recognised Society shall receive any direct or indirect payment, other than legitimate expenses incurred in connection with the business of the Society, except with the approval of Vice President Activities.
- 5.11 Failure to abide by these regulations and the Union constitution may result in suspension of the Club or Society by the CEC.

BYE-LAW 9: FINANCES OF THE UNION

1 ACCOUNTS

- 1.1 The Union's financial year shall run from 1 August to 31 July and all committees and bodies of the Union shall maintain accounts for this period.
- 1.2 Students' Union Council shall appoint Auditors, who shall be chartered or Incorporated Accountants, and shall not be Officers, members or employees of the Union and who shall be approved by the University.
- 1.3 All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors.
- 1.4 Audited accounts, together with the Auditors report, for each financial year shall be submitted for review at the Students' Union Council meeting.
- 1.5 The Auditors may attend the meeting of Students' Union Council considering the accounts to comment or answer questions.

2 BUDGET

- 2.1 An annual budget for all activities of the Union and its companies shall be prepared by the Union Officers, and submitted to the Students' Union Council for consideration. Council may then make amendments and shall submit a budget to The Trustee Board for approval. The budget shall then be submitted not later than one month before the commencement of the relevant financial year to the University Council for ratification, in accordance with the Education Act 1994. Any amendment to the budget subsequently made in accordance with the Bye-Laws shall be submitted as soon as practicable to the Trustee Board for approval and to University Council for ratification.
- 2.2 Periodic reports of income and expenditure compared with agreed budgets shall be prepared, and submitted quarterly to the University.

3 GRANTS TO SOCIETIES AND OTHER BODIES

- 3.1 The Union may make grants to recognised Societies, and other bodies as agreed by the Representative Committee responsible for that body.
- 3.2 Such grants shall only be made for activities consistent with the Aims and Objectives of the Union.
- 3.3 Societies requiring a grant shall apply to Societies Committee or International Students' Committee in accordance with Bye-Law 10.

4. AUTHORISATION OF EXPENDITURE

- 4.1 Orders: Committees, clubs and societies shall only order goods and services on a properly completed order form, except as otherwise agreed by the Finance Officer, which shall be signed by officials or staff authorised

to do so under the Financial Regulations of the Union. Any person who places an order, except by this procedure, will be personally liable for any costs incurred by the Union in relation to the order.

4.2 Contracts: All contracts and agreements which involve financial undertakings must be signed by the Finance Officer, or a duly authorised senior member of the Union staff.

4.3 Approval of expenditure: All expenditure shall be authorised by the Treasurer of the relevant Committee or body, or by the Officer or staff member responsible for the relevant budget.

4.4 Capital Expenditure: No commitment shall be made to capital transactions in excess of £50,000 involving land or buildings without the prior approval of the University.

4.5 Guarantees and Indemnities: All guarantees and indemnities incurring contingent liabilities shall be approved by the Finance Officer or authorised staff member, and shall only be so approved in the normal course of business.

4.6 Payments: All cheques shall be signed by an Officer, and a duly authorised senior member of the Union staff.

5 RECEIPT OF MONIES

5.1 All monies received on behalf of the Union shall be paid into the Union.

5.2 All monies shall be paid in full, together with unsold tickets and other relevant documentation to verify income. Expenses or payments shall not be deducted from monies, but shall be processed separately in accordance with this Bye-Law.

6. PAYMENTS TO MEMBERS

6.1 Students' Union Council shall approve arrangements for the payment of expenses to members.

6.2 No payments, other than such expenses as authorised in accordance with Clause 7.1 and wages paid in respect of employment within the Union, may be made directly or indirectly to any member.

7. ESTABLISHMENT OF COMPANIES

7.1 Students' Union Council shall be empowered to establish any companies that it considers necessary for the operation of any activities of the Union, subject to the provisions outlined below.

7.2 The structure and board membership of any company shall be agreed by Students' Union Council.

7.3 The Boards of any companies established under this Bye-Law shall each include one External Director, appointed according to Clause 8 and subject to removal according to Clause 9 of this Bye-Law.

7.4 All transactions of such companies shall be incorporated into the main Union accounts. This requirement is in addition to any statutory accounts the Company may have to produce as a separate legal entity.

7.5 The company shall be wholly accountable to the Union.

7.6 No person shall receive any dividend or other payment, except in respect of employment or expenses in accordance with this Bye-Law.

7.7 In the event of dissolution of a company established by Students' Union Council all monies and assets shall revert to the union.

BYE-LAW 10 RESIGNATIONS AND REMOVAL OF OFFICE OR DUTIES

1. PERIODS OF OFFICE

1.1 The period of office for Officers shall be specified in Bye-Law 4.

1.2 The period of office for Officials shall begin immediately following their election and shall continue until their successors have been elected, which shall normally be within 12 months.

2. RESIGNATION

2.1 An Officer or Official may resign from any post or duties by writing to the secretary of the relevant committee, or to the President.

2.2 Unless otherwise stated, resignations shall take immediate effect and all entitlements of office shall be withdrawn.

3. ABSENCE FROM MEETINGS

3.1 Any Official who is absent, without written apologies, from 2 meetings of a body to which s/he has been elected, shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.

3.2 Any Official who has been absent from a meeting without acceptable apologies, shall be advised, with the notice of the next meeting, that a further absence without acceptable apologies will result in her/him being deemed to have resigned.

3.3 Any member who is deemed to have resigned in accordance with Clause 3.1 or 3.2 above shall be entitled to appeal in writing to the Students' Union Council and shall not be present during the consideration of the appeal.

4. REMOVAL OF DUTIES OR OFFICE

4.1 Any Official may be removed from office, or may have specific responsibilities removed, by a resolution of the body that appointed her/him to that office or duties.

4.2 In the case of Officers or Officials elected by cross-campus ballot, the resolution shall be submitted for a Referendum in accordance with Bye-Law 2.

4.3 Resolutions seeking to remove an Officer or Official shall specify that there is no confidence in the person concerned and s/he shall be deemed to have resigned. Resolutions seeking to remove specific duties shall specify those duties. The resolutions shall require a simple majority to be carried.

4.4 If carried, the resolution shall take effect immediately.

4.5 If a resolution of 'no-confidence' is carried, the vacancy shall be filled in accordance with the arrangements outlined in the Bye-Laws and duties shall be re-allocated pending a Bye-election.

4.6 Any person deemed to have resigned following a resolution of no-confidence shall be eligible to stand for re-election to complete her/his term of office.

BYE-LAW 11 AMENDMENTS TO THE ARTICLES OF ASSOCIATION AND BYE-LAWS

1. AMENDMENTS

1.1 The university Council shall be required to review the provisions of the Union's Articles of Association at intervals of no more than 5 years.

1.2 The approval of University Council shall be required for any amendments to the Union's Articles of Association.

1.3 The Approval of Student Council shall be required for any amendments to the Union's Bye-Laws.

BYE-LAW 12 UNION REPRESENTATIVES

1. APPOINTMENT OF REPRESENTATIVES

1.1 Student Executive Committee shall be responsible for appointing all representatives of the Union to the University and other bodies, except where specified below.

1.2 Subject to Students' Union Council, Zone Committees shall be responsible for appointing representatives relating to their areas of work.

1.3 A delegation to the NUS Conferences shall be elected by Students' Union Council by a secret ballot.

1.3.1 Nominations shall be invited at least 10 days prior to the meeting at which elections are to be held and shall close at the start of the meeting. Any Full Member may nominate her/himself for election.

1.3.2 Delegates to other Conferences of the NUS shall be elected by such arrangements as are agreed by Students' Union Council. Representatives to conferences for sections of the Union's membership shall normally be elected by and from that section of the membership.

2 RESPONSIBILITY OF REPRESENTATIVES

2.1 Representatives shall attend meetings to which they are appointed and present written reports as required

2.2 Any representative who fails to attend, or report on, successive meetings of the body to which s/he has been appointed, without reasons acceptable to Students' Union Council, or the Representative Committee which appointed her/him, shall be deemed to have resigned.

2.3 Representatives shall act in accordance with Union policy or specific instructions of Students' Union Council by a two thirds majority.

BYE-LAW 13 DISCIPLINE REGULATIONS

1. GENERAL PROVISIONS

1.1 The Union shall consider complaints made by any person against any member in respect of:

1.1.1 Misconduct on Union premises or at events or activities organised by the Union elsewhere.

1.1.2 Sexual, racial, homophobic or any other form of personal harassment;

1.1.3 Misconduct on premises of organisations associated with the Union under reciprocal or other agreements.

1.1.4 Actions contrary to the Constitution and Bye-Laws.

1.2 Any Union Officer, or a duly authorised member of Union staff, may exclude any persons from the Union premises in respect of misconduct or other actions outlined in 1.1 above, and shall make a complaint arising from the exclusion to the Student Executive Committee responsible for disciplinary matters.

1.3 Full Members may only be excluded in accordance with 1.2 above pending consideration of the complaint by the President or other designated Officer. It shall be the responsibility of the member or members excluded to arrange to meet the President, or other designated Officer, regarding the complaint.

2 COMPLAINTS

2.1 Complaints concerning Full Members shall be made in writing to the President.

2.2 On receipt of a complaint, the President shall refer the matter to Student Executive Committee.

2.3 The Student Executive Committee may decide to dismiss the complaint, uphold the complaint or to investigate it further.

2.4 If Student Executive Committee decide to uphold the complaint, they shall give the respondent the opportunity to make a statement, and shall then impose one or more of the following penalties:

2.4.1 Caution the respondent(s) on future conduct.

2.4.2 Require compensation to be paid to make good any loss or damage arising from the offence.

2.4.3 Levy a fine of up to £100.

2.4.4 Exclude the respondent(s) from all or any premises, services or activities of the Union for up to one year.

2.4.5 Remove the respondent's right to stand as a candidate for all or any of the Union Officer posts, Representative Committees, Students' Union Council, NUS Conference delegates and NUS Women's Conference delegates.

2.5 If the Student Executive Committee considers that a penalty of exclusion from candidacy for elected office is appropriate, they shall consult the Trustee Board members.

2.6 If the Student Executive upholds a complaint they will inform the SWO of their college, Director of Student Services and refer the complaint for consideration under the disciplinary procedures of the University

2.7 Student Executive will inform SUC of complaints upheld and the sanctions being imposed

2.8 If a member wishes to appeal the decision the Student Executive will select 3 members of SUC not associated to the complaint or the appellant, the chair of SUC will oversee the appeals panel.