



**BYE-LAWS OF ROEHAMPTON STUDENTS' UNION**

**Bye Law 1) Membership**

**Bye Law 2) Amendments to the Bye-Laws**

**Bye Law 3) Officer Trustees**

**Bye Law 4) Executive Committee**

**Bye Law 5) Students' Union Council**

**Bye Law 6) Trustee Board**

**Bye Law 7) Ideas**

**Bye Law 8) Elections**

**Bye Law 9) Referenda**

**Bye law 10) Societies**

**Bye Law 11) Complaints Procedure**

**Bye Law 12) Resignation and Removal of Office or Duties**

**Bye Law 13) Discipline Regulations**

**Bye Law 14) Finances of the Union**

## **BYE-LAW 1: MEMBERSHIP**

### **1. FULL MEMBERSHIP**

1.1 The provisions for Full Membership shall be as specified in the 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, 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 President shall invite nominations for Honorary Life Membership from any Full Member, allowing 4 weeks for such nominations to be submitted. Students' Union Council shall then establish a panel, consisting of the 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. Record of Honorary, Associate and Lifetime membership shall sit with the union secretary and is the responsibility of the Board of Trustees to keep up to date. The Union may issue a proof of membership as they see fit

5.3 All Members may be required to show their proof of membership, to a duly authorised Officer Trustee, employee, or agent of the University or Union on request

### **6. OPT OUT AND REMOVAL**

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

6.2. If a member wishes to exercise their right to opt out of membership of the Union must do so by notifying the Union President in writing.

6.3. The removal of any member, other than an Officer Trustee, shall be removed on a resolution passed by a majority vote of the Students' Union Council resolving that the member be expelled on the grounds that their continued membership is harmful to or is likely to be harmful to the interests of the Union.

6.4 An associate, life or honorary member may be removed on a resolution passed by a majority vote of Trustee Board.

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## **BYE-LAW 2 AMENDMENTS TO THE BYE-LAWS**

### **1. AMENDMENTS**

1.1 Students' Union Council and the Trustee Board must both approve any amendments to the Union's Bye-Laws before they take effect

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## **BYE-LAW 3: OFFICER TRUSTEES**

1.1 The Officer Trustees period of office shall run from the 1<sup>st</sup> July until the last day of June, with a 2 week period prior to this in which they will be remunerated for their time.

1.2 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. PRESIDENT RESPONSIBILITIES**

2.1 Sit and represent students on University Council, University Senate and all other appropriate committees with a Union seat and approval of Executive Committee

2.2 Chair the Board of Trustees of Roehampton Students' Union.

2.3 Chair focus groups as necessary to support more informed student feedback.

2.4 Responsible for co-ordinating SUC meetings, receiving motions and changes to motions for debate and circulating agendas and minutes to members.

2.5 Be the prime representative of the Union and seek to involve as many students as possible with the Union.

2.6 In conjunction with the Students' Union staff and interns, work to support better engagement with students, and their overall student experience.

2.7 Be the public face and promote the vision, strategy and policies of the Union.

2.8 Be the lead sabbatical officer responsible for the liaison on behalf of the Union with any affiliated organisations or bodies and to act as the principle spokesperson.

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

### **3 VICE PRESIDENT: EDUCATION RESPONSIBILITIES**

3.1 Present ideas to the University on how the academic experience can be improved based on evidence based feedback from students and Programme Reps.

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

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

3.4 Work to improve the Programme Rep & Department Rep systems and set up initiatives to keep them engaged including taking a lead on the delivery of Rep training and ongoing support.

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

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

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

3.8 Work to support the needs of undergraduate, postgraduate taught and research learners.

### **4 VICE PRESIDENT: COMMUNITY AND WELFARE RESPONSIBILITIES**

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

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

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

4.4 Lead student welfare campaigns with the support of elected officers addressing Sexual Health, Mental Health and other areas relevant to our student body.

4.5 Promote and direct students to University support services, respecting confidentiality at all times.

4.6 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.

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

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

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

## **5. JOINT RESPONSIBILITIES**

5.1. To be the lead student representatives and ensure the Student Voice is heard and recognised.

5.2. Work to manage the Union's relationship with the university, colleges, academic departments and non-academic departments.

5.3. Develop the Union's relationship with partner student unions, National Union of Students and other external bodies that support the student movement.

5.4. Ensure the Union is abiding by and in accordance with its governing documents and policies and where appropriate update and amend these.

5.5. Monitor the Union's progress and development and ensure the services we are providing reflect the needs of our membership.

5.6. Support the strategic objectives of the Union.

5.7. Develop and co-ordinate committees ensuring relevant officers and students are actively engaging in the Students' Union as to best represent them.

5.8. Support and liaise with all Students' Union officers ensuring active engagement.

5.9. Actively engage students with all Union projects for the benefit of our membership.

5.10. At each SUC present a report that details the progress and development of their role.

5.11. Develop, design and deliver RSU campaigns throughout the year.

5.12. Work with and support full time staff, interns and officers in delivering services to students.

5.13. Be an active trustee on the Board of Trustees.

## **6. RESPONSIBILITY OF REPRESENTATIVES**

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

6.2 Any representative who fails to attend, or report on, successive meetings of the body to which they has been appointed, without reasons acceptable to Students' Union Council, or the Representative Committee which appointed them, shall be deemed to have resigned.

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

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## **BYE-LAW 4: EXECUTIVE COMMITTEE**

### **COMPOSITION OF THE EXECUTIVE COMMITTEE**

1.1 The Executive Committee will be act as described in Article 44. The membership shall be;

i President

ii Vice President: Community and Welfare

iii Vice President: Education

iv 3 other members of Students' Union Council

### **2. GENERAL ARRANGEMENTS**

2.1 A review of the Union Officer Trustee posts, their roles and duties shall be carried out at least every three academic years.

2.2 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 their nominee in attendance as a non-voting member. Other Union Officers may attend the Committee as non-voting members.

2.3 The Chair 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 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 committees 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 Students' 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, Students' 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 officers in delivering services to students.
- 3.11 Actively engage RSU Officers and students in delivering campaigns and initiatives.
- 3.12 Ensure arrangements are made for the induction and continued training of Union Officers.
- 3.13 Develop and coordinate working groups ensuring relevant officers and students are engaged.
- 3.14 At each Students' Union Council, present a paper that details the progress and development of Executive Committee.
- 3.15 In consultation with the Union management develop an annual budget for Trustee Board approval.

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## **BYE-LAW 5: STUDENTS' UNION COUNCIL (SUC)**

### **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 task forces
- 2.2 Receive reports from Union Officers and task forces
- 2.3. Receive reports from the Trustee Board and minutes from all Trustee Board meetings.
- 2.4 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.
- 2.5 To appoint a Returning Officers to run elections and referenda.
- 2.6 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.
- 2.7 Make, repeal and amend the bye laws jointly with the Trustee Board,

### **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: Community and Welfare
  - 3.1.4 College President (x4)
  - 3.1.5 College Deputy Presidents (x4)
  - 3.1.6 All other Part Time Officers elected through Cross-Campus Students' Union Elections
- 3.2. Students' 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 Students' Union Council of issues affecting students from their representative group.
- 4.6 Attend task forces 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**

5.2 At the first meeting of Students' Union Council the Chair shall be taken by the President of the Union, or another member appointed by the meeting, pending the election of a Chair and Vice-Chair.

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

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

5.4 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; as appropriate; vacate the Chair, when their ruling has been challenged or a motion of 'no confidence' in their ability to Chair is being considered or to participate in debate.

5.5 A vice chair shall be elected at the first meeting of Students' Union Council of the year from its members who shall take the place of the Chair in their absence, or upon them vacating the chair for part of or a full meeting

## **6 ORGANISATION FOR MEETINGS**

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

6.2 An emergency Students' Union Council 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.

6.3 The Chair of Students' Union 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.

6.4 Any item submitted in writing to the Chair 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

6.5 Students' Union Council shall normally meet every four (4) weeks during each term.

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## **BYE-LAW 6: TRUSTEE BOARD**

### **1. TRUSTEE BOARD COMPOSITION**

1.1 The Officer Trustees, Lay Trustees and Student Trustees shall form the Trustee Board, which shall be responsible for the financial, reputational 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.
- 2.6 Consider and make decisions on capital expenditure.
- 2.7 Approve the financial regulations of the Union.
- 2.8 Ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly.
- 2.9 Oversee matters relating to the management of the Union buildings.
- 2.10 The Trustee Board shall be chaired by the President or, in their absence, another Officer Trustees appointed by the meeting.
- 2.11 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 8 and in the Articles of Association.

### **4. APPOINTMENT OF LAY TRUSTEES**

- 4.1 Lay Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as finance, campaigning, legal, human resources.
- 4.2 Lay 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 Lay Trustees shall be nominated by an appointments committee, with any nominations subject to the approval of Students' Union Council.
- 4.4 Lay Trustees shall be appointed for a four year term of office and may be reappointed for a second term, which may be consecutive or non-consecutive. 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 make up is outlined in Article 33.2
- 5.3 Each student Trustee must be a student at the time of their appointment
- 5.4 Student Trustees must be a Student for the duration of their term as Student Trustees.
- 5.5 Student Trustees shall remain in office for a term of 2 years. 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.

### **6. APPOINTMENTS COMMITTEE**

6.1 The appointments committee shall consist of at least one Officer Trustee, one member of Students' Union Council (appointed by the Council) and one lay trustee

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## **BYE-LAW 7 IDEAS**

- 1.1 Any full member of the RSU can submit an Idea in writing to the RSU. The proposer must provide their student ID and name. Ideas should be submitted online. The proposer must ensure that:
  - 1.1.1 The Idea has a title and the title of the Idea must reflect the proposed changes.
  - 1.1.2 The Idea must state what the member wants to change.
  - 1.1.3 The Idea title must be a question that can be answered yes or no.
  - 1.1.4 The Idea body must not exceed 2500 characters (approx. 400 words). The character limit does not include the title.
- 1.2 Ideas must clearly state if they are to call a General Meeting for proposed changes to the Articles of Association or Bye-Laws
- 1.3 Ideas must be free from discrimination, cannot be directed toward individuals (Students, Officers, University staff, RSU staff etc) and cannot be abusive in any way.



- 1.4 Once an Idea is submitted, the Idea will be published online by the RSU.
- 1.4.1 It will be the responsibility of the RSU, proposer and SUC to publicise the Idea to students when it is online.
- 1.4.2 The main communication channels of the RSU will remain neutral, but will promote the Idea when it is online and encourage students to vote.
- 1.4.3 Any full member of the RSU, including the SUC and sabbatical officers, can campaign for or against the Idea as they wish.
- 1.5 Once an Idea is published online it will remain online for two full weeks within term time. Holidays and other times when the students are away from university campus will not be included in the two week period. If it is published in the week preceding a holiday, then the second week will be counted as the first week that students are back on campus.
- 1.6 Once an Idea is published, to be passed the Idea needs:
- 1.6.1 To have 1% of the student population participate within the two week time frame
- 1.6.2 To have a simple majority (50% +1) vote in favour of the Idea
- 1.7 Once the timeline of the idea has expired it will be submitted to the next SUC meeting SUC can do one of two things, either:
- 1.7.1 Implement the Idea and pass it as Policy or;
- 1.7.2 Choose not to go any further (this would normally be because the idea did not pass through the student body)
- 1.8 If the policy is being implemented; SUC is allocated the task of ensuring the Policy is implemented and actions the implementation of the Idea to the relevant student officer(s).
- 1.8.1 The SUC officer(s) that the Idea is allocated to, provide regular updates both online and to the SUC about the how the Policy is being implemented.
- 1.8.2 Once implemented, the Policy shall be regularly reviewed by the SUC to ensure that the RSU is abiding by the Policy.
- 1.8.3 Once the Policy is implemented, it will be reviewed in line with other policy timescales.
- 1.9 At every Trustee Board meeting, a register of Ideas that have been passed into Policy will be submitted to the Trustee Board by an Officer Trustee, usually the President.
- 1.10 If the Idea is not passed by the student population:
- 1.10.1 There is a 'cooling off' period of one full academic term from moment it does not pass. During this cooling off period, the Idea is not able to be voted upon by students. After this period, the Idea can be resubmitted as an Idea.
- 1.10.2 Ideas can only be re-submitted once after the 'cooling off' period. If an Idea fails to pass for a second time, it will not be allowed to be re-submitted until the next academic year.
- 1.10.3 The SUC will decide whether or not an Idea is materially the same as one that has already been submitted.
- 1.11 At any stage of this process the Trustee Board can intervene and veto or amend an idea if they believe it poses reputational, legal, financial or ethical risk to the organisation.
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## **BYE-LAW 8: ELECTIONS**

### **SCOPE**

1. The RSU shall hold cross-campus elections for representative positions including:
  - 1.1. Sabbatical Officer Trustees
  - 1.2. Part-Time Officers
  - 1.3. NUS Delegates

## **POWERS OF THE RETURNING OFFICER AND THE ELECTIONS COMMITTEE**

2. The Returning Officer (RO) shall be nominated by the Trustee Board and ratified by the Students' Union Council (SUC).
  - 2.1. The RO shall not be a full-member of the RSU and shall be responsible for both ensuring elections are free and fair and determining the general administrative arrangements for elections including, but not limited to;
    - 2.1.1. Setting suitable dates and timescales for elections to take place during term-time
    - 2.1.2. Chairing an Elections Committee to oversee elections
    - 2.1.3. Setting, interpreting and changing the election rules as necessary
    - 2.1.4. The process by which students are nominated
    - 2.1.5. The process by which candidates are approved
    - 2.1.6. The method by which students will vote
    - 2.1.7. The limits and extents of which students may campaign
    - 2.1.8. Resolving outstanding complaints and appeals
    - 2.1.9. Withdrawing candidates from the elections
    - 2.1.10. Monitoring the count of votes, publishing the results and report to the Trustee Board.
  - 2.2. The RO may delegate their powers and responsibility for the general administrative arrangements of elections to the Deputy Returning Officer.
  - 2.3. The Deputy Returning Officer shall be a senior staff member of the RSU and not a full-member of the RSU.
  - 2.4. The RO shall appoint an Elections Committee to support the implementation of the general administrative arrangements of the elections and will be comprised of;
    - 2.4.1. The Returning Officer
    - 2.4.2. The Deputy Returning Officer
    - 2.4.3. Chief Executive of the RSU
    - 2.4.4. One Trustee of the RSU
    - 2.4.5. Two members of RSU Staff
    - 2.4.6. Two full-members of the RSU.
  - 2.5. The Elections Committee shall be responsible for ensuring that;
    - 2.5.1. The notice and arrangements for elections are communicated 14 days before opening
    - 2.5.2. The eligibility conditions are determined prior to the opening of the elections
    - 2.5.3. The requirements students must meet in order to be nominated is determined
    - 2.5.4. The specification of candidate manifestos is determined
    - 2.5.5. The dates, times and locations of briefings are confirmed
    - 2.5.6. The date, times and conditions under which students may campaign is determined
    - 2.5.7. The voting method is accessible to all students during the voting period
    - 2.5.8. The conditions under which the count takes place are appropriate.

## **CANDIDATE ELIGIBILITY AND CONDITIONS OF NOMINATIONS**

3. Any full-member wishing to stand for election (prospective candidate) may only do so for one position at a time in any elections period and are required to adhere to the following protocols;
  - 3.1. Prospective candidates wishing to stand for election to Sabbatical Officer Trustee positions may do so in any year of study with the University of Roehampton.
  - 3.2. Prospective candidates wishing to stand for part-time positions may only do so if are expecting to continue studying with the University of Roehampton in the following full academic year.
    - 3.2.1. Prospective candidates for Sabbatical Officer Trustee and College President must declare in writing that they are eligible to be a trustee and are not disqualified from holding such office.
    - 3.2.2. Prospective candidates for Sabbatical Officer Trustee and College President positions must sign and submit a pre-term agreement binding them to the conditions set out by the RSU in relation to the office they are standing for before the close of nominations.
  - 3.3. Prospective candidates for every election agree to carry out all the required actions as set out by the RO in order to be eligible to stand including;
    - 3.3.1. Meeting and verifying the requirements outlined in the process of nominating
    - 3.3.2. Completing and submitting a candidate manifesto to the correct specification
    - 3.3.3. Attending all scheduled candidate briefing meetings
    - 3.3.4. Complying with and operating within the election and candidate conduct rules.

- 3.4. By virtue of submitting an election nomination, candidates are agreeing to be responsible for all aspects of their candidacy and agree that the RSU will;
  - 3.4.1. Verify candidate information with the University of Roehampton
  - 3.4.2. Publish their candidate name publicly in election related communications with members
  - 3.4.3. Withdraw them if the elections rules are deemed to have been breached.

#### **VOTING**

4. The RSU shall use the method of Alternative Vote system in elections as defined by the Electoral Reform Society, the voting system shall;
  - 4.1. Present the name and position of each candidate.
  - 4.2. Students may vote for candidates in order of preference
  - 4.3. Students may not delegate their right to vote to another party
  - 4.4. Voting takes place online at a site and via a system deemed to be accessible by the RO.
    - 4.4.1. Students are required to log in to the respective site and vote independently unless written permission from the RO grants otherwise
    - 4.4.2. All devices which provide access to the respective site are deemed to be polling stations
    - 4.4.3. Candidates are not permitted to interfere with any student who is using a device to vote.

#### **COUNTING OF VOTES**

5. The counting of votes shall take place online and under the supervision of the RO or as delegated and may be observed by candidates by request prior to the commencement of voting.
  - 5.1. Should the counting of votes result in a tie, the RO will order a re-count and should the same result materialize, they will determine the method by which the result is determined.

#### **DECLARATION OF RESULTS**

6. The RO shall verify the results and announce them to members in a manner deemed appropriate.
  - 6.1. A full results breakdown shall be made available to all members within 48 hours of the completion of the count unless an election race has been suspended, or if an outstanding complaint has not been resolved. In which case, the RO will release the results within a reasonable amount of time after the cessation of the suspension or resolution of outstanding matters.
  - 6.2. The RO will complete a report for the benefit of the Trustee Board, SUC and NUS.

#### **COMPLAINTS**

7. The RO and by delegation the DRO and Elections Committee shall receive, process and make determinations on all complaints which are received during the elections period.
  - 7.1. The DRO will accept and review complaints from the opening of nominations to the close of voting.
  - 7.2. Complaints must be submitted in writing via the method outlined by the DRO in the election notice and arrangements.
  - 7.3. Upon receipt of a complaint, the DRO and a member of the Elections Committee shall form as a panel to investigate the complaint, and obtain further evidence if required.
  - 7.4. The investigatory panel will provide the subject of the complaint an opportunity to respond at a Candidate Conduct Hearing.
  - 7.5. At the candidate conduct hearing, the candidate is permitted to be accompanied by another student.
  - 7.6. At the hearing the investigatory panel will;
    - 7.6.1. Present the details of the complaint along with any evidence that has been provided or discovered
    - 7.6.2. Provide the candidate with an opportunity to respond and provide an explanation if necessary.
  - 7.7. The investigatory panel shall then determine if the complaint is to be upheld or dismissed. In the event a complaint is upheld the panel shall;
    - 7.7.1. Issue a rule clarification to all candidates
    - 7.7.2. Issue a verbal warning (limited to one before escalation to a written warning)
    - 7.7.3. Issue a written warning (limited to two before disqualification)
    - 7.7.4. Disqualify the candidate.
  - 7.8. In the event of a candidate disqualification, the case will be referred to the RO.
    - 7.8.1. The disqualified candidate may appeal in writing to the RO no later than one-hour after the close of voting.
    - 7.8.2. The RO will call an Appeal Hearing to review;
      - 7.8.2.1. The investigation and Candidate Conduct Hearing

- 7.8.2.2. Any new evidence which is related to the case
- 7.8.2.3. The proportionality of the sanction applied to the candidate.
- 7.8.2.4. Extenuating circumstances
- 7.8.3. Following the Appeal Hearing the RO shall determine if the outcome of the Candidate Conduct Hearing is upheld or dismissed.
  - 7.8.3.1. In the event the outcome is upheld, the RO shall formally withdraw the candidate.
  - 7.8.3.2. In the event the outcome is dismissed, the disqualification shall be reversed.
- 7.9. Complaints submitted after the commencement of the count may only relate to the conduct of the count and must be made in writing to the RO.
- 7.10. Complaints regarding the administration of the election must be submitted one-hour after close of voting. Such complaints will be considered in relation to the RSU Complaints Policy.

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## **BYE-LAW 9: REFERENDUM**

### **1. ORGANISATION OF REFERENDUM**

1.1 The Returning Officer should be responsible for organising a referendum when instructed and for interpretation of these regulations:

- 1.1.1 By petition - signed by 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.

1.2 In the case of a referendum called to remove a Union Officer please see by law 10.

1.3 All referendum, shall be held within term time according to the University Term dates, unless in exceptional circumstances. The Referenda shall not be held sooner than 10 days and not later than 20 days allowing of term dates, 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. 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. 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 Articles of Association or Bye-Law amendments.

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 Officer 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

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## **BYE-LAW 10 SOCIETIES**

### **1 GENERAL ARRANGEMENTS**

- 1.1 Societies Committee shall be responsible for all matters relating to recognised societies of the Union.
- 1.2 The Societies Committee shall be made up of the President, Societies Coordinator, Society Committee member and a Senior Manager of the Students' Union or their nominee
- 1.3 All societies will be ratified at the Students' Union Council after the new society forms have been submitted
- 1.4 No Society may be recognised if its objects conflict with those of the Union.
- 1.5 All Societies will be open to all full members of the Students' Union

### **2 SETTING UP A SOCIETY**

- 2.1 Any Society that wishes to be recognised by the Union shall;
  - 2.1.1 Submit a list of 10 signatures of full members.
  - 2.1.2 The proposed membership fee (Min £2.00)
  - 2.1.3 A constitution for the Society to include;
    - (i) The name of the Society.
    - (ii) The aims and objectives of the society (which shall be within the charitable aim and objectives of the union as outlined in 1.3)
    - (iii) Provision for the election of a committee to include as a minimum a chairperson, a secretary, and a treasurer.
    - (iv) The responsibilities of the committee.
    - (v) Provision for an Annual General Meeting at which the committee shall be elected democratically by the members
    - (vi) Provision for Union statement on equal opportunities.
- 2.2 Attend Committee Training as provided by the Student's Union
- 2.3 All committee members to sign the Signatory Agreement

### **3. SOCIETY LEADERSHIP**

- 3.1 All clubs and societies will have a committee of 3 full members
  - 3.1.1 This committee will usually be made up of the; Chair, Secretary & Treasurer though the names are subject to change by the individual society.
  - 3.1.2 These members shall be elected by all members of their society under the regulations in this bye-law
- 3.2 The committee are responsible for the day to day running, finances and communication of the society to the members. Further responsibilities can be found in the Signatory Agreement
- 3.3 All society committee members will receive training from the Students' Union at the start of the academic year, or when their society is formed.

### **4. SOCIETY COMMITTEE ELECTIONS**

- 4.1 All society committee members will be elected by the members of their society
- 4.2 All society members shall be eligible to run for a committee position provided they expect to hold student status for the duration of the position
- 4.3 The committee must notify all members of an election with a minimum of 10 working days' notice
- 4.4 Appropriate lengths of time for elections and methods will be outlined by the Societies Committee and overseen by the DRO

### **4 MONIES FOR AND SOCIETIES**

- 4.1 The Union shall earmark a sum in the Union budget, which shall be for Grant funding of recognised Societies.
- 4.2 To receive funding an eligible Society shall submit a budget proposal to the Societies Committee
- 4.3 The Societies Committee shall meet regularly and allocate funds.
- 4.4 No one from a Society may commit either the Society or the Union to any expenditure without prior Authorisation of the Societies Coordinator. Any expenditure of over £50 must have authorisation through

the Societies Committee

4.5 Societies shall not hold their own bank accounts, this will be controlled by the Students' Union. Individual funds accrued by the society shall roll over each academic year. Any unspent Grant funding shall be reclaimed by the Student's Union for the purpose of benefiting all societies

4.6 If a Society is dormant for 3 years all monies held by that Society will be reclaimed by the Union to be used for the purpose of benefiting Societies.

4.7 No Society shall be permitted to be overdrawn.

4.8 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 Societies Committee

## **5 MEETINGS OF SOCIETIES**

5.1 All Societies shall meet regularly

5.2 All societies must have an Annual General Meeting once a year as outlined in 2.1.3 (v)

5.3 The Union reserves the right to stop any meeting of a society if it believes that meeting to contravene any of these bye-laws, Union policy or the signatory agreement.

## **6 RESPONSIBILITIES OF CLUBS AND SOCIETIES**

6.1 The Society shall be responsible for promoting itself during Freshers week, including the booking of a table at Freshers Fair, to encourage new membership.

6.2 The Society President shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.

6.3 The Secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.

6.4 The Treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the 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.

6.5 The Treasurer shall also ensure that all income received by the Society is paid directly into the Union accounts.

6.6 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 Society President.

6.7 Failure to abide by these regulations and the Union constitution may result in suspension of the Society by the Societies Committee

## **7. CLOSING DOWN OF A SOCIETY**

7.1 If a committee do not sign the signatory agreement within 1 month of their election it will be deemed that they are not adhering to the regulations of the Union and therefore the society becomes dormant.

7.2 If all 3 committee positions are not filled by the end of an academic year the society will become dormant

7.3 If the AGM is found to have not been held in line with 2.1.3 (v) the society will become dormant.

7.4 The Union holds the right the close down any society if it can be proven the Signatory Agreement or these bylaws have not been followed.

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## **BYE-LAW 11 COMPLAINTS PROCEDURE**

### **SCOPE**

1. The RSU affords members the right to register a complaint if they are dissatisfied with any aspect of the organisation's services, functions, spaces, groups, people and members.

**1.1.** The complaints procedure is not applicable to matters concerning the political direction and performance of the RSU and its elected officers, policy of the union or university, nor for opting-out of membership or for events-related disciplinary matters. These matters are dealt with separately and through other facilities such as;

- 1.1.1. The Students' Union Council (byelaw 5)
  - 1.1.2. RSU Elections (byelaw 8)
  - 1.1.3. Referendums (byelaw 9)
  - 1.1.4. Resignations and Removal from Office (byelaw 12)
  - 1.1.5. Termination of Membership (article 11)
  - 1.1.6. General Meetings including Annual General Meetings (article 14)
  - 1.1.7. The RSU Events Policy
  - 1.1.8. The University of Roehampton Student Complaints Procedure.
- 1.2. The RSU shall consider all complaints submitted by RSU members, officers and staff, university staff, and members of the public and shall not conflate with the University of Roehampton Student Complaints Procedure.
- 1.3. In respect of the Equalities Act 2010, the RSU's equal opportunities policy, and the RSU's whistleblowing policy, the RSU ensures that making a complaint will not affect the way in which the complainant is treated or effect any decision making beyond the scope of the complaint.
- 1.4. The RSU shall handle complaints with discretion and maintain confidentiality at all times. Whilst a complaint is being considered under this procedure, no formal or informal communication regarding the subject of the complaint shall be published. The RSU reserved the right to share the details of elements of a complaint if;
- 1.4.1. The subject of the complaint or the complainant are at risk of harm. In such cases the details will be shared to relevant
  - 1.4.2. The subject, outcome and actions following the complaint effect the broader membership of the RSU, the university or members of the public.
- 1.5. The RSU shall keep a central register of complaints in accordance with the General Data Protection Regulations (2018) for audit and monitoring purposes. The details of complaints which shall be logged are;
- 1.5.1. A copy of the original complaint
  - 1.5.2. Related documentation including; witness statements, incident reports and testimonies
  - 1.5.3. A description of evidence provided and discovered through the process of investigation
  - 1.5.4. A description of sanctions applied
  - 1.5.5. Details and outcome from an appeal, if relevant.
  - 1.5.6. Details of any relevant organisational impact.

## **PROCEDURE**

2. The RSU shall attempt to resolve a complaint via an informal discussion in the first instance. Should an informal resolution not be suitable or cannot be determined, the formal procedure will be initiated.
- 2.1. The complainant must submit their complaint in writing to the RSU central email inbox ([RSU@roehampton.ac.uk](mailto:RSU@roehampton.ac.uk)).
- 2.1.1. The complaint should be submitted within 28 days of the matter, which has led to a formal complaint being raised, taking place. Complaints submitted after 28 days since the matter should be accompanied with a reason for delayed submission.
  - 2.1.2. The complaint should contain the following information;
    - 2.1.2.1. Details of the matter of concern
    - 2.1.2.2. Date(s) times and location of when the matter of concern arose
    - 2.1.2.3. Name and contact details of the complainant.
  - 2.1.3. The complaint shall be logged in the central register of complaints and an acknowledgement of receipt sent to the complainant.

- 2.1.4. The Sabbatical Officer Trustees will receive the details of the complaint and disclose the details of any conflicts of interest, in the event a complaint is related to a student that has associations with a Sabbatical Officer Trustee.
- 2.1.5. The Sabbatical Officer Trustee will appoint the Deputy Chief Executive to form a Review Panel with one Sabbatical Officer Trustee.
- 2.1.6. Complaints referring to the Chief Executive of the RSU shall be referred to the Trustee Board who will form a Review Panel of non-conflicted members to execute this procedure.
- 2.1.7. The review panel will explore and consider the complaint and determine;
  - 2.1.7.1. If the complaint can be resolved quickly without further investigation
  - 2.1.7.2. If the complaint requires further investigation
  - 2.1.7.3. If the matter is to be referred to the Discipline Regulations (byelaw 13)
  - 2.1.7.4. If the complaint is unsubstantial and is to be dismissed.
- 2.1.8. The Review Panel will confirm the steps taken, in writing, within 10 working days from receipt of the complaint and advice of any points of reference if the matter sits outside of this procedure.
- 2.1.9. The written response to the complainant must include;
  - 2.1.9.1. A copy of the original complaint
  - 2.1.9.2. A copy of the Complaints Procedure
  - 2.1.9.3. A description of the next steps.
- 2.1.10. The Review Panel will request evidence from the complainant or seek to discover evidence from third parties in accordance with the policies of the RSU, the University of Roehampton and the law.
- 2.1.11. In the event that a complaint requires further investigation, the Review Panel shall inform any person who may be the subject of the complaint about the details of the matter of concern.
- 2.1.12. Persons' related to the subject of the complaint may be considered to be;
  - 2.1.12.1. The RSU service area coordinators or managers
  - 2.1.12.2. Student group leaders (in the case of a society or network)
  - 2.1.12.3. Student member (including officers)
  - 2.1.12.4. Members of RSU staff and management
- 2.1.13. The Review Panel will afford the subject of the complaint notice and details of the complaint in writing at the point it is determined that an investigation will be carried out.
- 2.1.14. Should any meetings take place to provide clarity or an opportunity to respond to the details of a complaint, the people that are subject to the complaint shall be provided with a minimum of 3 working days notice.
- 2.1.15. The Review Panel will consider all findings from the investigation and produce a concise investigation report documenting the findings, response and conclusions. They will determine;
  - 2.1.15.1. If the complaint is justified (in full or in part) and what recommended actions or redress is appropriate to resolve the matter.
  - 2.1.15.2. If the complaint is not justified and that no recommendations or actions to take.



- 2.1.16. The complainant and persons subject to the complaint will be informed of the Review Panel's determinations, following an investigation, and next steps within 10 working days of the decision being made.
- 2.1.17. The Review Panel may recommend to the Chief Executive that any person subject to the complaint is referred to;
- 2.1.17.1. Member Disciplinary Procedure
  - 2.1.17.2. RSU Staff Disciplinary Procedure
  - 2.1.17.3. University of Roehampton Student Disciplinary Procedure
  - 2.1.17.4. Carry out service improvement measures
  - 2.1.17.5. Participate in additional training.
- 2.1.18. Following the resolution of a complaint, the Review Panel may also recommend to the Chief Executive and Trustee Board in their report that it is in the interests of members to disclose the outcome, redress and substantive measures taken, if a complaint refers to a service element.

## **APPEALS PROCESS**

3. Following receiving communication of the outcome of a complaint, the complainant has the right to lodge an appeal against the decision of the Review Panel.
- 3.1. An appeal must be submitted in writing to the RSU central e-mail inbox ([RSU@roehampton.ac.uk](mailto:RSU@roehampton.ac.uk)) addressed to the Chief Executive.
- 3.2. An appeal may be considered on the basis of three grounds;
- 3.2.1. The Review Panel conducted the investigation process in a manner that was irregular to this procedure
  - 3.2.2. New evidence has come to light that was not previously available to the Review Panel
  - 3.2.3. The Review Panel have not identified an effective or satisfactory measure to remedy the complaint.
- 3.3. The Chief Executive will form as an Appeal Panel with a Sabbatical Officer Trustee, unconnected to the original investigation, to consider and determine upon the appeal.
- 3.4. The Appeal Panel will review the case put forward by the Review Panel and consider the grounds provided by the complainant.
- 3.5. The Appeal Panel may decide to hold a hearing meeting, in which case, the same conditions apply as during the investigation. They also reserve the right to resolve the matter at distance.
- 3.6. The Appeal Panel shall determine if;
- 3.6.1. The appeal is rejected and the decision of the Review Panel is upheld
  - 3.6.2. The appeal is upheld and the complaint outcome is revised as deemed appropriate.
- 3.7. The Appeal Panel will communicate the outcome of the appeal to the complainant within 10 working days of the panel arriving to a decision. The appeal panel will also communicate the outcome of the appeal to any persons subject to the complaint within the same timescale.
- 3.8. The appeal stage is the final part of the RSU complaints procedure. Should the resolution of the Appeal Panel be unsatisfactory to the complainant, they may raise the complaint via the University of Roehampton Student Complaints Procedure.

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## **BYE-LAW 12 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.

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## **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.

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## **BYE-LAW 14: 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. Students' Union 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.

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