



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

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Bye Law 13) Discipline Regulations

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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.

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

BYE-LAW 3: OFFICER TRUSTEES

1.1 The Officer Trustees period of office shall run from the 1st 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.

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.

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.

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

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.

BYE-LAW 8: ELECTIONS

1. GENERAL ARRANGEMENT

- 1.1 This bye-law refers only to cross-campus elections.
- 1.2 The Returning Officer (RO) shall be nominated by the Trustee Board and ratified by the SUC for each elections separately. The RO has responsibility for the interpretation of these regulations. The RO shall be responsible for the good conduct and administration of all Union Elections. The RO will chair the Elections Committee and this Elections Committee has the final say election regulations. The RO shall not be a full member of the organisation.

1.3 The Elections Committee will normally consist of 4-5 members, which may include but not limited to the RSU Chief Executive, Deputy Returning Officer, a sabbatical officer who is not running (if possible), and a member of the trustee board

1.4 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 the next Academic year.

1.5 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.

1.6 Normal elections will be held online and will be conducted using the alternative transferable vote system according to the principles laid down by the electoral reform society.

1.7 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.

1.8 The positions for Sabbatical Officer Trustees are:

1.8.1 President:

1.8.2 Vice President: Education

1.8.3 Vice President: Community and Welfare

1.9 The positions and role descriptions for 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 accessible.

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 in writing such powers and duties the day to day running of the election as they see fit to the DRO, but such delegation shall not include;

2.7.1. The power to disqualify or remove a candidate from the elections,

2.7.2 The power to order than an election be re-run

2.7.3 This list is non exhaustive and such delegation may be varied or altered from time to time as the

RO sees fit.

2.8 They can also delegate other responsibilities like Hosting CQT, and announcing results to another member of the election committee.

2.9 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, subject to the following conditions:~~

3.2 A candidate for a Trustee position must declare in writing, in a manner required by the RO and before their nomination is accepted, that they are not disqualified from acting as a company director or as a charity trustee. The RO will ensure that all requirements are advertised and explained to candidates.

3.2.1 Candidates must hand in a nomination pack with a signature stating that you understand the rules and the roles of elections.

3.2.2 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 with as much advance notice as possible to ensure students are aware of upcoming elections

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 as byelaw 7, 1.4.

5. COMPLAINTS

5.1 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.

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

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

5.4 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), try to level the playing field by allowing other candidates a similar advantage or disqualify any specified candidate(s) if, in their view, a candidate(s) has breached election regulations. This list is non--exhaustive

5.5 A challenge or complaint during or following the count, shall only relate to the conduct of the count, and shall be lodged with the Returning Officer who shall resolve the complaint within 24 hours of it being lodged.

5.6 A person may only make a complaint following the declaration of results if it relates to a matter that they were not aware of before the declaration of results. No complaint may be made after a period of 7 days has elapsed since the declaration of results. 5.5 All decisions made by the Returning Officer will be scrutinised by the Elections Committee. This will ensure that the Elections Committee works within its remit and rules and that that the election process is fair.

6. VOTE COUNTING

6.1 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

6.2 The RO may be assisted in the count by a number of individuals whom they appoint. The votes will be counted by the 'Alternative Transferable Vote' system as defined by the Electoral Reform Society.

6.3 Once the votes have been counted, they shall be kept for a period of four (4) weeks.

6.4 In the event of a draw, the votes shall be re-counted by the Returning Officer who will delegate through which process the election will be decided; an example can be a coin toss or drawing lots.

7. APPEALS

7.1 Appeals must be raised within one hour of the close of elections

7.2 Appeals will be fully investigated by the Elections Committee with referral to the Board of Trustees for a final decision.

7.3 Appeals must be made in writing to the Returning office and clearly state which of the three grounds the appeal should be considered under;

7.3.1 The Students' Union conducted the investigation process in a way that was procedurally irregular.

7.3.2 The Students' Union was not able to consider evidence that has now become available.

7.3.3 The Students' Union has imposed a disciplinary sanction that is disproportionate to the offence.

8 DECLARATIONS OF RESULTS

8.1 Results of the elections shall be declared by the Returning Officer when the count for all posts has been completed and any complaint has been resolved to the satisfaction of the RO. A member of the elections committee will announce the results of the election as soon as reasonably practicable. A list of successful candidates will be posted at each college and on the Union website within one (1) college working day of declaration of results.

8.2 The RO should send a copy of the results to the Students' Union Council, RSU Trustee Board and Roehampton University

8.3 In the event of a complaint being received by the RO the result in question shall be suspended until the complaint has been resolved.

9. ELECTIONS FOR EXTERNAL POSITIONS

9.1 Delegates to external conferences, such as NUS, will be elected in accordance with the regulations of that conference.

9.2 Delegates to external conferences, such as NUS, will be elected in accordance with the regulations of that conference.

9.3 If there are no specific conference delegate regulations then the delegation shall be elected by Students' Union Council in a secret ballot

9.3.1 if an election is to take place at Students' Union Council 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 themselves for the election

9.3.2 Representatives for conferences for sections of the Union's membership shall normally be elected by and from that section of the membership.

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. 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. 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

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.

BYE-LAW 11 COMPLAINTS PROCEDURE

1 Roehampton Students' Union has established a process for ensuring that students who may be dissatisfied by the dealings with the Union are able to draw this to the attention of Roehampton Students' Union and seek an appropriate remedy.

2. Any full member has the right to make a complaint if they are dissatisfied with the Union. The Students' Union encourages complaints to be raised as soon as possible and within 3 months. All complaints raised outside of a reasonable period from the action (or inaction) prompting the complaint will only be considered

where there is good reason for the delay. Verbal Complaints will be deemed an informal complaint until received in writing

3. The Complaints Procedure sets expectation that all complaints are:

3.1 Taken seriously, and proceed in a timely fashion.

3.2 Consistent with principles of natural justice.

3.3 Raised no later than three months after which the matter causing complaint occurred.

3.4 Made by an aggrieved party; RHSU will not accept complaints made anonymously or on behalf of others unless under exceptional circumstances.

4. The complaints procedure cannot be used to complain about the political or policy performance of an elected officer or committee member; these sorts of complaints will be dealt with under the Resignation and Removal of Officers procedure.

4.1 Complaints regarding the following have first stage procedures set out in the below documentation:

4.1.1 The University, its services or University personnel, please refer to the University's complaints procedure.

4.1.2 Students' Union events, please refer to the Students' Union Events Policy for guidance on the procedure.

4.1.3 Elections or referendums, except for a complaint that there is no confidence in the whole democratic process.

5. RAISING A COMPLAINT

5.1 Students must complain in writing, in the first instance, to the President. The President upon receipt of the complaint will determine probable cause for an investigation and will write to the complainant to confirm receipt of the complaint and any action taken.

5.2 The President will refer any complaint about the Chief Executive to the Trustee Board with no conflict of interest, and in such cases any reference in this bye-law shall be a reference to the Officer Trustee in question.

6. INVESTIGATION OF THE COMPLAINT

6.1 The Chief Executive, after finding probable cause for investigation, work with one Officer Trustee (appointed by the President) and supported by a member of the Senior Management team (appointed by the Chief Executive) to produce an Investigation Report. The Investigation Report will concisely summarise the facts of the complaint and, if the complaint is upheld, a recommendation as to an effective remedy. In any event, the President will write to the complainant with a summary of the Investigation Report.

6.2 The Chief Executive will generally ask the complainant whether they would like a face-to-face meeting during the investigation process, but it would not be usual to convene a hearing meeting. The Chief Executive may require Roehampton Students' Union members, staff, and trustees to support the collection of evidence in the investigation process.

7. COMPLAINT OUTCOMES

7.1 The Chief Executive and President will securely store their Investigation Report for an appropriate time period, as per the GDPR policy

7.2 The Chief Executive and President may conclude that an appropriate complaint outcome is the commencement of disciplinary procedures. A complainant should have no expectation that they will be involved in disciplinary processes, as this may include confidential practices.

8. APPEALS

8.1 The complainant has a right to appeal on three grounds, and must have evidence to show that the Union:

8.1.1 Conducted the investigation process in a way that was procedurally irregular.

8.1.2 Was not able to consider evidence that has now become available.

8.1.3 Has not identified an effective remedy to an upheld complaint.

8.2 The complainant should submit their appeal in writing to the Trustee Board, who will determine whether grounds for appeal exist.

8.3 The Trustee Board will, after finding grounds for appeal, make arrangements for a panel of the Board to consider the appeal. The panel will include three trustees, none of whom who have previously handled the complaint

8.4 The panel will consider a case presented by the Chief Executive who ran the investigation, and disputed by the complainant. The appeal may not require a hearing, and the panel may determine that it will conduct the process at a distance.

8.5 The complainant may not appeal because they disagree with a complaint not being upheld

9. FINAL RESOLUTION

9.1 A student who remains dissatisfied with the outcomes of the appeal may refer the outcome of the complaint to the University who may appoint an independent person to investigate and report on the matter

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.

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.

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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