

Bye-Law 1: Membership of the Students' Union

1.1. Purpose

- 1.2. This Bye-Law sets out the categories of membership of Roehampton Students' Union, the rights attached to each category, the process for opting out of Student Membership, and the circumstances in which membership ceases.

1.3. Membership Categories

- 1.4. The Union has the following categories of membership:

- 1.4.1. Student Members
- 1.4.2. Associate Members

1.5. Student Members

- 1.6. The Student Members of the Union are those persons who meet the definition of Student Member set out in Article 7.3 of the Articles of Association, read together with Article 2.1 of the University of Roehampton's Articles of Association.
- 1.7. For operational purposes, the University shall notify the Union of its current student population at the start of each academic year and promptly upon any material change, to enable the Union to maintain an accurate and up-to-date register of Student Members
- 1.8. The following are rights which membership of the Union confers on Student Members:
- 1.8.1. To have access to, and use of, facilities and services provided by the Union for its members.
 - 1.8.2. To become full members of student groups, and to hold elected office within such a group.
 - 1.8.3. To participate in Union affairs and democracy (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the Union including Programme or School Representatives).
 - 1.8.4. To represent Student Members at external conferences, such as the National Union of Students.
 - 1.8.5. To exercise the rights of a Company Law Member as set out in Article 8 of the Articles of Association.

- 1.9. Student Members cease to be members in the circumstances set out in Article 7.4 of the Articles of Association.

1.10. Withdrawing from Student Membership (Opting Out)

- 1.11. If a student wishes to exercise the right to opt-out from Student Membership, they shall inform the University or Students' Union through the defined process on the Union's website.
- 1.12. A student who has opted-out may re-join as a Student Member by notifying the Students' Union of their wish to do so through the defined process on the Union's website.
- 1.13. Opted-Out Student Members shall be entitled to use the services of the Union, subject to such Bye-Laws as may from time to time be in force, including access to Union

advisory and welfare services. To enable this, they will automatically be granted free Affiliate Membership of the Union.

1.14. Opted-Out Student Members shall not be entitled:

- 1.14.1. To participate in Union affairs and democracy (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the Union including Sabbatical Officers, Programme or School Representatives).
- 1.14.2. To hold elected committee positions in student groups, or on any Students' Union working group or committee.
- 1.14.3. To exercise the rights of a Company Law Member as set out in Article 8 of the Articles of Association, as opted-out students do not hold Company Law Membership of the Union.

1.15. Associate Members

1.16. The Trustees have established the following categories of associate membership in accordance with Article 8.5.2 of the Union's Articles of Association which may incur a fee:

- 1.16.1. Affiliate Membership – available to any persons employed by Roehampton University, Students' Union staff, any student that has opted out of membership to the Students' Union, members of the local public, and alumni.
- 1.16.2. Honorary Membership – this shall be awarded to individuals by the Board or a nominated subcommittee to any person or group who has made a significant positive contribution to the Students' Union, or to student life at Roehampton University.
- 1.16.3. Visiting Membership – available to any person with a temporary association with the University including but not limited to visiting students such as those on study abroad programmes, and exchange students such as those on Turing and Erasmus+ schemes.

1.17. The following are rights which membership of the Union confers on Associate Members:

- 1.17.1. To have access to, and use of, facilities and services provided by the Union for its members with possible restrictions or tariffs.
- 1.17.2. To hold associate membership of any Union student group.

1.18. Associate Members cease to be members upon:

- 1.18.1. Ceasing their association with the University.
- 1.18.2. Notifying the Students' Union in writing of their decision to resign their membership.
- 1.18.3. Non-payment or expiry of any set subscriptions.
- 1.18.4. A resolution of the Board.

1.19. Suspension and Termination of Rights

1.20. The Board may suspend or terminate any or all membership rights of any member on reasonable grounds, in accordance with the Members' Code of Conduct and the Members' Disciplinary Policy. For the avoidance of doubt, this includes the right to stand and vote in elections and to hold elected office. The Board may delegate

decisions under this clause in accordance with the Union's Scheme of Delegation, which shall set out the threshold above which matters must be escalated to the full Board. Any exercise of this power is subject to the rights of Student Members under company law and the Education Act 1994.

- 1.21. Membership rights under this Bye-Law do not override the regulations of Roehampton University. A member may not rely on their membership rights to circumvent action lawfully taken by the University. The statutory duties of officers and committees of the Union, and any requirements of the University's Code of Practice relating to the Students' Union, shall take precedence over the rights of all members, subject always to the requirements of company law and the Education Act 1994.

1.22. Membership Rights Matrix

Right	Student Member	Associate Member
To have access to, and use of, facilities and services provided by the Union for its members.	✓	✓
To become full members of student groups.	✓	
To become associate members of student groups.		✓
To hold elected office within student groups.	✓	
To participate in Union affairs and democracy (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the Union including Programme or School Representatives).	✓	
To represent the Union at external conferences, such as the National Union of Students.	✓	
To be a Company Law Member as defined in the Articles.	✓	

Bye-Law 2: Board of Trustees

2.1. Purpose

- 2.2. This Bye-Law outlines the governance framework for the Board of Trustees, including meeting frequency, delegation to staff, and sub-committees. Composition and terms of office of Trustees are set out in the Articles 21 and 22 of the Articles of Association.

2.3. Members of the Board of Trustees

- 2.4. All Trustees will sign and uphold a Trustee Code of Conduct, which will be published on the Union's website, reinforcing their commitment to good governance and collaboration.

- 2.5. Roehampton Students' Union's Board of Trustees is currently composed of:

- 2.5.1. Two Sabbatical Officers
- 2.5.2. Four Student Trustees
- 2.5.3. Four Lay Trustees

- 2.6. The Board will always aim to maintain a majority of Student Trustees and Sabbatical Officers, ensuring that governance decisions remain student-led. The maximum number of Trustees is 12.

2.7. Trustee Terms of Office

- 2.8. The terms of office for all categories of Trustee are set out in Articles 21 and 22 of the Articles of Association.
- 2.9. Trustees can hold different roles at different times within the Board as long as their appointment is subject to the appropriate process. However, no Trustee may serve more than nine years in total (consecutive or non-consecutive).

2.10. Postholders of the Board

- 2.11. The Chair and Deputy Chair of the Board of Trustees are appointed in accordance with Article 13 of the Articles of Association

2.12. Trustee Eligibility

- 2.13. All Trustees must meet the eligibility requirements set out in the Eligibility Criteria defined in Schedule 2 of the Articles of Association and in Article 22 (disqualification and removal)
- 2.14. Trustees must comply with any additional compliance requirements set out from time to time, which may include signing an eligibility declaration confirming they are not disqualified from acting as a charity trustee and are a 'fit and proper person' for the purposes of HMRC guidance. Identity verification requirements under Companies House rules must also be satisfied prior to appointment.
- 2.15. Remuneration of Trustees is governed by Article 3 of the Articles of Association.

2.16. Board of Trustee Meetings

- 2.17. The Board of Trustees meets at least quarterly. Additional meetings may be called by the Chair or any two Trustees in accordance with Article 16 of the Articles of Association.

2.18. Delegation of Authority to Staff

- 2.19. The Board of Trustees delegates the day-to-day running of the organisation to the Chief Executive who reports directly to the Board. Delegation is exercised in accordance with Article 12 of the Articles of Association.
- 2.20. The Union has a Scheme of Delegation that is reviewed annually by the Board. This document sets out what powers and functions the Board has delegated to relevant committees, staff, and volunteers including limits and boundaries to that power.
- 2.21. The Board has a duty to ensure that its employees remain politically neutral in relation to democratic decisions and discussions, whilst also providing clear and competent advice and guidance.
- 2.22. The Board has a duty to ensure that democratic spaces are not used to mandate or hold employees accountable, and that its employees' rights are respected. Therefore, the Trustees shall ensure that no employee, or employee matter shall be discussed in debate, policy or mandates. For the avoidance of doubt, this provision does not apply to Sabbatical Officers, who may be subject to a Vote of No Confidence in accordance with the Articles of Association.

2.23. Trustee Appointments

- 2.24. Sabbatical Officers are elected in accordance with Bye-Law 4: Elections.
- 2.25. Student Trustees and Lay Trustees are appointed through a transparent and skills-based process overseen by the Appointments and Remuneration Committee to ensure the Board benefits from a diverse range of expertise.
- 2.26. Once selected, Student and Lay Trustee appointments are recommended to the Board of Trustees for approval.
- 2.27. Appointments to the Board of Trustees will be reported to the next available SU Council meeting.
- 2.28. Disqualification and removal of Trustees is covered within Article 22 of the Union's Articles of Association.

2.29. Sub-Committees of the Board of Trustees

- 2.30. The Board may establish sub committees as it considers necessary or appropriate but must always include an Appointments and Remuneration Committee. Sub-committees are established in accordance with Article 12 of the Articles of Association. The Board retains ultimate responsibility for any decisions made by or delegated to any sub-committee.
- 2.31. The current sub-committees of Board are:
- 2.31.1. Appointments and Remuneration Committee

2.31.2. Management Committee

2.31.3. Health, Safety and Wellbeing Committee

2.32. The terms of references, membership, and sub-committees of the Board will be reviewed annually.

2.33. Appointments and Remuneration Committee

2.34. The Appointments and Remuneration Committee exists to oversee recruitment, appointment and remuneration processes for key leadership roles within the organisation. The Committee ensures these processes are fair, transparent, and compliant with legal and regulatory requirements.

2.35. Responsibilities

2.36. The Committee will:

2.36.1. Search for, recruit, and recommend candidates for appointments to the roles of Chief Executive, Lay, and Student Trustees, subject to approval by the full Board.

2.36.2. Review and make recommendations to the Board regarding the remuneration and terms and conditions of employment for, the Sabbatical Officers and the Chief Executive.

2.36.3. Undertake the annual appraisal and performance management process for the Chief Executive, for report to the full Board.

2.36.4. Review pay benchmarking data and ensure remuneration is fair, competitive and proportionate to organisational scale and sector norms.

2.36.5. Submit summary notes or minutes of each meeting to the Board.

2.37. General Principles

2.38. The Committee will act in accordance with:

2.38.1. The Union's Articles, values and strategic objectives.

2.38.2. Policies established by the Board regarding pay, employment and recruitment.

2.38.3. Legal and regulatory requirements including employment law, charity law, and data protection.

2.39. Membership

2.40. The Committee shall consist of:

2.40.1. Vice Chair of the Board, a Lay Trustee (Chair)

2.40.2. A Student Trustee

2.40.3. A Sabbatical Officer

2.41. The Committee may choose to nominate a secretary from among their members or a person they deem suitable from the Union or University.

2.42. The Committee may invite individuals with relevant expertise to attend meetings as required.

2.43. Term of Membership

2.44. The Membership of the Committee shall be decided at the first Board of Trustees of each academic year and the members shall hold this position for one year, or until their term ends. Any vacancy on the Committee shall be filled by a decision of the Board of Trustees.

2.45. Meetings

2.46. The Committee will meet at least once per year, and additionally as required.

2.47. The Chair may call an extraordinary meeting where urgent business arises.

2.48. Quorum

2.49. A meeting shall be quorate when at least half of the voting members are present, including, at least one Lay Trustee, and at least one Sabbatical Officer.

2.50. Management Committee

2.51. Management Committee exists to take day-to-day decisions on behalf of the board regarding the running of the organisation and delivery of the strategic plan, within the limits set out in the Union's Scheme of Delegation. Matters that exceed those limits, or that present significant legal, financial, reputational, or operational risk, must be escalated to the full Board.

2.52. Specifically, the committee has power to:

- 2.52.1. Consider important operational issues which are timely or sensitive, and to identify opportunities and solutions for advancing the Objects and strategy of Union.
- 2.52.2. Consider and approve detailed guidance for the good management of the Union.
- 2.52.3. Discuss the development of the Union's budgets, strategic plan, operational plans and specific objectives, monitor progress against the budget, plans and objectives, and propose action to the Board.
- 2.52.4. Approve operational policies, procedures, and standing orders, related to the services and activities of the Union.
- 2.52.5. Receive, consider and propose action arising from the management accounts.
- 2.52.6. Consider other matters referred to it by the policy making process, or Board and its Committees.

2.53. Membership

- 2.53.1. The Chief Executive (Chair)
- 2.53.2. The Sabbatical Officers
- 2.53.3. Senior Staff, appointed by the Chief Executive

2.54. The Committee may invite individuals with relevant expertise to attend meetings as required.

2.55. Quorum

- 2.56. A meeting shall be quorate when at least half of the voting members are present, including, at least the Chief Executive (or nominated Senior Staff member), and at least one Sabbatical Officer.

Bye-Law 3: Student Officers

3.1. Purpose

- 3.2. This Bye-Law sets out the roles, eligibility, duties, accountability, terms of office, and removal/casual vacancy provisions for Student Officers of Roehampton Students' Union ("the Union"). Operational detail will be set out in job descriptions and relevant Union policies.
- 3.3. "Student Officers" is the collective term for elected representatives of the Union and comprises:
 - 3.3.1. Sabbatical Officers; and
 - 3.3.2. Part-Time Officers (PTOs).
- 3.4. Student Officers exist to represent the interests and voice of Union members, influence institutional, local and national policy, and strengthen the Union's democratic leadership.

3.5. Student Officers of the Students' Union

- 3.6. Student Officers of the Students' Union are the primary elected representatives of the student body within Roehampton University.
- 3.7. For the purposes of the National Union of Students (NUS), Student Officers shall be eligible to act as NUS Representatives as required by NUS. A separate process for appointing any NUS Liberation Representatives shall be published online by the Union.
- 3.8. Student Officers shall participate in Students' Union Council (also known as SU Council) as required under Bye-Law 5.
- 3.9. Each Sabbatical Officer and Part-Time Officer will have a publicly available job description on the Union's website setting out the core responsibilities of their portfolio.
- 3.10. Job descriptions are approved by the Board of Trustees and may be updated from time to time, provided changes do not alter the democratic or constitutional status of roles.
- 3.11. The Union shall maintain a Student Officer Handbook setting out detailed expectations, standards and procedures for all Student Officers.

3.12. Sabbatical Officers

- 3.13. The following roles are elected by the Students' Union and are the Sabbatical Officers of the Union. For the purposes of the Union's Articles of Association and the Education Act 1994, Sabbatical Officers are the Union's Major Office Holders:
 - 3.13.1. President Education
 - 3.13.2. President Community
- 3.14. Sabbatical Officers of the Students' Union are:
 - 3.14.1. Student Members and shall therefore be subject to the Members' Code of Conduct.

- 3.14.2. Trustees of the Union and shall therefore be subject to the Trustee Code of Conduct.
- 3.14.3. Employees of the Union, subject to an employment contract, employment policies, and job description as approved by the Board of Trustees, and remunerated in line with the Union's remuneration policy.
- 3.15. Should a Sabbatical Officer cease to be any of the above for any reason, they shall cease to be a Sabbatical Officer of the Students' Union.
- 3.16. Term of Office
- 3.17. Sabbatical Officers are elected for one-year terms commencing on 1 July, but formal start dates shall be confirmed at the Board's discretion in any employment contract.
- 3.18. Sabbatical Officers may serve up to a maximum of two terms; these terms may be consecutive or non-consecutive.
- 3.19. Core Duties
- 3.20. Sabbatical Officers shall:
 - 3.20.1. Represent student views on key University committees, project boards and decision-making bodies, as well as within the Students' Union and with external stakeholders such as local MPs, Wandsworth Council and the Mayor's Office.
 - 3.20.2. Represent students to the National Union of Students (NUS) and other relevant regional or national bodies.
 - 3.20.3. Ensure student perspectives are actively considered in all major University and Students' Union decisions.
 - 3.20.4. Keep students informed through clear communication, highlighting progress, outcomes and the impact of student feedback.
 - 3.20.5. Lead and promote Union campaigns, Student Priorities, and contribute to delivering the Union's strategic plan.
 - 3.20.6. Support and empower students to run their own campaigns and initiatives.
 - 3.20.7. Act as a key decision-maker for the Students' Union and set agendas for Students' Union Council.
 - 3.20.8. Engage with students regularly and convene democratic forums as required.
 - 3.20.9. Work closely with senior staff at the University, local partners and national bodies to ensure students have influence at every level.
 - 3.20.10. Deliver on assigned Student Priorities in collaboration with Students' Union and University staff.
 - 3.20.11. Influence the University's strategy through committee participation and regular dialogue with key staff.
- 3.21. Sabbatical Officer time is a charitable resource of the Union and must therefore be directed towards the Union's charitable objects. This is reflected in the duties above and in the Student Voice provisions of Bye-Law 5.
- 3.22. Part-Time Officers (PTOs)**
- 3.23. PTOs are elected volunteer Student Officers who hold designated portfolios to represent student communities and advance Union priorities.

- 3.24. PTO roles, titles, and portfolios may be created, amended, or withdrawn by SU Council in accordance with Bye-Law 5.
- 3.25. There shall be a maximum of 30 PTOs at any one time.
- 3.26. For the avoidance of doubt, these roles do not qualify as 'Major Union Office Holders' for the purposes of the Articles of Association and the Education Act 1994.
- 3.27. PTOs are volunteers of the Students' Union and shall be subject to the Union's relevant volunteer agreements and the Members' Code of Conduct.
- 3.28. Eligibility and Availability
- 3.29. PTOs must be Student Members of the Union at the time of election and throughout their term, and must remain enrolled for the duration of office.
- 3.30. PTOs must meet any role-specific eligibility criteria (e.g. self-identification requirements for representative roles).
- 3.31. PTOs are expected to remain reasonably available and, where relevant, present on campus to their fulfil duties through their term of office. Where a PTO undertakes placement, study abroad, interruption of study, early completion, or other commitments that materially limit their ability to perform the role, the matter shall be handled in-line with the removal and vacancy provisions in this Bye-Law.
- 3.32. Term of Office
- 3.33. Part-Time Officers serve one-year terms from 1 July to 30 June, unless ended earlier by resignation or removal under this Bye-Law and the Union's policies.
- 3.34. Core Duties
- 3.35. All part-time officers shall:
- 3.35.1. Actively engage with students to learn about their views and represent these to the University and local area as required by their role description.
 - 3.35.2. Support delivery of Student Priorities and Union campaigns.
 - 3.35.3. Work collaboratively with Sabbatical Officers and Union staff.
 - 3.35.4. Create and encourage strong and productive networks with students and relevant university and community leaders.
 - 3.35.5. Any additional duties outlined in their role descriptions.
- 3.36. Part-Time Officer Roles
- 3.37. The following roles are currently designated as PTOs and will be published on the Union's website with portfolio descriptions:
- 3.37.1. College President – one per College
 - 3.37.2. College Deputy President – one per College
- 3.38. College Presidents and College Deputy Presidents
- 3.39. As a condition of holding office, the College President and College Deputy President roles are required to reside in the designated accommodation provided for the role for the duration of their term.
- 3.40. Accountability, Reporting and Conduct**

- 3.41. All Student Officers are accountable to the membership and must adhere to:
- 3.41.1. Bye-Law 5: Student Voice;
 - 3.41.2. The Union's Members' Code of Conduct; and where applicable,
 - 3.41.3. The Trustee Code of Conduct and the Union's staff and volunteer policies.
- 3.42. Sabbatical Officers and PTOs will provide regular public updates (e.g. termly written reports to SU Council and end-of-term impact summaries), including progress against Student Priorities, campaigns, committee outcomes, and actions taken in response to student feedback.
- 3.43. Student Officers must complete induction and mandatory training and participate in handover to successors as specified by the Union.

3.44. Removal from Office and Vacancies

- 3.45. Sabbatical Officers may be removed from office in accordance with the Articles of Association.
- 3.46. Part-Time Officers may be removed from office where any of the following apply:
- 3.46.1. They are removed through the Accountability Actions set out in Bye-Law 5: Student Voice.
 - 3.46.2. They are removed under the Union's volunteering policies or through disciplinary action as a result of the Union's Complaints and Disciplinary Policy.
 - 3.46.3. They resign by giving written notice to the Union.
 - 3.46.4. They die or otherwise become permanently unable to continue in office.
 - 3.46.5. They are absent without valid apology from two meetings of SU Council in an academic year, in which case a motion of no confidence shall automatically be tabled unless SU Council decides otherwise at its discretion.
- 3.47. Where a PTO resigns, is removed, or is otherwise unable to fulfil their duties, a casual vacancy shall be declared. Acting on advice from the relevant committee(s), the Board of Trustees (or as provided by Bye-Law 5) will determine whether to:
- 3.47.1. Hold a by-election;
 - 3.47.2. Co-opt; or
 - 3.47.3. Leave the position vacant until the next scheduled election.

Bye-Law 4: Elections

4.1. Purpose

- 4.2. This Bye-Law outlines the process of elections for elected representatives (excluding student group leaders) at Roehampton Students' Union ("the Union"). It details how complaints about elections are received and handled by the Union.

4.3. Application

- 4.4. These Bye-Laws apply to all elections conducted by cross-campus ballot including elections of Sabbatical Officers and other Student Officers of the Students' Union.
- 4.5. Student Group Elections shall be administered under Bye-Law 6.

4.6. Student Officers of the Students' Union

- 4.7. Elections for Sabbatical Officers of the Students' Union (as defined in Bye-Law 3) shall always be conducted by cross-campus ballot.
- 4.8. Elections for other Student Officers of the Students' Union (as defined in Bye-Law 3) shall be conducted by cross-campus ballot, except where an alternative method has been listed within Bye-Law 3.

4.9. Standing Eligibility

4.10. Sabbatical Officers

- 4.11. Candidates for the role of Sabbatical Officer of the Students' Union shall meet the Eligibility Criteria as defined in Schedule 2 of the Articles of Association. In addition, candidates:
- 4.11.1. Candidates may only run for one Sabbatical Officer position at a time.
 - 4.11.2. Must not have been previously removed from the Board of Trustees.

4.12. Part-Time Officers

- 4.13. Candidates for Part-time Officer roles shall be subject to the following criteria:
- 4.13.1. Candidates must be current full Student Members of the Students' Union at the time of the election, and must continue to be Student Members for the duration of their time in post.
 - 4.13.2. Candidates for College President and College Deputy President roles must be enrolled within that College.

4.14. The Returning Officer

- 4.15. The Board of Trustees will annually appoint an appropriately qualified Returning Officer and an appropriately qualified Deputy Returning Officer. The Returning Officer must not be a current Student Member or Associate Member of the Union.
- 4.16. The Deputy Returning Officer shall always be a member of Roehampton SU staff. The Deputy Returning Officer is responsible for the day-to-day administration and running of elections. The Returning Officer provides independent oversight, confirms election rules, and is the final decision-maker on complaint appeals.
- 4.17. The Returning Officer shall be responsible for the following:

- 4.17.1. Confirming and approving the election rules, regulations, and guidelines that govern the conduct of elections.
 - 4.17.2. Acting as the final interpreter of this Elections Bye-Law and any associated rules and guidelines.
 - 4.17.3. Verifying independently that elections have been delivered in a free and fair manner.
 - 4.17.4. Determining complaint appeals with their decision being final.
 - 4.17.5. Advising the Deputy Returning Officer on any matter referred to them, and taking any necessary actions within their authority as Returning Officer.
- 4.18. The Deputy Returning Officer shall be responsible for the day-to-day administration of elections, including:
- 4.18.1. Producing and managing the election timetable.
 - 4.18.2. Administering the nominations process and confirming the validity of nomination forms.
 - 4.18.3. Managing candidate communications, including publicising arrangements for balloting and the complaints procedure to all eligible Members.
 - 4.18.4. Delivering, or ensuring the delivery, of relevant and appropriate training to all election candidates.
 - 4.18.5. Making available information to potential candidates for each election outlining relevant rules and procedures.
 - 4.18.6. Seeking legal advice if they believe that statements made or the contents of publicity could leave the Union open to legal action.
 - 4.18.7. Ruling out of order any statement or content of any publicity which in their view is in breach of the Articles of Association, the law, or any other applicable rules and guidelines.
 - 4.18.8. Administering the ballot and ensuring all eligible Members are able to cast their vote.
 - 4.18.9. Running the count and submitting the count to the Returning Officer for verification.
 - 4.18.10. Publishing the results.
 - 4.18.11. Handling complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
 - 4.18.12. Referring any matter to the Returning Officer where uncertain, including on the application of election rules, potential complaints issues, and appeals.

4.19. Complaints, Sanctions and Appeals

- 4.20. Detailed timescales and procedures for complaints, sanctions and appeals shall be set out in the election rules and regulations approved by the Board of Trustees annually, to allow for the operational flexibility required by the election timetable.
- 4.21. Complaints
- 4.22. Complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of the elections shall be handled by the Deputy Returning Officer.
- 4.23. Where a complaint is complex or serious, the Deputy Returning Officer may seek advice from the Returning Officer but shall retain responsibility for the first-instance decision.

4.24. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. Any Trustee who is directly involved in the election in question must recuse themselves from the complaint process due to a conflict of interest.

4.25. Sanctions

4.26. Where the Deputy Returning Officer considers that a candidate may have breached this Bye-Law, or any other relevant Elections Rules and Regulations in place from time to time, they shall:

- 4.26.1. Notify the candidate in writing, setting out the nature of the alleged breach.
- 4.26.2. Give the candidate a reasonable opportunity to make representations within the timescales set out in the election rules and regulations, or as otherwise specified by the Deputy Returning Officer having regard to the election timetable.
- 4.26.3. Decide whether to impose a sanction which may include but is not limited to a formal warning, campaign suspension, disqualification, or take no action, taking the representations into account.
- 4.26.4. Notify the candidate in writing of the decision and the reasons for it.

4.27. Appeals

4.28. Any decision made by the Deputy Returning Officer under this section may be appealed to the Returning Officer. Appeals must be submitted within the timescale specified in the election rules and regulations, or within 24 hours of notification of the decision where no such timescale is specified.

4.29. The Returning Officer's decision on appeal shall be final.

4.30. Elections Process

4.31. The Deputy Returning Officer shall produce an election timetable that outlines:

- 4.31.1. The process for nomination.
- 4.31.2. Details for the submission of candidate statements.
- 4.31.3. Arrangements for the ballot.

4.32. The Deputy Returning Officer shall produce details of the arrangements for balloting and for complaints procedures and ensure that they are publicised to all Members eligible to stand, and/or vote.

4.33. Elections will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Alternative Vote system for elections with one position available and the Single Transferable Vote system for elections with more than one position available.

4.34. The Deputy Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all Members in a timely manner.

4.35. Nominations

4.36. Nominations forms will be available to all Members eligible to stand. Eligibility to stand is determined by Bye-Law 1 and the Standing Eligibility section above.

4.37. It is the responsibility of candidates to ensure that nomination forms are completed accurately and submitted before the deadline.

4.38. The Deputy Returning Officer shall have the responsibility for declaring a submitted nomination form valid.

4.39. When the Deputy Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

4.40. Candidate Statements

4.41. Candidate Statements must be submitted by the date set out in the election timetable and must comply with any format requirements stipulated by the Deputy Returning Officer. A failure to submit a Candidate Statement by the date set out in the election timetable will see the candidate proceed without an official Candidate Statement published.

4.42. The Deputy Returning Officer will ensure that Candidate Statements are available to voters at the point of ballot.

4.43. Campaign Publicity

4.44. The Deputy Returning Officer will determine the allowance for publicity available to each candidate for each election.

4.45. The Deputy Returning Officer shall set out the maximum amount that candidates may spend on their own election campaign.

4.46. All candidates running for the same position shall have an equal publicity allowance.

4.47. Hustings

4.48. The Deputy Returning Officer may arrange a hustings for candidates in an election.

4.49. Withdrawal

4.50. Any candidate may withdraw from the election at any point by informing the Deputy Returning Officer in writing.

4.51. Voting

4.52. The Deputy Returning Officer will ensure that all eligible Members of the Union are able to cast their vote.

4.53. The Deputy Returning Officer shall determine the method of voting and publicise it appropriately.

4.54. Voters shall be able to express their preference for as few or as many candidates as they wish subject to the instructions on ballot papers and the method of election specified within the Elections Process section above.

4.55. Ballots shall bear the chosen name of each candidate, and of the position being contested.

4.56. The order of names on the ballot shall be decided by using an electronic system which ensures the order of names on the ballot is chosen at random.

4.57. There will be a facility for voting for "Re-Open Nominations".

4.58. For positions which require more than one candidate to be elected, if Re-Open Nominations receives the most votes, nominations must be re-opened for all positions.

4.59. Voting shall be by secret ballot.

- 4.60. Should the counting of votes result in a tie, the Deputy Returning Officer shall first order a recount. If the same result materialises, the Deputy Returning Officer shall determine the method by which the result is determined with reference to the Electoral Commission guidelines.

4.61. Voter Eligibility

- 4.62. All Student Members of the Students' Union are eligible to vote for Sabbatical Officers.
- 4.63. All Student Members who are enrolled within a particular College are eligible to vote for the College Presidents and Deputy President for that College.

4.64. Declaration

- 4.65. Results for the election shall be declared by the Deputy Returning Officer when the count for each post has been successfully completed.
- 4.66. A list of successful candidates will be published within one clear working day of the declaration of results, unless there is a reason to delay. In this case, a statement of explanation will be published on the Union's website.

4.67. By-Elections

- 4.68. If any Sabbatical Officer post falls vacant, the Board of Trustees shall determine if and when a cross-campus by-election should be called in accordance with Article 9.5 of the Articles of Association.

Bye-Law 5: Student Voice

5.1. Purpose

- 5.2. This bye-law sets out Roehampton Students' Union's (the Union) democratic system. It covers how Student Members make policy, hold representatives to account, and participate in decision-making.

5.3. Union Policy

- 5.4. Union Policy means any official statement of values, beliefs, principles, or process of the Union.
- 5.5. Union Policy is created by the following channels:
- 5.5.1. Students' Union Council
 - 5.5.2. Referendums
 - 5.5.3. The Board of Trustees
 - 5.5.4. The Student Officer Executive, on an interim basis
- 5.6. A policy shall be considered active for the remainder of the academic year in which it is approved, and for the two subsequent academic years. After this period, the policy shall automatically lapse unless renewed or superseded.
- 5.7. The Board of Trustees will be responsible for oversight of policy implementation and will delegate responsibility for this implementation to the elected representatives and staff teams of the Students' Union as appropriate.

5.8. Students' Union Council

- 5.9. Students' Union Council (also known as SU Council) is the Union's central policy-setting body. It considers motions, debates proposals, receives officer accountability reports, and may call referenda.
- 5.10. SU Council shall provide a democratic space to:
- 5.10.1. Gather the views of students and determine positions that are representative of the wider student body (setting Union Policy).
 - 5.10.2. Provide student-led direction for the work of the Students' Union by mandating Sabbatical Officers within the law and Articles.
 - 5.10.3. Discuss, consult on, and receive reports regarding the representative work of the Sabbatical Officers and the wider Board of Trustees.
 - 5.10.4. By resolution, call a Referendum on any matter within the Union's Objects, and endorse proposals for amendments to the Articles or Bye-Laws in accordance with Bye-Law 7.
 - 5.10.5. Receive reports from and provide direction to SU Council Sub-Committees.
- 5.11. Nothing in these Bye-Laws authorises SU Council to direct staff employment, finances or other areas reserved to the Trustees under the Articles and charity law.
- 5.12. Membership and Voting Rights
- 5.13. The voting members of SU Council shall be:

- 5.13.1. Part-Time Officers – one vote per College, exercised by the College President. The College President may delegate their vote to the College Deputy President.
 - 5.13.2. Schools Representatives – one vote per School, exercised by consensus between the UG and PG School Representative for that School. Where consensus cannot be reached, the vote shall be abstained.
 - 5.13.3. Student Groups – one vote per affiliated Student Group, exercised by the Student Group President. The President may delegate their vote to another committee member of that Student Group.
 - 5.13.4. Sabbatical Officers – voting rights on SU Council Policy motions and Referendums only. Sabbatical Officers may not vote on SU Council Mandates or Accountability Actions.
- 5.14. Any student may attend, observe and speak at a meeting of SU Council but may not vote, unless they hold voting rights under the membership provisions above.
- 5.15. Postholders
- 5.16. There shall be an appointment of an independent paid Chair who is not a current Sabbatical Officer or Part-Time Officer. The Chair is subject to the private benefit restrictions in the Articles of Association. The Chair is non-voting, except that they hold a casting vote in the event of a tie.
- 5.17. The Sabbatical Officers shall be the Deputy Chairs of SU Council.
- 5.18. The Postholders shall be responsible for setting the agenda of meetings, chairing meetings of SU Council, and ensuring that decisions are taken in line with these Bye-Laws.
- 5.19. A Deputy Chair may act on behalf of the Chair in their absence.
- 5.20. Sabbatical Officers
- 5.21. Sabbatical Officers of the Students' Union (as defined in Bye-Law 3) shall attend SU Council as ex-officio members. Sabbatical Officers have voting rights on SU Council Policy motions and on Referendums. Sabbatical Officers shall not vote on SU Council Mandates or on Accountability Actions, given their role as the persons subject to mandates and accountability processes.
- 5.22. Each Sabbatical Officer shall provide a report to each meeting in relation to matters arising, their performance to date, and any SU Council Mandates.
- 5.23. Sabbatical Officers may submit agenda items and motions subject to the normal process as outlined in the Submission of Motions section below.
- 5.24. Meetings
- 5.25. SU Council shall meet once per academic term.
- 5.26. The Union will publish the date and venue/online details of any meeting on the website with at least ten working days' notice.
- 5.27. Roehampton SU shall provide staff resource and support for SU Council meetings, including minute taking, advice and guidance on decision-making, and ensuring adherence to the Bye-Laws and Articles of Association.

- 5.28. Roehampton SU shall ensure that meeting minutes are published on the Union's website and shall include a record of SU Council member votes.
- 5.29. An extraordinary meeting of SU Council may be called at the discretion of the Chair if a request is received, in writing, by five voting SU Council members or two Sabbatical Officers of the Students' Union.
- 5.30. Ordinary business of SU Council includes the approval of minutes, Sabbatical Officer reports and questions, policy motions, petitions received, reports from Sub-Committees, referrals from the Board, and any urgent items admitted by the Chair.
- 5.31. Quorum
- 5.32. A meeting of SU Council shall be quorate when 40% of voting SU Council members are present. Where quorum is not met, the meeting may continue for discussion and reporting purposes but no decisions may be taken. Any motions on the agenda shall be deferred to the adjourned meeting. Where the adjourned meeting also fails to reach quorum, the deferred motions shall be considered dismissed. SU Council members who choose to abstain from a vote shall be counted towards quorum but their vote shall be considered neutral.
- 5.33. Where a meeting of SU Council is adjourned due to lack of quorum, the Postholders shall reschedule the meeting at the earliest practicable opportunity and give all members reasonable notice of the new date. The adjourned meeting shall be conducted as a voting-only meeting, which may be held online, to consider the motions deferred from the original meeting. The same quorum requirement shall apply.
- 5.34. Decision Making
- 5.35. When making decisions, SU Council may make any of the following types of decision:
- 5.36. *SU Council Policy* – a position deemed to be representative of students that does not require any specific action to be taken. Such a decision shall require a two-thirds majority of votes cast. SU Council Policy may not include the attribution of Students' Union resources towards that position. All Sabbatical Officers shall be expected to respect SU Council Policy once passed until it lapses, is succeeded, or is repealed. Sabbatical Officers are entitled to vote on SU Council Policy motions.
- 5.37. *SU Council Mandate* – a decision which directs the Students' Union and its Sabbatical Officers to take a specific action. Such a decision shall require a simple majority of votes cast. An SU Council Mandate will only be accepted if the Chair considers it appropriate, taking into account the educational purposes of the SU, how those purposes may be furthered by debate and forming views on political issues, and the extent to which it is appropriate to expend SU resources on such activity. Sabbatical Officers shall not vote on SU Council Mandates.
- 5.38. *Accountability Actions* – There will be two types of Accountability Action, a motion of censure or a motion of no confidence. Sabbatical Officers shall not vote on any Accountability Action:
- 5.38.1. A motion of censure is similar to a warning and may be passed in relation to any Sabbatical Officer or Part-Time Officer of the Students' Union, or the Chair of SU Council. Such a motion shall be submitted in accordance with the Submission of Motions section below and shall require a two-thirds majority of voting SU Council members. Where a Sabbatical Officer or the

Chair of SU Council is subject to a censure or removal process, this must be managed in accordance with employment law and the Union's HR policies as applicable. Where a Part-Time Officer is subject to a censure or removal process, this must be managed in accordance with the Union's volunteering policies.

- 5.38.2. A motion of no confidence may be passed in the Chair of SU Council. Such a motion shall be submitted in accordance with the Submission of Motions section below and shall require a two-thirds majority of voting SU Council members.
 - 5.38.3. A vote of no confidence in a Sabbatical Officer shall require a referendum conducted in accordance with the Referendums section below. The relevant Sabbatical Officer shall be given appropriate notice and a reasonable opportunity to make representations before any such referendum is held.
 - 5.38.4. A motion calling for a referendum shall require a two-thirds majority vote of SU Council members.
- 5.39. All SU Council members shall be expected to vote in line with mandates received by their constituent members. For this reason, individual SU Council member votes shall be made public.
- 5.40. Any decision taken by SU Council shall remain active for the remainder of the academic year in which it was passed and for the two subsequent academic years, unless renewed, superseded, or in the case of a Mandate, the specific action directed has been completed or has otherwise ceased to be applicable.
- 5.41. Submission of Motions
- 5.42. Motions can be proposed by voting SU Council Members or Sabbatical Officers of the SU.
- 5.43. A motion proposal shall be valid if one of the following criteria is met:
- 5.43.1. Any voting SU Council Member may submit a motion provided it is seconded by four other voting SU Council Members or Sabbatical Officers.
 - 5.43.2. Any Sabbatical Officer may submit a motion provided it is seconded by one other voting SU Council Member or Sabbatical Officer.
- 5.44. Motions must be submitted at least ten working days before the relevant meeting and on the required form.
- 5.45. Motions and agendas shall be published at least five working days before the SU Council meeting, subject to sufficient time being available after the submission deadline. Where bank holidays fall within this window the Postholders shall use reasonable endeavours to publish as soon as practicable.
- 5.46. The Chair shall accept or reject a motion on the following grounds:
- 5.46.1. The Chair shall reject a motion which is substantively similar to existing or previously submitted SU Council Policy or Mandates, or which would supersede existing Policy or Mandates, if submitted within 12 months of the original motion being passed or rejected, unless the motion adds substantively to the existing position.
 - 5.46.2. The Chair shall reject a motion which, in the Chair's reasonable opinion, is not a Valid Motion. A Valid Motion is one that: falls within the Union's

Objects, does not breach the Articles, these Bye-Laws, or the law, and does not raise concerns under charity law that would prevent SU Council from properly considering it. The Chair shall notify the proposer in writing of the reasons for rejection.

5.47. The Postholders, in collaboration with the Board of Trustees (or their nominee) shall have the discretion to postpone the hearing of a motion if it is determined that further consultation, information or risk mitigation is required, including where the Board's risk assessment has not been completed.

5.48. The Postholders shall be responsible for setting the agenda of the meeting, including determining which items shall be considered 'below the line'. Items below the line are those included on the agenda but for which no time has been allocated for debate. They may be noted or voted on without discussion unless a Member requests that the item be brought above the line. Members may request that the Postholders bring an item above the line by notifying the Chair at least 24 hours before the meeting. The Postholders shall have the discretion to approve or reject such a request.

5.49. Amendments

5.50. Amendments to submitted or existing SU Council Policies or Mandates may be proposed as follows:

- 5.50.1. An online form for submitting amendments shall be made available following publication of the agenda and motions. This form shall remain open until 10:00 on the day before the relevant SU Council meeting.
- 5.50.2. Amendments may be submitted by voting SU Council Members and Sabbatical Officers of the SU.
- 5.50.3. The Postholders, in collaboration with the Board of Trustees (or its nominee), shall review all amendments and assess the impact of each on the overall motion. Amendments shall be categorised as follows: (1) Clarifying or 'friendly' amendments – the Postholders may accept these without putting them to a vote, normally in discussion with the proposer. (2) Amendments that raise concerns under charity law or significantly alter the legal, financial, or reputational risk profile of the motion – the Postholders shall reject these without putting them to a vote, and shall notify the proposer in writing of the reasons. (3) All other substantive amendments – these shall be put to SU Council for a vote during the meeting.
- 5.50.4. The Postholders, in collaboration with the Board of Trustees (or their nominee), shall have the discretion to postpone the hearing of a motion if any amendment raises concerns sufficiently serious to require further consultation.
- 5.50.5. The Postholders shall determine the order in which any amendments should be voted upon within the meeting. The order shall be based on the materiality of the amendment where possible, and otherwise in order of submission.
- 5.50.6. Proposers of substantive amendments may be given time to propose their amendment, and debate may be had if there is sufficient time or if the Chair has deemed debate necessary.
- 5.50.7. Amendments will be voted on by SU Council Members during the meeting, by electronic or other means as determined by the Chair.

5.50.8. Once all amendments have been considered, the final motion as amended shall be published and put to a vote of SU Council Members within 48 hours of the meeting, by electronic vote.

5.51. Role of the Board of Trustees

5.52. These Bye-Laws recognise the role of the Board of Trustees as outlined in Bye-Law 2. The Board has a legal duty to oversee governance and finances and is ultimately responsible for determining whether and how to expend the Union's resources on implementing student voice decisions, as the body held accountable under charity law. The Board does not seek to override student democracy but supports, safeguards and implements decisions made through democratic processes, ensuring they are legally sound, financially sustainable, and in the best interests of the Union.

5.53. For any motion proposed, Roehampton SU shall provide a risk assessment including an assessment of any financial, legal or reputational risks on behalf of the Union's Board of Trustees. This shall be provided within five working days of the motion being submitted, however, the Board may extend this timeline where necessary. Where the risk assessment has not been completed, the Postholders may postpone the hearing of the motion in accordance with the Submission of Motions section above.

5.54. In cases where decisions or discussions may present legal, financial, reputational or operational risks, the Board shall work collaboratively and transparently with the Postholders and SU Council to find solutions that balance student interests, manage risks, and protect Roehampton SU's long-term stability.

5.55. The Board of Trustees, as the body charged with determining how the Union's resources are expended, shall have the final say where a collaborative resolution is not forthcoming. Where the Board exercises this power, its representatives shall be invited to attend SU Council to explain the decision openly and transparently.

5.56. In deciding how and whether to implement an SU Council Mandate, Sabbatical Officers and Trustees shall have discretion in how to achieve the goals of any proposal, allowing for flexibility and adaptation where new legal, financial, reputational or operational challenges and opportunities arise, but always in the best interests of the Union.

5.57. Rules around the role of employees are described in Bye-Law 2 and apply at all times in SU Council.

5.58. The Trustees may delegate responsibility to a nominee from within the Roehampton SU staff team, but retain ultimate responsibility for any decision made.

5.59. Petitions

5.60. Any Student Member may submit a petition requesting that an item be placed on the agenda for discussion at the next meeting of SU Council.

5.61. A petitioned item is not a motion, does not create Union Policy or an SU Council Mandate, and shall be scheduled for discussion only.

5.62. Following discussion, any voting SU Council Member or Sabbatical Officer may subsequently choose to bring forward a motion through the process outlined in the Submission of Motions section above.

- 5.63. The Chair must schedule any petition supported by 50 Student Members or any five voting SU Council Members.
- 5.64. Petitions must state the proposal, proposer, and rationale, and be submitted through the Union's website or other approved method. Eligibility and support will be verified using membership records.
- 5.65. Where SU Council discusses a petition and there is support to progress the matter into a motion, any voting SU Council Member may act as the submitting member for the purposes of the motion-submission requirements in this Bye-Law. The originating Student Member shall remain the motion's author and may present it at the meeting, unless they choose otherwise.
- 5.66. The Chair shall rule a petition out of order where it is not a Valid Motion (as defined in the Submission of Motions section above) or where it duplicates an item considered within the previous 12 months.

5.67. Student Priorities

- 5.68. Student Priorities are the key areas of focus that guide the Students' Union's work for the following academic year.
- 5.69. Each year, the Union will develop a list of potential priorities, informed by student feedback, research, democratic processes, and emerging issues affecting students.
- 5.70. During the annual Student Leadership Elections, all Student Members shall have the opportunity to vote on the proposed priorities.
- 5.71. The Union will integrate the agreed priorities into its annual planning, campaigns, officer objectives, and organisational work. Progress updates will be reported to students throughout the year.
- 5.72. The Union may adapt the process for developing, presenting, or implementing Student Priorities to ensure it remains representative, accessible, and responsive to student needs.

5.73. Academic Representation

- 5.74. The Students' Union shall work in partnership with the University to support effective academic representation and ensure that students have meaningful opportunities to provide feedback on their academic experience.
- 5.75. The Union will support the recruitment, training, and ongoing development of Academic Reps, and work collaboratively with relevant University departments to ensure Reps are able to gather and present student views effectively.
- 5.76. Feedback gathered through Academic Reps, School and College level structures, and wider student engagement mechanisms shall be used to identify themes, highlight issues, and shape the Union's representative work on education and academic quality.
- 5.77. The Students' Union and the University will jointly agree processes for the consideration, escalation, and resolution of academic feedback. These processes may be updated from time to time to ensure they remain effective and responsive.

- 5.78. Nothing in this section prevents the Union from establishing additional methods of gathering student academic views or from raising issues directly with the University where urgent or systemic concerns arise.

5.79. Affiliations

- 5.80. In accordance with Article 7.7.7 of the Articles, the Board of Trustees shall prepare and present to SU Council, at least once per academic year, a list of the external organisations to which the Union is currently affiliated, together with details of any subscriptions, fees, or donations paid or proposed.
- 5.81. SU Council shall vote to approve or reject the current list of Affiliations by simple majority. Where SU Council rejects any Affiliation, it shall notify the Board of Trustees, which shall determine how to proceed having regard to its duties under charity law and the Union's Objects.
- 5.82. Any Student Member may, in addition, trigger a secret ballot on whether the Union should continue its Affiliation to any particular external organisation by submitting a request supported by at least 5% of Student Members. Such a ballot shall be conducted in accordance with the Referendums section of this Bye-Law, save that the quorum for such a ballot shall be 5% of Student Members and a simple majority of votes cast shall determine.

5.83. Referendums

- 5.84. Referendums are a mechanism for all Student Members to vote directly on a matter of Union Policy or other significant question within the Union's Objects.
- 5.85. A referendum may be called in any of the following circumstances:
- 5.85.1. By a two-thirds majority vote of SU Council, in accordance with the Students' Union Council section above.
 - 5.85.2. By the Board of Trustees in relation to any decision within the Union's Objects, including but not limited to affiliation to external organisations. Any such referendum shall be called in collaboration with SU Council.
 - 5.85.3. By Student Members, where 2% of individual Student Members have submitted a request to hold a referendum on a particular issue through the Union's website or other approved method.
- 5.86. Any proposal for a referendum must include:
- 5.86.1. The specific proposal to be voted on, worded so that students can clearly vote for or against.
 - 5.86.2. The proposed timeline for the referendum.
 - 5.86.3. The number of hours voting shall be open.
- 5.87. All referendum proposals shall be subject to a risk assessment by the Board of Trustees (or their nominee) before the referendum is held. The Board of Trustees may postpone or decline to hold a referendum where it determines that doing so would present legal, financial, reputational or operational risks to the Union, or where the proposal is not a Valid Motion as defined in the Submission of Motions section above. Where the Board exercises this power it shall notify the proposer in writing with reasons

- 5.88. Quorum for a referendum is 5% of all individual Student Members of the Students' Union.
- 5.89. A referendum requires a simple majority of votes cast to pass.
- 5.90. Referendums will only be considered valid if conducted through the Roehampton SU voting system.
- 5.91. A referendum result shall constitute Union Policy for the purposes of the Union Policy section above and shall be subject to the same lapsing provisions.

5.92. SU Council Sub-Committees

- 5.93. SU Council may establish Sub-Committees to carry out specific functions within its remit. Sub-Committees are accountable to SU Council, may not exercise powers reserved to SU Council, the Board of Trustees, or the Sabbatical Officers under these Bye-Laws or the Articles, and shall operate in accordance with Terms of Reference approved by SU Council, published on the Union's website, and reviewed annually.
- 5.94. The current Sub-Committees of SU Council are the Education Executive, the Community Executive, and the Student Officer Executive.
- 5.95. SU Council may establish additional Sub-Committees or dissolve existing Sub-Committees by resolution, provided that any such change is consistent with these Bye-Laws and the Articles.
- 5.96. Each Sub-Committee shall report to every meeting of SU Council on its activities and any matters requiring SU Council's consideration.
- 5.97. Roehampton SU shall provide staff support for Sub-Committee meetings, including minute-taking and advice on compliance with these Bye-Laws and the Articles. Minutes shall be published on the Union's website.

5.98. Quick Reference Guide to Thresholds

- 5.99. The following thresholds apply to the democratic processes outlined in this Bye-Law. Where there is any discrepancy between thresholds in this Bye-Law and the Articles of Association, the higher threshold shall prevail.

Process	Threshold	Notes
Petition to add a discussion item to an SU Council agenda	50 Student Members or any 5 voting SU Council Members	Petitions add discussion items only. They do not create motions or policy.
Motion submission by a voting SU Council Member	Proposer + 4 seconders (voting SU Council Members or Sabbatical Officers)	Motions must be a Valid Motion. Motions follow standard submission process and deadlines.
Motion submission by a Sabbatical Officer	Proposer + 1 seconder (voting SU Council Member or Sabbatical Officer)	Motions must be a Valid Motion. Motions follow standard submission process and deadlines.
SU Council Policy	Two-thirds majority of votes cast	Creates a representative position without requiring

		action. Sabbatical Officers may vote.
SU Council Mandate	Simple majority of votes cast	Directs Sabbatical Officers/the Union to take specific action, subject to Board oversight. Sabbatical Officers may not vote.
Motion of Censure	Two-thirds majority of voting SU Council Members	Applies to any Sabbatical Officer, Part-Time Officer, or the Chair of SU Council. Employment law applies where relevant. Sabbatical Officers may not vote.
Motion of No Confidence in Chair	Two-thirds majority of voting SU Council Members	Triggers removal process as defined in these Bye-Laws. Sabbatical Officers may not vote.
SU Council Quorum	40% of SU Council Members	Where quorum is not met, the meeting may continue for discussion and reporting purposes but no decisions may be taken. Abstentions count toward quorum.
Motion calling for a Referendum	Two-thirds majority of voting SU Council Members	Referendum conducted in accordance with Referendums Section.
Referendum Petition	2% of Student Members	As defined in Referendums section. Subject to Board risk assessment before proceeding.
Referendum Quorum	5% of Student Members	As defined in Referendums section.
Referendum Result	Simple majority of votes cast	Constitutes Union Policy. Subject to same lapsing provisions. Sabbatical Officers may vote.

Bye-Law 6: Student Groups

6.1. Purpose

- 6.2. This Bye-Law establishes the governance framework for the establishment, operation, support, and removal of Student Groups within Roehampton Students' Union ("the Union"). Operational procedures shall be set out in the Student Group Knowledge Base ("Knowledge Base").
- 6.3. For the purposes of this Bye-Law, "Knowledge Base" means the online resource maintained by the Union which sets out procedures, requirements, and expectations for Student Groups.

6.4. Definition and Principles of Student Groups

- 6.5. A Student Group is a student-led collective of Student Members, formally affiliated to the Union, formed around a shared interest, activity, identity, or purpose.
- 6.6. Student Groups operate under these principles:
 - 6.6.1. They are democratically led by Student Members.
 - 6.6.2. They must comply with the Union's Articles, Bye-Laws, Policies, and University policies.
 - 6.6.3. They are supported and regulated by the Union to ensure safety, legal compliance, and good governance.
 - 6.6.4. They operate in accordance with the detailed requirements set out in the Knowledge Base.
- 6.7. Categories of Student Groups (e.g. Societies, Student Media, Raising and Giving, Community Projects) may be defined and revised by the Union within the Knowledge Base.

6.8. Establishing New Student Groups (Affiliation)

- 6.9. Any Student Member of the Union may apply to affiliate a new Student Group in accordance with the application process set out on the Union's website and in the Knowledge Base.
- 6.10. The Union will assess applications against criteria published in the Knowledge Base, including alignment with the Union's aims and non-duplication of existing activity.
- 6.11. Affiliation grants recognition and access to Union support and resources; it does not confer entitlement to Union funding or facilities, which are allocated in accordance with Union policy.
- 6.12. The Union will maintain an up-to-date list of all affiliated Student Groups.

6.13. Maintaining Affiliation

- 6.14. To remain affiliated, Student Groups must:
 - 6.14.1. Appoint Student Group Leaders annually in accordance with a process set out in their constitution or the Knowledge Base.
 - 6.14.2. Remain active and engaged with members.
 - 6.14.3. Comply with the Union's Articles, Bye-Laws, Policies, and University policies.

- 6.14.4. Meet ongoing requirements set out in the Knowledge Base (e.g. development planning, reporting, training, risk management).
- 6.15. Groups are free to determine their own succession process, which may include elections, nominations, co-option, or a combination of these, provided it is transparent and accessible to all eligible members. The Chief Executive (or nominee) reserves the right to require a supervised election where there are reasonable grounds to believe that the leadership selection process has been compromised, including where there is evidence of external interference, factional manipulation, or a credible complaint from a significant proportion of the group's membership that the process was unfair. In such cases the process shall be determined by the Chief Executive (or nominee) in accordance with procedures set out in the Knowledge Base, and the outcome shall be reported to the Board of Trustees.
- 6.16. Suspension and Disaffiliation**
- 6.17. The Union may suspend or disaffiliate a Student Group where there is evidence of inactivity, misconduct, financial mismanagement, or serious breach of Union or University policy.
- 6.18. Before a decision is made, the Union will:
- 6.18.1. Notify the Student Group of the concerns;
 - 6.18.2. Allow reasonable time to respond;
 - 6.18.3. Consider any evidence submitted by the group; and
 - 6.18.4. Consider reasonable steps to support the group back to compliance.
- 6.19. These steps may be abridged or omitted where the urgency of the matter makes it impracticable to follow them in full, for example where there is an immediate risk to the safety of members or to Union finances. In such cases the Union shall document the reasons for departing from the standard process and shall provide the Student Group with the earliest practicable opportunity to make representations.
- 6.20. Suspension and disaffiliation decisions shall be made by the Chief Executive (or nominee) under delegated authority from the Board of Trustees, in accordance with the grounds above and the procedures in the Knowledge Base. The outcome of any suspension or disaffiliation decision shall be reported to the Board of Trustees.
- 6.21. A Student Group may appeal a decision to suspend or disaffiliate within ten working days by submitting a written notice of appeal to the Chief Executive (or nominee). Appeals shall be heard by an independent appeals panel convened by the Board of Trustees, whose decision shall be final. The composition and procedure of the appeals panel shall be set out in the Knowledge Base.
- 6.22. The appeal outcome may be to reinstate the Student Group, lift the suspension, continue the suspension (with or without conditions), or confirm disaffiliation.
- 6.23. Detailed procedures, including expected timelines, criteria for reinstatement and trial period arrangements, shall be set out in the Knowledge Base.

6.24. Membership of Student Groups

- 6.25. All Student Members may join Student Groups and stand for leadership roles. Associate Members may join but may not hold leadership roles.
- 6.26. Membership fees, where charged, must be paid through the Union's online system.
- 6.27. The Union shall maintain the definitive membership list for each Student Group, which determines eligibility for participation, voting, and leadership roles.
- 6.28. Student Group members must adhere to the Union's Articles, Bye-Laws, and all Union and University policies.

6.29. Student Group Leaders

- 6.30. Each Student Group must have at least three Student Group Leaders – President, Secretary, and Treasurer. The roles and responsibilities of these posts will be defined in the Knowledge Base.
- 6.31. Student Group Leaders must uphold the Union's Articles, Bye-Laws, and all Union and University policies and the standards expected of their role.
- 6.32. Removal of Student Group Leaders may occur for:
 - 6.32.1. Loss of Student Member status.
 - 6.32.2. Resignation.
 - 6.32.3. Non-performance or misconduct.
 - A successful vote of no confidence by the group's membership, which may be triggered regardless of the method by which the leader was originally appointed.
- 6.33. Removal decisions shall be made by the Chief Executive (or nominee) under delegated authority from the Board of Trustees, in accordance with the grounds above and the procedures in the Knowledge Base. Where a removal decision raises broader concerns about the integrity of the group's governance, the Chief Executive shall report the matter to the Board of Trustees.
- 6.34. Vacancies will be filled either by elections, co-option or other processes detailed in the Knowledge Base.

6.35. Group Operations and Activities

- 6.36. Student Groups must hold an Annual General Meeting (AGM) in accordance with the Knowledge Base.
- 6.37. Student Groups must comply with Union policies relating to external speakers, freedom of speech, safeguarding, risk assessment, data protection, and insurance.
- 6.38. Student Groups may not sign contracts. All contracts must be signed by the Chief Executive or nominee.
- 6.39. Student Media Groups shall operate with freedom of expression and editorial independence subject to the Union's Student Media Charter and applicable policies.

6.40. Finance

- 6.41. All Student Group finances must be managed through Union-administered accounts. External bank accounts are prohibited.
- 6.42. Funding for Student Groups is allocated in accordance with the Student Group Funding Policy, which is subject to approval by the Community Executive in accordance with Bye-Law 5, and detailed processes within the Knowledge Base.
- 6.43. All income and expenditure must comply with Union financial procedures.
- 6.44. Complaints and Disciplinary**
- 6.45. All complaints and disciplinary matters relating to Student Groups or their members shall be handled under the Union's Complaints and Disciplinary Procedure.

Bye-Law 7: Amending Articles and Bye-Laws

7.1. Purpose

- 7.2. This Bye-Law outlines how amendments to the Articles of Association and Bye-Laws of Roehampton Students' Union are proposed, reviewed and approved.

7.3. Reviewing and Amending the Articles of Association

- 7.4. The Articles of Association are the Union's governing document and may only be amended in accordance with charity law, company law, and the Education Act 1994. Any amendment to the Articles requires a special resolution of the Company Law Members in accordance with Schedule 1 of the Articles and the Companies Acts, and the approval of the University in accordance with Article 23.
- 7.5. The Board of Trustees shall review the Articles at least every five years in consultation with Student Members and the University, in accordance with Article 23.1.
- 7.6. Amendments to the Articles may be proposed by:
- 7.6.1. The Board of Trustees; or
 - 7.6.2. Student Members, through a motion to SU Council under Bye-Law 5.
- 7.7. Where an amendment is proposed, the following process shall apply:
- 7.7.1. The Board of Trustees shall seek informal agreement in principle from the University before any Student Voice procedure is initiated, to ensure the University is supportive of the proposed changes before the formal decision is taken.
 - 7.7.2. All proposed amendments shall be published to Student Members. SU Council may endorse or reject them by a two-thirds majority. The Board will consider SU Council's position and determine the final wording.
 - 7.7.3. The final proposed amendments shall be put to a special resolution of the Company Law Members in accordance with Schedule 1 of the Articles and the Companies Acts. A special resolution requires at least 75% of votes cast to be in favour.
 - 7.7.4. Following the special resolution, the University's formal approval shall be obtained in accordance with Article 23.2.

7.8. Amending the Bye-Laws

- 7.9. The Board of Trustees has the power to amend the Bye-Laws in consultation with Student Voice in such manner as the Trustees deem appropriate, in accordance with Article 29.1 of the Articles of Association. The Board of Trustees shall have the final decision on all changes to the Bye-Laws.
- 7.10. Amendments to the Bye-Laws may be proposed by:
- 7.10.1. The Board of Trustees; or
 - 7.10.2. Student Members, through a motion to SU Council under Bye-Law 5.
- 7.11. Where an amendment is proposed, the following process shall normally apply:

- 7.11.1. All proposed amendments shall be published to Student Members and discussed at the next meeting of SU Council, with Trustees (or their nominee) invited to participate.
- 7.11.2. SU Council may endorse or reject proposed amendments by a two-thirds majority.
- 7.11.3. The Board of Trustees shall consider SU Council's position and determine the final text of the amended Bye-Laws, which shall be published on the Union's website.
- 7.11.4. Bye-Laws must be consistent with the Articles and the legal duties of the Board of Trustees. Where any inconsistency arises, the Articles take precedence.