

# Bye-Laws of Roehampton Students' Union

*Approved by Board of Trustees 16 December 2025*

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## Introduction

The Bye-Laws shall provide for the conduct of Union affairs and the implementation of Union strategy and policy. They are to be interpreted in such a manner as not to conflict with the Union's Articles of Association (Articles). The Bye-Laws shall only be amended in accordance with the provisions of the Articles and as outlined in clauses 31 and 112 of these Bye-Laws, and Bye-Law 14.

Words defined in the interpretation section of the Articles shall have the same meaning in the Bye-Laws.

Standing Order is an order governing the procedures of Union's Bye-laws.

## **Bye-Law 1: Membership of the Union**

1. Full Members of the Union shall be as follows:
  - 1.1 All registered full- and part-time students at the University of Roehampton unless they have opted out of membership as per clause 5 of these Bye-Laws;
  - 1.2 The Officer Trustees of the Union.
2. Honorary Life Membership shall be granted automatically to Officer Trustees of the Union on completion of their term of office, and to other individuals as agreed by Executive Committee.
  - 2.1 The RSU President shall invite nominations for Honorary Life Membership from any Full Member, allowing 20 term days for such nominations to be submitted;
  - 2.2 Executive Committee shall then make recommendations on the nominations;
  - 2.3 No member under consideration for Honorary Life Membership may be present during this recommendation stage.
3. Associate membership may be granted to students at partner institutions, occasional students, and other individuals as determined by Executive Committee.
4. Only Full Members of the Union shall have the right to:
  - 4.1 Stand as candidates and vote in elections or petitions in accordance with the Bye-Laws and Standing Orders;
  - 4.2 Call for a petition on policy, issues related to confidence in an Officer Trustee or College President, constitutional matters, and affiliations to external organisations in accordance with the Articles and relevant Standing Orders;
  - 4.3 Submit ideas to Presidents' Committee;
  - 4.4 Use the facilities of the Union in accordance with relevant Union Policies.
5. Any registered full- or part-time student who wishes not to be a Member of the Union shall inform the Union in writing. Subject to the agreement of Executive Committee, any such student shall be entitled to re-apply for membership.
6. Students who choose not to be Members of the Union shall:
  - 6.1 Not be entitled to participate in the governance of the Union through the means of elections or by holding an elected office on any Union standing committee, club, society, or student network;
  - 6.2 Not be entitled to submit ideas to Presidents' Committee;
  - 6.3 Not be entitled to a hardship fund or other financial or material help available through the Union; but
  - 6.4 Be entitled to equal access to the services and activities provided by the Union for Members, except that they may be charged a differential rate.
7. Proof of Union membership shall:
  - 7.1 For members as per clause 1 of these Bye-Laws: valid University of Roehampton student card or, in the case of Officer Trustees, their staff card;

- 7.2 Members as per clauses 2 and 3 of these Bye-Laws: confirmation in writing of their Honorary Life or Associate membership.
- 8. Full Membership of the Union shall cease automatically in the following circumstances:
  - 8.1 They cease to be a student;
  - 8.2 They cease to be an Officer Trustee;
  - 8.3 They opt out of membership as per clause 5 of these Bye-Laws;
  - 8.4 When the Member is suspended via the Union's Disciplinary Procedure.
- 9. Anyone ceasing to be a Member shall be deemed to have vacated any office they hold, and membership of any committee shall lapse.
- 10. An Honorary Life or Associate Member may be removed on a resolution passed by a majority vote from the Board of Trustees.

## **Bye-Law 2: Officer Trustees - Executive Committee**

*Please note Bye-Law 16: Temporary Arrangements when considering this bye-law.*

### **Officer Trustees**

11. The Officer Trustees, also referred to as the Sabbatical Officers in the Articles, shall be deemed to be the “major union office holders” for the purposes of Section 22 of the Education Act 1994, and no other role or position shall be deemed as such.
12. The Officer Trustees’ period of office shall run from 1 July until 30 June the following year.
13. Officer Trustees shall receive remuneration in line with the Union’s employment practices and the level of remuneration of Officer Trustees will be reviewed and set by the Board of Trustees on an annual basis.
14. Immediately following their election, successful candidates shall be invited to attend relevant committees on which they will be members when they assume office, and shall be designated the following titles:
  - 14.1. RSU President-elect.
  - 14.2. RSU Vice President Education-elect.
  - 14.3. RSU Vice President Welfare-elect.
15. Officers shall be responsible for representing Members of the Union and working on, delivering, and upholding the Union’s policy positions as agreed by Presidents’ Committee.

### **Officer Trustees Roles and Responsibilities**

16. RSU President responsibilities include:
  - 16.1. Sit and represent students on University Council, University Senate, and all other appropriate committees with a Union seat and approval of Executive Committee.
  - 16.2. Chair the Union’s Board of Trustees.
  - 16.3. Responsible for coordinating and chairing Presidents’ Committee meetings.
  - 16.4. Be the prime representative of the Union and seek to involve as many students with the Union as possible.
  - 16.5. In conjunction with the Chief Executive, lead on the long-term planning of the Union to enhance engagement and improve the overall student experience.
  - 16.6. Be the public face and promote the vision, strategy and policies of the Union.
  - 16.7. Be the lead Officer Trustee responsible for the liaison on behalf of the Union with any affiliated organisations or bodies, and to act as the principal spokesperson.

- 16.8. Plan and deliver campaigns related to overall student engagement in their communities and improving student life alongside supporting other Officer Trustees deliver their campaigns.
- 16.9. Be one of the Union's NUS Representatives and represent the Union at NUS conferences, events and activities.

17. RSU Vice President Education responsibilities include:

- 17.1. Present ideas to the University on how the academic experience and student outcomes can be improved based on evidence-based feedback from students and academic representatives.
- 17.2. Sit and represent students on university education, academic, and other relevant committees to ensure the student voice is heard.
- 17.3. Chair focus groups as necessary to support the collation of informed student feedback relating to students' academic experience and student outcomes.
- 17.4. Work to improve and support student academic representation systems and set up initiatives to keep them engaged.
- 17.5. Lead campaigns relating to academic issues, improving the academic experience, and improving the University of Roehampton.
- 17.6. Be the lead Officer Trustee responsible for academic-based campaigns, academic quality, and standards-based initiatives, such as National Student Survey (NSS), Teaching Excellence Framework (TEF), and other education student voice initiatives.
- 17.7. Act as the Deputy Chair of Presidents' Committee.
- 17.8. Be one of the Union's NUS Representatives and represent the Union at NUS conferences, events and activities.

18. RSU Vice President Welfare responsibilities include:

- 18.1. Present ideas to the University on how student support can be improved based on evidence-based feedback from students and student representatives.
- 18.2. Sit and represent students on relevant University committees and working groups to ensure the voices of students are heard.
- 18.3. Develop, promote, and lead campaigns which support and encourage student wellbeing.
- 18.4. Lead student welfare campaigns, with the support of other Officer Trustees and student representatives.
- 18.5. Promote and direct students to the University support services, respecting confidentiality at all times.

- 18.6. Develop understanding and strong relationships of other University support services to advocate student welfare and safety.
- 18.7. Encourage and support students to participate in the Union, student activities, and the University.
- 18.8. Develop strong relationships with external stakeholders to advocate student welfare and safety.
- 18.9. Be one of the Union's NUS Representatives and represent the Union at NUS conferences, events and activities.

### **Executive Committee**

- 19. The Officer Trustees only shall make up the membership of Executive Committee, as outlined in the Articles.
- 20. Executive Committee shall meet at least once per month.
- 21. Executive Committee shall have the power to:
  - 21.1. Act as the lead student representative and ensure the student voice is heard and recognised.
  - 21.2. Ensure the Union is abiding by and in accordance with its governing documents and policies and, where appropriate, update these and propose amendments to the Board of Trustees.
  - 21.3. Develop, design, and deliver Union campaigns throughout the year.
  - 21.4. Edit, update, and approve Standing Orders.
  - 21.5. Propose the Returning Officer for approval at Board of Trustees.
  - 21.6. Review and update the list of societies.
  - 21.7. Review and update the list of student networks.
  - 21.8. Call an All-Members' Meeting, as outlined in Bye-Law 12 and the Articles.
  - 21.9. Any other responsibilities outlined in the Articles or the Bye-Laws.

### **Accountability Panels**

- 22. Accountability Panels shall be made up by the following, and shall serve on the panel for one academic year:
  - 22.1. An Officer Trustee, or equivalent, from another Students' Union.
  - 22.2. A minimum of three student members, recruited at the start of the academic year as decided by the Board of Trustees.

- 22.3. One of the College Presidents, appointed from within their number, who shall act as facilitator for the meeting.
- 22.4. A staff member with the remit for student voice or as appointed by the Chief Executive, who shall act as Secretary to the meeting.
- 23. There shall be a minimum of four Accountability Panels held for the Officer Trustees across the academic year.
- 24. Each Officer Trustee shall publish a report at least seven days before each panel updating on key activities and their yearly objectives.
- 25. The Accountability Panel Secretary shall invite panel members to request additional reports on matters relevant to the Officer Trustee's remit for inclusion at the next panel.
- 26. The quorum for accountability panels shall be 50% of the Accountability Panel membership plus one.
- 27. Accountability Panel shall offer comments and suggestions for improvement around Officer Trustee work.
- 28. All minutes and suggestions of Executive Committee and Accountability Panels shall be made public on the Union website.
- 29. Minutes of Accountability Panel can be used as the basis of a petition to remove an Officer Trustee.

### **Bye-Law 3: Students' Union Council (Presidents' Committee)**

*Please note Bye-Law 16: Temporary Arrangements when considering this bye-law.*

30. The Students' Union Council shall be referred to as the Presidents' Committee.
31. Full Members can submit an idea to create policy, change policy, and create or amend Bye-Laws or the Articles subject to approval from the Board of Trustees.
32. The purpose of policy is to help steer the work of the Union. This may be by stating the collective position of the Union on any given issue or mandating the Union to direct its work towards a particular set of actions.
33. Union Policy lasts for two years unless it is overturned, amended, or renewed.
34. Ideas shall be submitted online via the Union website.
35. The format of every received idea shall be:
  - a) Idea title;
  - b) 'What do you want to change?'
  - c) 'Why do you want to change it?'
  - d) 'What do you want the Union to do if this passes?'
36. Ideas must clearly state any relevant changes proposed to Articles or Bye-Laws either within the submission or supporting information.
37. Only Full Members may submit ideas.
38. Ideas with materially the same content cannot be discussed at Presidents' Committee twice in one academic year unless it has been deferred from a previous Presidents' Committee.
39. Presidents' Committee shall decide whether an idea is unacceptable as materially the same as those submitted previously and therefore decide whether this rule applies. This decision shall be made before the idea is discussed, by a full majority of Presidents' Committee.
40. Submitted ideas shall be sent to the next appropriate Presidents' Committee. Ideas submitted zero to four working days before Presidents' Committee shall be deferred to the next available Presidents' Committee.
41. Ideas shall be presented by a member of Union staff with a list of recommended actions.
42. Presidents' Committee membership shall consist of:
  - 42.1 RSU President (chair);
  - 42.2 RSU Vice President Education (deputy chair);
  - 42.3 RSU Vice President Welfare;
  - 42.4 Digby Stuart College President;
  - 42.5 Froebel College President;
  - 42.6 Southlands College President;



- 42.7 Whitelands College President.
43. Presidents' Committee quoracy shall be the above membership minus two. The RSU President or RSU Vice President Education must be present for the meeting to be considered quorate.
44. The agenda of Presidents' Committee shall be as follows:
- 44.1 Consideration of ideas submitted;
  - 44.2 Consideration of feedback on ideas;
  - 44.3 Approval of referenda timelines;
  - 44.4 Any other business.
45. Presidents' Committee shall consider each submitted idea on the following points:
- 45.1 If the idea is a matter of policy or service feedback;
    - a) In the case of service feedback, it shall be sent to the appropriate service for comment;
  - 45.2 If the idea poses any financial or legal risk to the Union;
    - a) If so, the idea shall be sent back to the proposer for amendment;
  - 45.3 Which students – reps, groups, networks – shall be contacted to gather feedback on the idea and how feedback shall be collated;
  - 45.4 Which public events, such as open meetings or 'calls for evidence', are appropriate to gather additional feedback;
  - 45.5 The timeline for feedback to be submitted to Presidents' Committee, which adheres to the maximum 30 term day timeline outlined in clause 51 of these Bye-Laws.
46. Presidents' Committee shall consider feedback on ideas on the following points:
- 46.1 If they are satisfied with the quantity and quality of feedback received;
    - a) If not, the deadline for feedback may be extended;
  - 46.2 Whether there is consensus from the relevant student body to approve the Idea as Union Policy.
47. After these steps have been considered, members of Presidents' Committee in attendance shall vote to approve or reject each idea individually.
- 47.1 At this stage, an idea must receive a supermajority of two-thirds of all votes cast to approve the idea as Union Policy;
  - 47.2 If an idea is not approved as per clause 47.1 of these Bye-Laws, a second vote shall be held to send the idea to referendum or reject outright. This decision shall be made by a simple majority. The Chair shall have the casting vote in the instance of a tie.
48. All Presidents' Committee votes and decisions shall be recorded and made public alongside clause 28 of these Bye-Laws.
49. Referenda as per clause 56 of these Bye-Laws shall take place within the same academic year, where possible, and shall be concluded by the end of the next trimester.

50. Ideas which are approved or rejected shall be sent to referendum after a successful petition is conducted, as outlined in Bye-Law 5, no later than the end of the next trimester.
51. Ideas must be approved, rejected, or sent to referendum within 30 term days of being initially discussed at Presidents' Committee.
52. Members can appeal decisions from Presidents' Committee as outlined in clause 62.1 of these Bye-Laws, no later than 14 term days after the decision has been made public.
53. Presidents' Committee shall meet at least once per month during term days.
54. The RSU President may call for additional meetings of the Presidents' Committee as required.

## **Bye-Law 4: Referenda**

55. The RSU President shall ensure any referenda take place as outlined in clauses 47-51 of these Bye-Laws and the Articles.
56. Referenda shall be required to consider a proposal to:
  - 56.1 Create Union Policy after an idea has been sent to referendum by Presidents' Committee;
  - 56.2 Create Union Policy after a petition has successfully triggered a referendum as per clause 62.1 of these Bye-Laws;
  - 56.3 Consider a motion of no confidence in an Officer Trustee or College President after a petition has successfully triggered a referendum as per clause 62.2 of these Bye-Laws.
57. Quoracy of referenda shall be 5% of the eligible voting Members. Spoiled or rejected ballots shall count towards the quorum however shall not be included when calculating referenda results.
58. Referenda as outlined in clauses 56.1 and 56.2 of these Bye-Laws shall pass if a simple majority of 50% plus one vote in favour.
59. Referenda as outlined in clause 56.3 of these Bye-Laws shall pass if a supermajority of two-thirds plus one vote in favour is achieved, and is also approved by the Board of Trustees in line with the Articles.
60. Referenda shall be conducted via secret ballot as outlined in the accompanying Standing Orders as agreed with the Returning Officer.
61. Full Members may campaign for or against a referenda item, in accordance with rules outlined in the relevant Campaigning Standing Orders.

## **Bye-Law 5: Petitions**

62. A petition can be requested by any Full Member who wants to trigger a referendum on any of the following:
  - 62.1 To appeal a decision made by the Presidents' Committee;
  - 62.2 To put a motion of no confidence in an Officer Trustee or College President.
63. The Union shall ensure the petition is open and available to sign by all Full Members within two working days. A petition will close at the same time of day, on the same day of the week, that it opened exactly one week later.
64. The Returning Officer shall ensure petitions are accessible for all Full Members of the Union to sign.
65. Full Members may campaign to encourage other students to sign the petition. This campaigning must be conducted in accordance with the campaign rules outlined in the relevant Campaigning Standing Orders.
66. When the petition closes, the Returning Officer shall confirm the total number of members who have signed the petition. In instances of duplicate or invalid student IDs or names, they shall be removed and discounted from the petition count.
67. Any petition to trigger a referendum or a motion of no confidence requires at least 5% of student member signatures.

## **Bye-Law 6: Elections**

### **Application**

68. These Bye-Laws will apply to all elections conducted by cross-campus ballot, and for all elections of Officers of the Union.

### **The Returning Officer**

69. The Board of Trustees will annually appoint appropriately qualified persons to act as the Returning Officer and Deputy Returning Officer. The Returning Officer will not be a current Member of the Union. For the purposes of this Bye-Law, any reference to the Returning Officer may also include the Deputy Returning Officer where duties have been delegated, unless otherwise specified.

70. Elections shall be overseen by the Returning Officer appointed by the Board of Trustees

71. The Returning Officer shall:

- 71.1. Be the final interpreter of the Elections Bye-Laws and any rules, regulations, and guidelines associated with the governance of elections.
- 71.2. Oversee the count and declare the results of the elections.
- 71.3. Set rules, regulations, and guidelines other than these Election Bye-Laws that govern the conduct of any election and ensure that elections are delivered in a free and fair manner.
- 71.4. Seek legal advice if they believe that statements made or the contents of publicity could leave the Union open to legal action.
- 71.5. Rule out of order any statement or content of any publicity which in the Returning Officer's view is in breach of the Articles of Association, the law, or any other appropriate rules and guidelines.
- 71.6. Be empowered to issue warnings and other appropriate sanctions to candidates and others in accordance with these Bye-Laws and any rules or regulations issued as per clause 71.3.
- 71.7. Deliver, or ensure the delivery, of appropriate training to all election candidates.
- 71.8. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.
- 71.9. On the advice of the Deputy Returning Officer, take any necessary actions within their authority as Returning Officer.
- 71.10. With exception of the approval of election rules, verifying that elections have been delivered in a free and fair manner, and managing complaint appeals, they may delegate their duties to the Deputy Returning Officer.

### **Complaints**

72. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of the elections.

73. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. In the instance that a member of the Board of Trustees is involved in the election in question, they must absolve themselves of involvement in the complaint due to a conflict of interest.
74. Complaints regarding the conduct of the Returning Officer must be submitted within five working days of the close of voting. A working day is Monday – Friday and excludes weekends and bank holidays.
75. The Board of Trustees may order a re-run of the whole or part of the election should the complaint be upheld.

### **Elections Process**

76. The Returning Officer shall produce an election timetable that outlines:
- 76.1. The process for nomination.
  - 76.2. Details for the submission of manifestos.
  - 76.3. Arrangements for the ballot.
77. The 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.
78. 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.
79. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all Members in a timely manner.

### **Nominations**

80. Nominations forms will be available to all Members eligible to stand.
81. It is the responsibility of candidates to ensure that nomination forms are completed accurately and submitted before the deadline.
82. The Returning Officer shall have the responsibility for declaring a submitted nomination form valid.
83. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

### **Manifestos**

84. Manifestos must be submitted by the date set out in the election timetable and must comply with any format requirements stipulated by the Returning Officer. A failure to submit a manifesto by the date set out in the election timetable will see the candidate proceed without an official manifesto published.
85. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

### **Campaign Publicity**

86. The Returning Officer will determine the allowance for publicity available to each candidate for each election.
87. The Returning Officer shall set out the maximum amount that candidates may spend on their own election campaign.
88. All candidates running for the same position shall have an equal publicity allowance.
89. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

### **Hustings**

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

### **Withdrawal**

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

### **Voting**

92. The Returning Officer will ensure that all eligible Members of the Union are able to cast their vote.
93. The Returning Officer shall determine the method of voting and publicise it appropriately.
94. 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 used under clause 77.
95. Ballots shall bear the chosen name of each candidate, and of the position being contested.
96. 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.
97. There will be a facility for voting for "Re-Open Nominations".
98. 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.
99. Voting shall be by secret ballot.
100. Should the counting of votes result in a tie, the Returning Officer shall first order a recount. If the same result materialises, the Returning Officer shall determine the method by which the result is determined with reference to the Electoral Commission guidelines.

### **Declaration**

101. Results for the election shall be declared by the Returning Officer when the count for each post has been successfully completed.

102. 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.

### **By-Elections and Co-Options**

103. If any Union Office falls vacant, the Board of Trustees shall determine if and when a by-election should be called.



## **Bye-Law 7: Board of Trustees**

104. Terms of office for the Members of the Board of Trustees shall be as described in the Articles.
105. The Chief Executive shall be responsible for the administration of all trustee appointment processes.
106. Ahead of recruitment for any External Trustee positions, a detailed person specification shall be agreed by the Board of Trustees to ensure the skill and experience requirements can be detailed in the recruitment process.
107. Student Trustees shall be elected by Presidents' Committee on nomination of the Appointment Committee.
  - 107.1 There shall be no more than three Student Trustees as outlined in the Articles;
  - 107.2 Student Trustees must be a student at the time of appointment and for the duration of their term;
  - 107.3 Student Trustees shall remain in office for a term of two years;
  - 107.4 A Student Trustee may serve a maximum of two consecutive terms.
108. Student Trustees are not eligible to be a member of Presidents' Committee nor submit ideas.
109. The Chair of the Board of Trustees shall be the RSU President, as per clause 16.2 of these Bye-Laws.
110. The details of how a Trustee resigns, is disqualified, or is removed shall be as described in the Articles, these Bye-Laws, and relevant Union policies.
111. The Appointments Committee shall consist of at least one Officer Trustee, one College President, and one Lay Trustee.
  - 111.1 Lay Trustees shall be appointed by a simple majority vote of the Appointments Committee and ratified by a simple majority vote of Presidents' Committee
112. All changes to the Bye-Laws or Articles require the approval of the Board of Trustees in line with the Articles.

## **Bye-Law 8: Removal of Student Representatives**

113. The period of office for Officer Trustees is outlined in clause 12 of these Bye-Laws and College Presidents in their relevant Standing Orders.
114. An Officer Trustee or College President may resign from any post or duties by writing to the relevant member of Union staff.
115. Any College President or other student representative, excluding Officer Trustees, who is absent, without written apologies, from two meetings of a body to which they have been elected or appointed to, shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office, except in instances of a successful appeal as outlined in clauses 116 and 117 of these Bye-Laws.
116. Anyone who is deemed to have resigned in accordance with clause 115 of these Bye-Laws shall be entitled to appeal in writing to Executive Committee and shall not be present during the consideration of the appeal.
117. All appeals must be made within seven term days and must be resolved within an additional seven term days.
118. Any Officer Trustee resignation shall be conducted as outlined in the Articles.
119. Any elected representative may be removed from office by a resolution of the body that appointed them to that office. This shall be outlined in the role's Standing Orders.
120. Elected representatives, including Officer Trustees and College Presidents, can be removed from post via the motion of no confidence process laid out in clauses 67 and 56 to 61 of these Bye-Laws, and the Articles.
121. In instances of successful motions of no confidence, resignations will take place as soon as legally possible and in line with the Articles.
122. Any Officer Trustee or College President vacancy shall be filled in agreement with the Returning Officer and in accordance with the arrangements outlined within Bye-Law 6.
123. Any person deemed to have resigned following a resolution of no confidence shall be eligible to stand for re-election to complete their term of office.

## **Bye-Law 9: Complaints and Disciplinary Procedures**

- 124. All matters of a disciplinary nature shall be handled in accordance with the Union's Disciplinary policy.
- 125. All complaints and Appeals will follow the Union's policy on complaints.
- 126. All Union policies will be available on the Union's website.

## **Bye-Law 10: Recognised Societies**

127. Societies Committee shall be responsible for all matters relating to recognised societies of the Union.
128. Societies Committee shall be made up of:
  - 128.1 RSU President;
  - 128.2 A staff member with the remit of supporting societies;
  - 128.3 A student who holds a society committee position as laid out in clause 109 of these Bye-Laws;
  - 128.4 A senior manager of the Union or their nominee.
129. All societies will be ratified at Executive Committee after the new society forms have been submitted, as outlined in clause 21.6 of these Bye-Laws.
130. No society may be recognised if its objects, activities, or operations conflict with those of the Union.
131. All societies will be open to all Full Members of the Union.
132. Any society that wishes to be recognised by the Union shall:
  - 132.1 Provide a society constitution, which shall include:
    - a) Name of the society;
    - b) Aims and objectives of the society, which shall be within the charitable aim and objectives of the Union;
    - c) Provision for the election of a committee to include as a minimum a Chairperson, a Secretary, and a Treasurer;
    - d) The responsibilities of the committee;
    - e) Provision for an Annual General Meeting at which the committee shall be elected democratically by the members;
    - f) Provision for Union statement on equal opportunities.
  - 132.2 Attend training as provided by the Union and produce any required documents;
  - 132.3 Ensure all committee members sign agreements as outlined in the relevant Society Standing Orders;
133. All clubs and societies shall have a committee of minimum three full members, usually consisting of a Chairperson, Secretary, and Treasurer.
134. Each society committee is responsible for the day to day running, finances, and communication of the society to its members. Further responsibilities can be found in the relevant Society Standing Orders.
135. If all three committee positions laid out in clause 133 of these Bye-Laws are not filled by the end of an academic year, the society shall become dormant.
136. If the society committee elections are found to have not been held in line with these Bye-Laws, the society shall become dormant.

137. The Union holds the right to close down any society if it can be proven these Bye-Laws or relevant Society Standing Orders have not been followed.
138. Societies must adhere to relevant Society Elections Standing Orders.
139. Societies are expected to raise their own funds to finance their objects, activities, and operations. Societies must adhere to relevant Society Finance Standing Orders.

## **Bye-Law 11: Student Networks**

140. The Union shall support the creation and development of community-, liberation-, and interest-based student networks.
141. Student networks shall be defined and governed by the relevant Standing Orders and received by Executive Committee as outlined in clause 21.7 of these Bye-Laws.
142. Each college will have a community-based student network.
143. The college student network will be led the College Deputy Presidents who will be elected in accordance to Bye-Law 6: Elections.
144. Relevant student networks shall be identified and contacted as part of the consultation phase of ideas by Presidents' Committee, as outlined in clause 45.3 of these Bye-Laws.

## **Bye-Law 12: Annual Members' Meetings**

145. An Annual Members' Meeting (AMM) shall be held at least once per year in accordance with the Articles.
146. An AMM shall be called with at least 10 term days' written notice, which shall be sent to every Full Member.
147. The written notice shall include:
  - a) The time and date of the meeting;
  - b) The venue of the meeting;
  - c) The agenda and any associated papers.
148. An AMM agenda shall include, but is not limited to:
  - 148.1 Ratification of minutes from previous AMM;
  - 148.2 Receive Board of Trustees report on the Union's activities since the previous AMM;
  - 148.3 Receive the financial accounts of the Union from the previous financial year;
  - 148.4 Note the list of affiliations of the Union;
  - 148.5 Receive presentations from the Officer Trustees;
  - 148.6 Open opportunity for Full Members to ask questions to the Trustees.
149. The AMM shall be open to all Full Members.
150. Every Full Member has the right to attend and the right to vote.
151. A resolution put to vote during an AMM shall be decided by a show of hands, and every Full Member shall have one vote per item.
152. Every resolution put to vote at the AMM shall be decided by a simple majority of votes cast. The Chair shall have the casting vote in the instance of a tie.
153. AMM quoracy shall be 50 student members, excluding Trustees. No business shall be transacted unless a quorum is present.
154. Remote attendance of student members via conferencing arrangements shall count towards quoracy when made available.
155. If quorum is not reached present within 30 minutes from the start time appointed for the AMM, the AMM shall be adjourned to another such time and date which the Trustees deem appropriate, giving at least five term days' written notice to all Full Members.
156. The RSU President shall preside as Chair of the AMM. In their absence, the Officer Trustees in attendance shall appoint a Chair.
157. Additional meetings shall be convened at the written request from one of the following:
  - a) The Board of Trustees;
  - b) Executive Committee;
  - c) At least 200 student members.

## **Bye-Law 13: Finance Regulations**

158. 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.
159. Presidents' Committee shall ratify the appointment of Auditors, who shall be chartered or incorporated accountants, who shall not be Trustees of the Union, members or employees of the Union, and who shall be approved by the University.
160. Audited accounts, together with the Auditor's Report, for each financial year shall be submitted and received at the AMM.
161. All authorisation of expenditures shall be as laid out in the relevant Finance Standing Orders.



## **Bye-Law 14: Amending the Articles and the Bye-Laws**

162. Amendments to the Articles shall be as outlined in the Articles.
163. Any amendments to the Bye-Laws require the approval from Presidents' Committee and the Board of Trustees before they take effect, as outlined in the Articles.
164. Any Full Member may propose amendments to the Bye-Laws or Articles by submitting an idea to Presidents' Committee. In this instance:
  - 164.1 Presidents' Committee shall determine steps to conduct feedback gathering and 'calls for evidence' within an agreed timeframe and as outlined in clauses 45-48 of these Bye-Laws;
  - 164.2 Work to review the Articles or Bye-Laws shall be mandated as Union Policy following a successful idea submission as outlined in clauses 47 and 58 of these Bye-Laws;
  - 164.3 In this instance, redrafting of these documents shall be produced in line with feedback gathered and in collaboration with both the idea proposer and the Board of Trustees;
  - 164.4 Executive Committee and the Board of Trustees may review and suggest recommendations to the review, in line with the Articles;
165. Executive Committee and the Board of Trustees may propose amendments to the Bye-Laws or Articles without following the steps outlined in clause 164 of these Bye-Laws, and in accordance with the Articles.

## **Bye-Law 15: Members' Code of Conduct**

### **Purpose**

166. This Bye-Law has been established to provide further details regarding the expectations of members' behaviour when participating in Students' Union activities, under Article 4 of the Articles of Association.
167. The Board will publish further codes of conduct related to specific services provided by the Union as required.

### **Principles**

168. All Members of the Union (including ratified Student Groups) shall be expected to abide by the Articles of Association and its Bye-Laws at all times.
169. The Union has agreed the following principle-based Code of Conduct relating to the behaviour of members and guests while on Union premises and engaged in Union activities. Members and opted out students shall be liable for the conduct of any guests on the premises and may be subject to disciplinary proceedings accordingly.
170. Members are expected to:
- 170.1 Conduct themselves in a reasonable and responsible manner at all times, in a way that characterises mutual respect and understanding for all members of the community.
  - 170.2 Conduct themselves in a way that promotes the values of the Union, taking into account public perception and the external reputation of the organisation.
  - 170.3 Treat all Union (and University) property with respect, and not interfere with other peoples' enjoyment of Union facilities or events.
  - 170.4 Adhere to relevant policies, procedures, rules and regulations of the Union, including (but not limited to): equality and diversity, health and safety and financial regulations.
171. Comply with the reasonable requests of Union and University staff where appropriate.

## **Bye-Law 16: Temporary Arrangements**

### **Purpose**

172. This Bye-Law has been established to ensure the Union can continue to operate democratically during the 2025/26 academic year following two Officer Trustee roles falling vacant.

### **Bye-Law 2: Officer Trustees - Executive Committee**

173. Executive Committee is suspended.

174. Accountability Panels are suspended. Accountability should take place within Presidents' Committee.

### **Bye-Law 3: Students' Union Council (Presidents' Committee)**

175. The membership of Presidents' Committee will be amended and shall consist of:

- 175.1 RSU President (Chair)
- 175.2 Digby Stuart College President
- 175.3 Digby Stuart College Deputy President
- 175.4 Froebel College President
- 175.5 Froebel College Deputy President
- 175.6 Southlands College President
- 175.7 Southlands College Deputy President
- 175.8 Whitelands College President
- 175.9 Whitelands College Deputy President