



UNION OF KINGSTON STUDENTS

UNION BYELAWS

APPROVED BY TRUSTEE BOARD

2nd February 2022

I certify this to be a true copy of the original

A handwritten signature in dark ink, appearing to read 'Sarim Sayed', with a small dot above the first letter and a horizontal line below the last letter.

SARIM SAYED

CHAIR OF THE TRUSTEE BOARD

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Byelaw (1) - Union Membership Regulations

General

1. Every registered student (as defined by the University Registry) is automatically a member of the Union.
2. Every Member shall be able to relinquish their right of membership to the Union, at any point of being classified as a registered student. A student who wishes to opt out of the Union, should inform the University Secretary in writing who will inform the Chief Executive Officer of the Union.
3. A student who opts out of the Union shall not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any officer or representative position, including club and society committee members.
4. A student who opts out of the Union shall continue to have the right to attend Union run events and participate in the activities of clubs and societies.
5. A student who has opted out who wishes to become a member of the Union shall notify the University Secretary in writing. The University Secretary shall then inform the Chief Executive Officer. If the application falls within 10 University days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Byelaw (2) - Union Meetings

Union Meetings

1. These Byelaws should be read in conjunction with the relevant articles of the Union Constitution.

The Annual General Meeting

2. The Union shall hold an Annual General Meeting in accordance with Article 25 of the Constitution.
3. The Annual General Meeting shall be held at the start of the Academic Term 2.
4. The meeting shall be widely publicised and open to all full members of the union
5. All full members are entitled to attend, participate in discussions and vote on presentation of a valid Student ID card. Persons who are not full members and who wish to observe the meeting may do so but cannot vote. Permission to attend will be granted to invited speakers, professional advisers and staff as required.
6. The functions of the meeting shall be as follows:
 - i. to receive the audited accounts of the Students' Union, and raise any issues with these accounts
 - ii. to receive and approve the annual report of the Students' Union
 - iii. to receive and approve the annual report of the Students' Union
 - iv. to appoint the auditors of the Students' Union
 - v. to consider business submitted by full members.
7. The quorum of the meeting shall be 100 full members.
8. The meeting will be chaired by a pre-elected member of the Chair of Student Council or Deputy Chair who shall not be a Full Time Officer. The Chair shall only vote in the event of a tied vote.
9. The order of Business shall be:
 - i. Minutes of the last AGM
 - ii. Apologies for absence
 - iii. Presentation of the Annual Report and Full Time Officer Reports
 - iv. Presentation of the Audited Accounts
 - v. Notification of External Affiliations
 - vi. Members' Business Motions.
 - vii. Facilities for students with access needs must be provided on request (e.g. large print).

Notice of the AGM

10. At least 10 University days' notice will be given of the meeting. Notice of the meeting and the agenda will be advertised by all available channels.
11. All documents and reports to be presented for approval by the meeting shall be available to full members at least 10 University days before the meeting.

Presenting Reports to the AGM

12. The report shall be proposed and presented to the AGM by the President of the Students' Union. Copies of the report will have been made available to all members 10 University days prior to the AGM.
13. The Chair will allow a portion of the meeting towards any comments or questions about the report.
14. The chair will ask the proposer to summarise and propose the report to be accepted.

15. A vote will be taken and if there is a simple majority of those present and voting the report will be accepted.

Presenting the Audited Accounts to the AGM

17. The Audited Accounts shall have a proposer from the Board of Trustees who will introduce the accounts and propose acceptance by the meeting.

18. The Chair will ask if any full member has any comments or questions about the accounts.

19. The Chair will ask the proposer to summarise and propose the Accounts be accepted.

20. A vote will be taken and if there is a simple majority of those present and voting the report will be accepted.

Appointment of the Auditors at the AGM

21. The Chair shall propose the name of a firm to be appointed by the Union as Auditors. This proposal shall be made on recommendation from the Trustee Board. This will be approved by a majority vote of those present.

Bringing a motion to the AGM

22. Any full member may propose a motion to the meeting. The function of the motion is to allow members to raise a matter that cannot be dealt with by reference to the annual report or audited accounts. .

23. If passed a motion will become a Union policy for a period of three years.

24. Any full member may propose a Motion to the meeting provided:

- i. it is submitted to the Chair of Student Council at least 5 University days before the meeting
- ii. it proposes a course of action that does not contravene the aims and objectives of the Union

25. The Chair will invite the proposer to introduce the motion. The chair will ensure there is a balanced debate before allowing the proposer to sum up and putting the matter to the vote.

26. The Chair shall allow the proposer of the motion two minutes to speak in favour of the motion.

27. The Chair shall allow a member to speak against the motion for two minutes.

28. The Chair shall allow questions of the proposer and responses shall be limited to 1 minute.

29. A procedural motion for amendment made by any full member and will be voted on without debate but the proposer may speak for 1 minute in favour of the motion. The motion will be passed by a simple majority vote.

30. The chair shall allow a guillotine for discussion of each motion and shall end all debate at the fall of the guillotine and shall call a vote on the relevant motion.

31. If there is a simple majority of those present who vote for the motion then it will be deemed passed.

Emergency General Meetings

32. In addition to the AGM, there may be an emergency general meeting called either:

- i) At the discretion of the President of the Students' Union
- ii) By a 75% majority vote of Student Council
- iii) Or upon the presentation to the President of the Students' Union of a petition with no less than 200 full members signatures.

33. Meetings will be open to all full members, who will be entitled to speak and vote

34. The function of Emergency General Meetings will be:

- i) To hear and approve updates from the Full Time Officer team
- ii) Raise any business from the student body
- iii) To approve any policies presented to the meeting
- iv) To hear a Vote of No Confidence in an elected official.

35. The meeting will be chaired by a pre-elected member of the Chair of Student Council or Deputy Chair who shall not be a Full Time Officer. The Chair shall only vote in the event of a tied vote.

36. If motions are to be voted on, quoracy will be 100 full members. Motions will be approved by a simple majority. A Vote of No Confidence motion will be approved by a 75% majority of quoracy.

37. The presentation of motions will be as per AGM regulations of this Bye-Law.

Student Council

38. There shall be a Student Council, as detailed in Bye-Law 16.

Byelaw (3) – Referenda

Referenda

1. Referendum may be called on any issue by:
 - i) A simple majority of the Voting Representatives at a Union meeting; or
 - ii) A Secure Petition signed by 200 full members; or
 - iii) A 75% majority of the Voting Representatives of a Student Council meeting.
2. The Referendum will be publicised to all students via all available channels.
3. The Referendum will be hosted via the Union website or via paper ballot, for up to 10 working University days, where full members will be invited to cast their vote.
4. For a Referendum to pass, it requires a simple majority of a minimum of 500 votes from full Union members.

Returning Officer

5. The Returning Officer (RO) shall be appointed annually by the Trustee Board. The RO in conjunction with any appointed deputies shall be responsible for the good conduct and administration of all Union of Kingston Students (the Union) referendums and shall be responsible for interpretation of the referendum regulations.
6. The RO shall not be an employee of Kingston University (KU) or hold office within the Union
7. The RO may appoint deputies to support them in their duties. One of the designated duties of any deputies appointed by the RO will be to act as Deputy Returning Officer (DRO) who will carry out duties in accordance with the referendum regulations in the absence of the RO.
8. Any appointed deputies will not hold office within the Union at the time of referendum and appointed deputies may be employees of the Union or the University.

Timing of Referendum

9. A notice (including the dates) of referendum shall be advertised at least 5 University days before the start of voting.

Campaigners

10. Only full members of Union of Kingston Students are eligible to campaign in the referendum and join an official campaign group.
11. Any full member of Union of Kingston Students who holds an elected officer position within the Union cannot use their position's platform to campaign for any side. This includes role social media accounts and email lists.
12. Each official campaign group will appoint a lead campaigner who will act as their representative for speaking to RO/DRO
13. No member who has opted out of membership of the Union may be appointed as a lead campaigner.
14. Information on joining official campaign groups will be made available at least 5 University days before the start of voting

Referendum Regulations and Guidelines

15. The RO and/ or any appointed deputies will produce campaign regulations based upon both that will be issued to all official campaign group no later than 5 University days before the date of commencement of the vote for the referendum

Referendum Publicity

16. The Union shall produce a list of official campaign teams which shall be publicised within 2 University days of the start of voting.
17. Official campaign teams may produce a statement explaining their stance to a specification to be determined by the RO or appointed deputies, which must be submitted by the start of voting
18. Official campaign teams may produce publicity in line with referendum regulations to utilise during the period they are campaigning. Official campaign teams will have a budget for producing publicity materials for the referendum in which they are campaigning as outlined in the referendum regulations.

Campaigning

19. A debate event may be held. The format, specification, location and timing will be determined by the RO and/ or any appointed deputies.
20. The Union shall publicise the location and arrangements of any debate event, voting stations/ areas, together with a list of official campaign teams and their statements.
21. Official campaign teams cannot use any communication materials that are not sanctioned by the RO or any appointed deputies and outlined in the referendum rules.
22. There shall be no campaigning within the same room/ vicinity as any official voting stations or designated voting areas. This includes libraries and computer rooms on all campuses.
23. Designated voting stations/ areas may be defined by the RO and any appointed deputies in the interest of preserving free and fair referendum.

Voting Procedures

24. The RO and any appointed deputies shall ensure that all members of the Union have access to vote no matter their place or mode of study.
25. All members of the Union may vote upon completion of an appropriate identification process as decided by the RO and any appointed deputies.
26. Voting shall take place on the basis of an electronic vote through an appropriate electronic voting method as determined by the RO and any appointed deputies.
27. In the event of an electronic vote, the security of the voting system shall be assessed by the RO before its use. If they are confident in the security of the system, it shall be deemed to be secure and the decision of the RO shall be final.
28. In the event of a failure of the agreed electronic voting method or in the absence of an agreed electronic voting method then a paper voting system will be implemented/ utilised.
29. In the event of a paper vote, an official Union voting paper will be made available to each member who wishes to vote. Votes will be cast in sealed ballot boxes.
30. In the event of a paper vote, a postal vote shall be granted to any full member of the Union who is unable to exercise their right to vote in person.
31. Voting shall be by secret ballot
32. The member must inform the RO or appointed deputy in writing that they wish to vote by post.
33. Postal votes will be accepted up until the close of an agreed postal voting period as agreed by the RO. The deadline for receipt of postal votes may fall after the close of ballot boxes.

Counting and Declaring Votes

34. The RO or appointed deputy shall inform the official campaign teams of the time and date of the count and the declaring of votes.
35. The RO may be assisted in the count by a number of individuals appointed by them.
36. Once the votes (or the electronic data pertaining to the votes) have been counted they should be kept for a min. period of six months in case of appeals against the result in line with data protection.
37. Results of the referendum shall be declared by the RO or appointed deputy when the count has been completed and any complaints received have been resolved to the satisfaction of the RO.
38. Results of the referendum will normally be posted online within 1 University day of the declaration of the result. The RO or appointed deputy will also send notification of the results to the Union Trustee Board, the NUS, the University Senior Leadership Team and the University Board of Governors.

Referendum Complaints

39. Any student can submit a complaint about an official campaigns team or about the referendum process until 24 hours after the close of voting. These complaints may be on any of the following grounds.
 - Failure in good conduct of the referendum
 - Behaviour and activities of campaign teams
 - The administration of the referendum.
 - Breaches in referendum regulations.
40. Complaints raised after this point will not be accepted, except in relation to the conduct of the count.
41. Any student can submit a complaint about the conduct of the count within one University day of the announcement of results. Grounds for complaints are limited to:
 - There is a physical error in the count.
42. The RO and any appointed deputies shall be responsible for the investigation of any breaches of the referendum rules.
43. All complaints must be sent, in writing on the complaint form, to the Returning Officer of the Deputy Returning Officer. A complaints form will be available from the Union Reception and online at the Union website.
44. Complaints will normally be heard within 2 working days. The Returning officer or the Deputy Returning Officer will respond in writing and candidates and complaints will be informed of any action taken.
45. In responding to a complaint the Returning Officer or Deputy Returning Officer, after hearing all the appropriate evidence, may decide to apply any of the following:
 - I. Not to uphold the complaint.
 - II. Suspend the referendum for a specified period pending an investigation(s)
 - III. Apply sanctions to specified official campaign groups (see sanctions below)
 - IV. Hold the referendum count and decide whether the basis of the complaint has any impact on the outcome of the vote.
 - V. Re-run the referendum.
46. In the event the Deputy Returning Officer ruled on the complaint, an official campaign team can appeal the decision of the Deputy Returning Officer to the RO, except if the minor sanction has been ruled.
47. The appeal must be made in writing to the Retuning Officer within 24 hours of the Deputy Returning Officers decision.
48. Appeals will normally be on the grounds that the decision of the Deputy Returning Officer was:
 - i. Procedurally incorrect
 - ii. Taken outside the scope of the powers of the Deputy Returning Officer as defined by these regulations.
 - iii. Disproportionate

49. The Returning Officer will normally rule on the appeal within three University days. The decision of the Returning Officer is final.
50. If the Returning officer ruled on the complaint, their decision is final.

Sanctions

51. Any student found in breach of the regulations during any stage of the referendum may be penalised. The penalty will be determined by the RO or DRO. Possible "minor sanctions" with no appeal shall include:
 - i. Penalty to the official campaign teams budget
 - ii. Restriction applied to attendance at or participation in candidates' debate.
 - iii. Restriction on campaigning in a given area and or specific amount of time (this includes Union website)
52. Other sanctions that may be determined by the Returning Officer or DRO shall include:
 - i. A formal written warning, which will be published in locations deemed appropriate by the RO or DRO.
 - ii. Disqualification from the referendum.
53. Any student found to be interfering with the smooth running of the referendum, acting fraudulently or otherwise illegally may be referred for disciplinary action:
 - i. The Union Disciplinary Panel under the Students' Union Bye Law 13
 - ii. The University
 - iii. Be reported to the police.

Conduct of Official Campaign Teams

54. The RO shall approve referendum regulations to be obeyed by all candidates to include:
 - i. Expenditure limits and availability of funding from the Union.
 - ii. Rules regarding conduct of official campaign teams.
 - iii. Designated voting areas.
 - iv. Restrictions on referendum campaigning.
 - v. Social media rules.
 - vi. Any other rules deemed necessary for the proper and safe undertaking of any said referendum
55. In addition to the referendum regulations all official campaign teams in any referendum must also obey the Union Member Conduct and Disciplinary regulations as outlined in Byelaw 13

Byelaw (4) – Student Officer and Student Council Member Regulations

1. Student Officers are recognised as having up to four distinct statuses:
 - a. Student Status – covered by University General Regulations.
 - b. Officer Status – covered by Political Regulations in this Bye-Law (4.1).
 - c. Trustee Status (if a Full Time Officer or Student Trustee) – covered by the Trustee disqualification procedure in Article 44 of the Constitution.
 - d. Employee Status (if an Employee) – covered by the officer disciplinary procedure in this Bye-Law (4.2).
2. These statuses operate in conjunction with each other, but failures in conduct in different areas are covered by different regulations within this Bye-Law.
3. Members of Student Council and its Chair hold two of these distinct status, a Student Status and B. Officer Status
4. If a Student Officer loses their student status with the University they shall be suspended (on full pay if a Full Time Officer) until such time all appeals have been exhausted.
5. Student Status shall be determined equitably by the University but Full Time Student Officers shall be deemed to retain student status whether they have graduated or not.

Byelaw (4.1) - Political Regulations

Standard of Conduct

1. An elected Officer should:
 - i. Protect the independence of the Students' Union, and ensure that the student body has an independent voice.
 - ii. Use all tools available to ensure there is effective communication between them and the student body.
 - iii. Be prepared to respond to questions from the membership in a timely and honest manner via appropriate communication tools.
 - iv. Uphold the Union's core values of support, empower and enrich Kingston students.
 - v. Officers will be expected to supply a report of the main issues and outcomes from meetings attended to Student Council and Union Meetings. Additionally there is an expectation that Officers will keep the student body informed of all issues impacting on them through all available media.
 - vi. To conduct themselves in accordance to the Code of Conduct as outline in Byelaw 14.
2. An elected Full Time Officer may not hold any other committee position within the Students' Union other than their position as a Full Time Officer. If an Officer is elected to another position, the result shall be void and shall not stand.

No Confidence Motions for Substandard Officer Performance

3. If an Officer displays a substandard performance, a full Member of the Union may submit a motion of No Confidence to the Chair of the Student Council, triggering an emergency Student Council Meeting. If the Vote of No Confidence is regarding the Chair of the Student Council, the motion may be submitted to the President of the Students' Union.
4. No Confidence motions for Officers require at least one proposer and a minimum of 199 seconders.
5. On receipt of a No Confidence motion, an Emergency Student Council Meeting shall be called by the Chair of Student Council or the President of the Students' Union if the motion is regarding the Chair of the Student Council.
6. The No Confidence motion must state exactly which part of their job the Officer or Chair of the Student Council has failed to fulfil.
7. The Student Council must rule out of order any motion that does not conform to the rules above.
8. The motion must be passed by a 75% majority of the Student Council, where it will be referred to an Emergency General Meeting.
9. The Emergency General Meeting shall follow Bye-Law 2, with the motion requiring a 75% majority to pass.
10. In the event a motion is passed, that Officer shall be removed from their post and the position shall be referred to the Union to consider a Bye-Election.
11. If that Officer is a Full Time Officer, they must resign from their position on the Trustee Board and they must resign their post as an employee in per Article 44 of the Constitution. They will be paid for an additional four weeks along with any monies owed to them for work completed.

Bye-Law (4.2) – Officer Disciplinary Procedure

1. This procedure shall only apply to Full Time Elected Officers.
2. The Union expects that officers:
 - a. Act in accordance with the policies, codes and protocols set out in this agreement.
 - b. Conduct themselves in a professional manner.
 - c. Respect the confidentiality of the Union.
 - d. Be responsible for carrying out the policy and mandates of the Union and work with the Union when planning events and campaigns where the Union name is used.

- e. Acknowledge that Full Time Officers may be required to work unsociable hours, including evenings and /or weekends.
- f. Abide by the Union Employee handbook and rules regarding working time, the use of office premises and use of equipment.
- g. Be bound by any Bye-law the Trustee Board or Student Council may enact
- h. Acknowledge that the office holder may be removed from office under the provisions of the Constitution and Byelaws.

Standards Committee

3. These regulations shall be enforced by a three person Committee. This Committee will be referred to as the Standards Committee.
4. The membership of the Standards Committee shall include:
 - i. The Chair of Student Council,
 - ii. A Student Trustee, who is nominated by the Trustee Board,
 - iii. An elected Student Council Member who is not a Full Time Officer.
5. If any of the Committee have had previous involvement in the complaint or a vested interest, they will be replaced by an agreed nominated peer.
6. A complaint may be raised with the Committee, via the President of the Students' Union, in the following ways:
 - i) Directly from an individual student or group of students
 - ii) From another elected Officer
 - iii) By the Chief Executive Officer of the Student Union either personally or on behalf of staff
7. The President of the Students' Union will then call a meeting of the Standards Committee. The Committee will initially meet to decide if there is a prima facie case to answer. If it is decided that there is a prima facie case, the Officer who has had a complaint made against them will be invited to attend a meeting to respond to the issues raised. This meeting will take place no more than 10 University working days from the complaint being made.
8. If the complaint is regarding the President of the Student Union, then it may be raised with another member of the Full Time Officer team.

Procedure

9. The respondent shall be suspended from Union activities on full pay for the period of the investigation, where the Standards Committee deems this appropriate for the prevention of damage to property, persons or the reputation of the Union.
10. Although the respondent's attendance at the Standards Committee is not mandatory, the complaint will be heard in the respondent's absence, and action taken, unless there is good reason for non-attendance.
11. The meeting will proceed in the following manner:
 - i) The original complaint will be presented and witnesses called where appropriate.
 - ii) The Standards Committee will have the opportunity to ask questions of the witnesses.
 - iii) The respondent will respond to the complaint, calling witnesses where appropriate.
 - iv) The Standards Committee will have the opportunity to ask questions of the witnesses.
 - v) Each side will be offered the opportunity to make some closing remarks.
 - vi) The complainants and respondents will leave the meeting and the Standards Committee will retire to make their recommendations.

Decisions

12. The Committee may make the following recommendations to the Trustee Board:
 - i) That no further action is taken.
 - ii) That informal action is taken.
 - iii) That formal action is taken in terms of recommendations on how to deal with the issue.
 - iv) A public apology be made by the Officer.
 - v) A written warning.
 - vi) A final written warning.
 - vii) That the issue is so serious that termination of employment is the recommended outcome.
13. The outcome of the committee's decision shall be communicated to the Full Time Officer and the Trustee Board within 5 working days.
14. Where an Officer's employment is terminated, they must resign from their position on the Trustee Board as per Article 44 of the Constitution. They will be paid for an additional four weeks along with any monies owed to them for work completed.

15. The Committee will not deal with any anonymous complaints, or complaints made by staff members of the Union which have not been raised through the Chief Executive Officer. Any malicious complaints will be dealt with under the Membership Conduct Regulations Bye-Law 13.

Appeals

16. If the Officer wishes to appeal the decision, they may do so in writing to the President of the Students' Union within five working days. In the case of the complaint being made against the President of the Students' Union, the President of the Students' Union would lodge their appeal with one of the other Full Time Officers.

17. The appeal will be heard by an Appeals Committee consisting of:

- i) Another student trustee,
- ii) Another elected Student Council Member,
- iii) A Full Time Officer (if no suitable officer is available, then an elected representative of the NUS)
- and
- iv) A NUS Officer who shall chair the panel.

18. No member of this Committee should have had previous involvement with the complaint or the Standards Committee.

19. The Committee shall follow the same process as the Standard Committee.

20. The Committee has the authority to overturn the decision of the Standards Committee, take no action, or to increase the original penalty laid down by the Standards Committee.

21. The decision of the Appeals Committee will be given to the Officer within 5 working days.

22. In the interim period, the original decision of the Standards Committee will be suspended.

Organisational Complaints

23. There may be occasions where a member is dissatisfied with the way the organisation is serving their interests, rather than an issue with a particular officer. Such complaints would be dealt with via the Organisational Complaints Regulations Byelaw 15

Bye-Law (5) - Union Communities

Student Communities (Liberation)

1. There are four student Community groups for liberation that exist autonomously within the Union to defend the rights of marginalised and underrepresented group of students. Being autonomous means each group hosts their own Community, and supports and shapes the Union's activity that they represent.
2. The Liberation Communities are as follows
 - i. **BME** - (*The meaning of BME -Black and minority ethnic*)
 - ii. **Disabled & Mental Health** - (*As defined by the Equality Act 2010*)
 - iii. **LGBT+** - (Lesbian, Gay, Bisexual, Transgender) (** = the plus in this name ensures that we will always be inclusive of all identities, and the continuing ways students identify themselves as, including allies*).
 - iv. **Women's*** - (**=those who self-define as women including those with complex gender identities, which include 'women' and those who experience oppression as women*)
3. Each Community can be made up of an unlimited number of students who self-define to Community descriptions above. The Union puts in place a membership records system that protects the preferred anonymity of each Communities members.
4. Each Community self-elects in term one a Community Representative, who shall be a voting member of Student Council. The elected Community Representative will be expected to attend meetings with Officers and Union staff as required.
5. The Communities (Liberation) are supported by relevant Union Staff and inform the work of the Full Time Officers.
6. The Welfare Officer shall host a termly Communities (Liberation) meeting.

Student Communities (Sections)

7. There are six student Community groups for sections that exist autonomously within the Union to represent students who are registered as into a particular mode of study or responsibilities and includes International, Mature & Carers, Postgraduate & Part-Time, Professional Practice & Commuter, Parents and KU Cares. Being autonomous means each group hosts their own Community, and supports and shapes the Union's activity that they represent.
8. The Sections Communities shall be as follows
 - i. **International** (*Those who self-define as an international student*)
 - ii. **Mature & Carers** (*Mature students are defined as students who were at least 22 at the start of their studies, Carer is a student of any ages who provides unpaid support to someone who could not manage without their help or defines as a parent*)
 - iii. **Postgraduate & Part-time** (*Postgraduate and/or on a part-time course, or who are in their final year of an integrated master's degree e.g MEng and MPharm*)

- iv. **Professional Practice & Commuter** - (*Students who are on a professional practice course, such as Nursing, Midwifery, Pharmacy, Social Work and Teaching and/ or those who commute to their main campus*)
 - v. **Parents** (*Students who are parents*)
 - vi. **KU Cares** (*Students who are supported by the KU Cares Team and/or who are care leavers*)
9. Each Community can be made up of an unlimited number of students who self-define to community descriptions above. The Union puts in place a membership records system that protects the preferred anonymity of each Communities members.
10. Each Community self-elects in term one a Community Representative, who shall be a voting member of Student Council. The elected Community Representative will be expected to attend meetings with Officers and Union staff as required.
- i. The Community Representative positions for the Sections Communities may be shared by 2 individuals, who between them shall have 1 vote at Student Council.
11. The Community (Sections) shall be supported by relevant Union Staff and inform the work of the Full Time Officers.

Duties of Community Representatives

12. Community Representatives shall be held accountable on their actions by the Individual Community that they are representing.
13. Community Representatives agree to:
- i. Adhere to the Constitution and Byelaws and to be bound by the Mandates of the Board of Trustees, Union Meetings and Student Council.
 - ii. Attend all meetings of Student Council for the duration of the meeting and represent their constituency.
 - iii. Be subject to the Student Officer and Student Council Member Regulations.
 - iv. Automatically surrender their position in the case that they miss three Student Council meetings in one year without sending apologies.
14. If they cannot make a meeting and wish to send a substitute in their place for that meeting, they must notify the Chair of Student Council by no later than 3 University Working Days.
15. If members of the Community are dissatisfied with the conduct of their Representative, including continued absence at meetings and/or behaviour, they can bring this forward to their Community meeting and to the attention of the Welfare Officer and their Union Staff support. The Welfare Officer will Chair the meeting for the part of discussing the dissatisfaction.
16. If members of the Community remain dissatisfied after 15) has been actioned, the members can bring a formal request for the removal of the Community Representative to the next meeting. In order for this to pass, it will require 75% of voting members present.

Proceedings of Community

17. There are no set meeting schedules for Community. Communities meet as agreed by the members of the community, with at least one meeting per term.
18. Reports from meetings should be produced detailing the actions and a summary of discussions from the meeting, and sent in a timely manner to the Student Council Chair in-between Student Council Meetings.
19. All Community reports shall respect the preferred anonymity of its members.
20. The role of Union Staff is to assist the Community Representative and/or Chair of the meetings to put together an agenda, clerk the meeting, support research and provide guidance. They attend in an ex-officio capacity.

Powers of the Communities

21. All Communities can run and propose campaigns, suggest activities and advise the Union on the work it is doing or can do around members of those Communities.
22. At the start of the year, the Communities will look to determine ideas for what campaigns and activities they wish to work on for the year.
23. When planning such things as campaigns or projects, Full Time Officers and the Union may contact relevant Communities for advice or feedback from its members.
24. Quorum for official decision-making within the Communities is 50%+1 members present, unless otherwise specified.
25. All Communities can submit policy proposals (motions) for the Union, either via the Student Community Representative or directly to the Student Council (Bye-Law 2 and Bye-Law 16).
26. All Communities can bid into a Communities Fund to support their activity. This fund will be maintained by the Welfare Officer, Chair of Student Council and Union Staff, who shall accept applications.
27. Communities will complete a report to detail how the money was spent, and what impact was had. The report will be present to Student Council by the relevant Student Community Representative.

Communities Group Meeting

28. On a termly basis, Welfare Officer shall host a Communities Group Meeting, to understand what each community is working on and what support is needed.
29. The following shall be invited to meetings:
 - i. The Welfare Officer (Chair)
 - ii. 2 x Representatives from each Liberation and Section Communities, with 1 space reserved for the Community Representative for Student Council
 - iii. 2 x Committee Members from relevant Liberation and Section Communities
 - iv. Union Staff (ex-officio)

30. The meeting will look to cover:

- i. Updates from each Communities
- ii. Updates from the Union on relevant campaigns
- iii. Matters arising from Group members

31. The Welfare Officer will collate feedback from the meeting, to help inform the Union's activities and will present back to the Full Time Officer Team.

Byelaw (6) - Societies Regulations

General

1. There shall be societies of the Union.

Setting up a Society

2. No society may receive funds from the Union or use Union facilities without annual recognition by Societies Working Group. Such a decision may be made by delegation to the Societies Development Coordinator and noted by the committee. In such an event an appeal can be made by referral to the Activities and Development Officer.
3. No society will be recognised if its objectives conflict with those of the Union. However, this restriction shall not be interpreted so as to prevent the establishment of new political, religious or culturally based groups.
4. No society will be recognised if its objectives are deemed to, conflict or replicate those of an existing society.
5. No society may have a Full Time Student Officer as a committee member.
6. Any society that wishes to be recognised by the Union shall present to the Societies Working Group:
 - i. A constitution for the society following the template provided by the societies office
 - ii. The name of the society
 - iii. The aims and objects of the society (which shall not be contrary to those of the Union)
 - iv. Regulations relating to membership eligibility to the society, ensuring that membership is open to all students
 - v. The proposed membership fee, which is dependent on the nature of the group
 - vi. Provision for the election of a committee for the society to include as a minimum a President, a Secretary, Treasurer and a Media Officer
 - vii. The responsibilities of the committee;
 - viii. Provision for general meetings for all members of the society;
 - ix. Provision for an annual general meeting at which an election for the following academic years will be announced.
 - x. Provision for the Union statement on equal opportunities.
 - xi. A list of signatures of 10 proposed members

Societies Finance

7. The Union's Senior Management Team shall allocate a sum in the Student Opportunities budget that shall be for grant aid of recognised societies
8. Funds will be allocated based upon the semester grant application procedure as outlined by the societies office
9. The Activities and Development Officer will oversee the allocation of funds to societies. This fund will be set aside to assist with the growth of existing societies and may be used to assist the creation of new societies.
10. Societies shall be awarded an approved total by the Societies Working Group and the Activities and Development Officer. Any expenditure must remain within the awarded budget.
11. If any society ceases to exist (which is identified as having no financial activity for 2 years) the remaining membership funds from those groups will be allocated to support general society members' activities.

12. Societies will adhere to the Union's financial procedures at all times
13. The society shall not hold its own bank account and all its finance will be administered through the Union.
14. No-one from a society may commit either the society or the Union to any expenditure without prior authorisation through the Unions financial procedures.

Meetings of Societies

15. The annual general meeting of each society shall be held by the 30th June each year. This meeting will elect the society committee.
16. Each society should have a minimum of one general meeting per annum where all committee members of the respective society should attend, unless reasonable apologies are submitted.
17. The quorum of each society general meeting shall be 10 people or 50 % plus one of the society membership, whichever is lower.
18. The society secretary is responsible for arranging the dates of meetings and must inform the members at least five University days in advance.
19. Changes to the constitution of any society can only be made at a societies committee meeting and must be ratified via a constitutional change document submitted to the Societies Working Group. In cases where the Societies Working Group do not ratify the changes, the society may appeal to the President of the Students' Union.

Responsibilities of societies

21. The society shall be responsible for promoting itself during freshers/induction week, and throughout the year to encourage new membership.
22. The President of the society shall be responsible for the general day to day running of the society and its activities. The president shall be responsible for convening of general meetings.
23. The Secretary shall be responsible for publicising the societies AGM, providing agendas, taking minutes of the meetings and correspondence on behalf of the society.
24. The Treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the society allocation for that year. The Treasurer shall also ensure that an accurate list of all equipment purchased is kept and presented to the Societies Development Coordinator, and all grant funded equipment is returned to the Union at the end of the academic year.
25. The Treasurer shall ensure that all income received by the society (including sponsorship monies) is paid directly into the Union accounts and that no funds received by the society are withheld.
26. The Treasurer shall ensure that an income and expenditure account for the previous academic year is presented to the annual general meeting of the society.
27. At least one representative from each Society must attend the Union AGM. Failure to send representation to the Union AGM or apologises will result in a fine up to £50 from the societies membership account.
28. It is the committee's responsibility to ensure that the activities of their group do not replicate or conflict with those of another group.
29. Failure to abide by these regulations, the relevant society constitution and the Union constitution may result in disciplinary action against the Society by the Union. Disciplinary action may also be taken against an individual who has failed to meet the requirements laid out above.
30. All society constitutions must take the form of the template provided by the societies office

31. Societies are expected to represent themselves at the Union's Freshers Fayre. Should a society fail to attend after requesting a space, a fine of up to £100 will be incurred from their membership account.

Societies AGM

32. There shall be a Societies AGM that shall oversee the running of all societies.

33. Membership of Societies AGM, with full speaking and voting rights shall be:

- i. Two committee members from each recognised society
- ii. Activities and Development Officer

34. The following ex officio members shall have full speaking rights:

- i. Student Opportunities Manager
- ii. President of the Students' Union
- iii. Chief Executive Officer
- iv. Societies Development Coordinator
- v. Societies Office Student Staff

Remit of Societies AGM

35. Societies AGM shall elect 5 representatives; these representatives will form the Societies Working Group;

- i. Faith group representative
- ii. Academic group representative
- iii. Liberation and campaigns group representative
- iv. Cultural group representative
- v. Arts and activities group representative

36. Societies AGM shall meet once an academic year, within the first four weeks of the Autumn term. These meetings will be called by the Societies Development Coordinator

37. All meetings shall be advertised at least five University days in advance, except in emergency.

38. Business shall be handed to the Societies Development Coordinator at least 24 hours in advance.

39. The quorum for Societies AGM meetings shall be representatives of 50% +1 of all existing societies.

40. Society Emergency General Meeting can be called at the Activities and Development Officer discretion with 14 days' notice.

Societies Working Group

41. Societies Working Group is responsible for making decisions on any arising issues affecting societies, facilitating decisions made at Societies AGM, feeding societies related issues back to the Union Meeting and allocating any additional grant aid requests.

42. Societies Working Group must be called monthly.

43. The Societies Working Group shall elect a member to be the Chair of the Group. They will be responsible for:

- i. Chairing meetings of the group.
- ii. Attending the Student Council Meetings as the Societies representative.
- iii. Passing the casting vote in situations where the vote is a tie

Societies Disciplinary Procedure

44. In the event of:

- i. a breach of these regulations or,
- ii. the Union constitution
- iii. where a Society has brought the Union into disrepute
- iv. a complaint from a member of the group
- v. a complaint from a student or member of the University Community;
- vi. a breach of the relevant Society constitution.
- vii. a breach of Union values,

45. The Societies Working Group Chair or their nominee with the Societies Development Coordinator shall call a meeting with the offending Society/ or individual within 10 University working days of notification of the breach. They shall notify the society or the individual of the alleged breach and shall establish the facts surrounding the alleged breach.

46. Following such a meeting the Societies Development Coordinator

- i. either give the Society/ individual 10 University working days to rectify the situation
- ii. refer the club/ individual to a Society Disciplinary Hearing

Society Disciplinary Hearings

47. Where the Society Development Coordinator makes a referral to the Society Disciplinary Hearing, they shall ask the Activities and Development Officer to convene a hearing within 10 University working days of the referral.

48. A Society Disciplinary Hearing shall consist of the following panel members:

- i. The Activities and Development Officer or their nominee, who shall chair the hearing
- ii. The Society Working Group Member not involved in the investigation, or their nominee
- iii. The Student Opportunities Manager or their nominee, who shall be a member of either Student Opportunities staff or the Union's Senior Management Team

Procedure

49. The Activities and Development Officer will ensure the Committee, and those involved, have access to all paperwork at least 5 University working days prior to the hearing

50. The panel shall nominate a clerk to the panel who shall be a suitable member of Union staff. This shall be done in advance of the hearing.

51. The Societies Development Coordinator shall present the Union's case to the panel.

52. The President of the Society shall represent the Society if the complaint is against the Society. If the complaint is against an individual, the student will represent themselves and will be entitled to bring another committee member, or member of the society with them to the hearing.

53. The panel hearing shall take place in the following manner:

- i. The Societies Development Coordinator shall present the original allegation, any submitted statements and witnesses shall be called where appropriate.
- ii. The panel will have the opportunity to ask questions of the witnesses.
- iii. The Society Development Coordinator shall leave the meeting.

- iv. The representatives of the Society / individual shall be called to appear before the panel
- v. The President of the Society/ individual shall respond to the allegation and witnesses shall be called where appropriate.
- vi. The panel will have the opportunity to ask questions of the witnesses.
- vii. The representatives of the Society/ individual shall leave the room.
- viii. The panel shall consider the evidence and make a decision upon the basis of the evidence heard.

Decisions

- 54. The panel may choose take one of or multiple of the following actions:
 - i. No action
 - ii. Request a written apology from the Society / Individual
 - iii. A verbal warning regarding conduct, which stays on the members / committee's files for the reminder of the academic year.
 - iv. A final written warning regarding conduct, which stays on the members / committee's files for the reminder of the academic year. Suspension of the Societies activities/individuals membership for a defined period of time not greater than 1 academic year
 - v. To suspend or dismiss a member or members of the Society committee
 - vi. A fine from membership funds of up to £100, 50% whichever is the least.
 - vii. To dissolve the Society/ remove individuals membership indefinitely.
 - viii. To refer to the University's Student Disciplinary Procedures.
- 55. The chair of the panel shall write to the President of the Society / individual informing them of the panel's decision within 5 University working days.
- 56. Where the President of the Society or Individual is unsatisfied with the decision of the Society Disciplinary Hearing, they may appeal to the Society Appeal Committee on the following grounds:
 - i. Procedural Error
 - ii. Subsequent new evidence
- 57. The President of the Society/ individual must notify the President of the Students' Union within 10 University working days that they wish to appeal and upon what grounds they wish to appeal.

Societies Appeal Committee

- 58. The panel shall consist of:
 - i. A member of Student Council
 - ii. The President of the Students' Union or nominee who shall chair the panel
 - iii. A Society Working Group Member not previously involved in the proceedings
 - iv. The Chief Executive Officer

Proceedings

- 59. The committee will meet initially to decide if they will grant leave to appeal. This will be decided upon the basis of whether the appeal meets one of the grounds of appeal listed in Point 56 of this Bye-law.
- 60. In the event of leave to appeal being granted, the panel shall reconvene to consider the evidence in the same manner as outlined previously.
- 61. In the event the committee feels the penalty imposed by the Society Disciplinary Hearing was too lenient or severe, they may modify the penalty
- 62. The panel should consider if the appeal is justified or unjustified. If they feel it is justified they shall dismiss the allegation against the Society/individual and they shall discharge any penalties that were applied by the Society Disciplinary Hearing. If they feel it is unjustified they shall uphold the original decision of the Society Disciplinary Hearing

Decisions

63. The panel shall have the following powers;
 - i. To overturn the original decision made by the disciplinary hearing
 - ii. To uphold the decision made by the disciplinary hearing
 - iii. To amend any penalty imposed by the Society Disciplinary Hearing however they see fit within their power.
 - iv. Those powers conferred upon the Society Disciplinary Hearing in this Bye-Law.
64. The President of the Students' shall inform the President of the Society/ individual of the decision of the Society Appeals Committee within 5 University working days of the hearing.
65. There shall be no appeal available to the Society/ individual from the decision of the Society Appeals Committee.

Societies Awards Committee

66. Societies Awards Committee is responsible for making decisions on any arising issues affecting societies awards, facilitating feedback from societies and appointing annual winners of each award through the nomination process.
67. Societies Awards Committee must be called in academic term two.
68. The Societies Working Group shall chair the Societies Awards Committee and elect a member to support the Chair on the Societies Awards Committee.

They will be responsible for:

- i. Chairing meetings of the group.
- ii. Passing the casting vote in situations where the vote is a tie

69. The Societies Awards Committee shall consist of:
 - i. Societies Working Group Chair
 - ii. One elected member of Societies Working Group
 - iii. Activities and Development Officer
 - iv. Societies Development Coordinator
 - v. Student Opportunities Manager

Byelaw (7) - Sports Club Regulations

General

1. There shall be Sports Clubs of the Union.

Setting up a Sports Club

2. The setting up of a Sports Club will be considered by the Activities and Development Officer and the Sports Working Action Group with the Sports Office and dependent upon the financial viability and sustainability of the proposed club
3. No Sports Club may receive funds from the Union or use Union facilities without annual recognition by Sports Working Action Group. Such a decision may be made by delegation to the Sports Development Coordinator and noted by the committee. In such an event an appeal can be made by referral to the President of the Students' Union
4. No Sports Club will be recognised if its objectives conflict with those of the Union.
5. No Sports Club will be recognised if its objectives are deemed to, conflict or replicate those of an existing Club.
6. No Sports Club may have a Full Time Officer as a committee member.
7. Any Sports Club that wishes to be recognised by the Union shall present to the Activities and Development Officer and Sports Working Action Group:
 - I. A constitution for the Sports Club following the template provided by the sports office
 - II. The name of the Sports Club;
 - III. The aims and objects of the Sports Club (which shall not be contrary to those of the Union);
 - IV. A list of signatures of 1 proposer and 19 secondary signatures.

Sports Club Finance

8. The Union Senior Management Team shall allocate a sum in the Union budget that shall be for grant aid of recognised Sports Clubs
9. Funds will be allocated based upon the Sports Clubs expenditure in the previous year, and the stated plans for the following academic year
10. The Activities and Development Officer will oversee the allocation of funds to Sports Clubs. A fund shall be set aside the value of which shall be determined by the Senior Management Team. This fund may be used to assist the creation of new clubs. There will also be a separate fund set aside to assist with the growth of existing Sports Clubs.
11. Sports Clubs shall be given a budget number by the Sports Development Coordinator. Any request for expenditure within budget must be approved by the Sports Development Coordinator.
12. If any Sports Club ceases to exist (which is identified as having no financial activity for 2 academic years) the remaining membership funds from those groups will be allocated to support general club members' activities, and allocated via the Sports Working Action Group
13. Sports Clubs will adhere to the Union's financial procedures at all times
14. The Sports Club shall not hold its own bank account and all its finance will be administered through the Union.
15. The Sports Club shall hold no funds whatsoever outside the Union accounts.
16. No-one from a Sports Club may commit the Sports Club or the Union to any expenditure without prior authorisation through the Sports Development Coordinator and the Union's budgetary control system.

Meetings of Sports Clubs

17. Each Sports Club should hold an annual general meeting. This meeting will elect the Sports Club committee.
18. The quorum of each Sports Club general meeting shall be 20 people or 50 % plus one of the club's membership, whichever is lower.
19. The Sports Club secretary is responsible for arranging the dates of meetings and must inform the members at least five University working days in advance.

20. Changes to the constitution of any Sports Club can only be made at a Sports Club's general meeting and must be ratified by the Sports Working Action Group. In cases where the Sports Working Action Group do not ratify the changes, the Sports Club may appeal to the President.

Responsibilities of Sports Clubs

21. The Sports Club shall abide by the Sports Club Regulations (Byelaw 7) and the Code of Conduct for Sports Clubs.
22. The Sports Club shall be responsible for promoting itself during induction week, and throughout the year to encourage new membership.
23. The president of the Sports Club shall be responsible for the smooth running of any club activities and shall be responsible for the chairing of general meetings.
24. The secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.
25. The treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the Sports Clubs budget for that year. The treasurer shall also ensure that an accurate list of all equipment purchased is kept and presented to the Sports Development Coordinator and all equipment is returned to the correct storage facilities.
26. The treasurer shall ensure that all income received by the Sports Club (including sponsorship monies) is paid directly into the Union accounts and that no funds received by the Sports Club are withheld.
27. The treasurer shall ensure that an income and expenditure account for the previous academic year is presented to the annual general meeting of the Sports Club.
28. It is the committee's responsibility to ensure that the activities of their group do not replicate or conflict with those of another group.
29. Failure to abide by these regulations, the relevant Sports Club constitution and the Union constitution may result in disciplinary action against the Sports club by the Union. Disciplinary action may also be taken against an individual who has failed to meet the requirements laid out above.
30. At least one representative from each Sports Club must attend the Union AGM. Failure to send representation to the Union AGM or apologies will result in a fine up to £50 from the sports membership account.

Sports AGM

31. There shall be a Sports AGM at the end of each academic year.
32. Membership of Sports AGM, who shall have full speaking and voting rights shall be:
 - I. Two committee members from each recognised sporting Sports Club
 - II. Activities and Development Officer
33. The following ex officio members shall have full speaking rights:
 - I. Sports Development Coordinator
 - II. Student Opportunities Manager or their nominee
 - III. University's Sports Management Staff or their nominee
 - IV. The President of the Students' Union
 - V. Chief Executive Officer
34. Sports AGM may invite guest speakers at their discretion

Remit of Sports AGM

35. Sports AGM shall elect seven representatives who will form the Sports Working Action Group. These seven roles are;
 - i. Chair
 - ii. Recreational sports representative
 - iii. BUCS sports representative
 - iv. Championship and Performance sports representative
 - v. Sports Tour representative

- vi. Sports Event representative
- vii. Inclusivity officer

- 36. Meeting dates will be agreed and communicated to the membership via the Sports Office.
- 37. All meetings shall be advertised at least five University working days in advance, except in an emergency.
- 38. Items for a vote or discussion shall be handed to the Sports Development Coordinator at least 24 hours in advance.
- 39. The quorum for Sports AGM meetings shall be representatives of 50% + 1 of existing Sports Clubs
- 40. Sports AGM may elect working groups as and when necessary. Recommendations from such working parties must be ratified by Student Council.
- 41. The Activities and Development Officer or Sports Working Action Group Chair may call a Sports Emergency General Meeting providing that they give 10 University working days' notice.
- 42. Changes to the representative positions (edit/additional) of the Sports Working Action Group may be proposed by any current sports member to the group for discussion. If the changes are agreed by 75% of the Sports Working Action Group, a Byelaw change shall be submitted for ratification via Student Council by the Sports Working Action Group Chair.

Sports Working Action Group

- 43. Sports Working Action Group is responsible for making decisions on any arising issues affecting sport, reporting sports related matters back to the Student Council, and is responsible for facilitating decisions made at Sports AGM.
- 44. Sports Working Action Group will be called monthly.
- 45. The Chair shall be responsible for:
 - i. chairing meetings of the groups
 - ii. attending the Student Council as the Sports representative.
- 46. All decisions made by this group must be ratified by Student Council and / or Trustee Board, if this implicates the Union wider than sports.

Sports Disciplinary Procedure

- 47. In the event of:
 - i. a breach of these regulations or,
 - ii. the Union constitution
 - iii. where a Sports Club has brought the Union into disrepute
 - iv. a complaint from a member of the group
 - v. a complaint from a student or member of the University Community;
 - vi. a breach of the relevant club constitution.
 - vii. a breach of Union values, or
 - viii. a breach of the Code of Conduct for Sports Clubs
- 48. The Sports Working Action Group Chair or their nominee with the Sports Development Coordinator shall call a meeting with the offending Sports Club/ or individual within 10 University working days of notification of the breach. They shall notify the club or the individual of the alleged breach and shall establish the facts surrounding the alleged breach.
- 49. Following such a meeting the Sports Development Coordinator
 - i. either give the Sports Club/ individual 10 University working days to rectify the situation
 - ii. refer the club/ individual to a Sports Disciplinary Hearing

Sports Disciplinary Hearings

50. Where the Sports Development Coordinator makes a referral to the Sports Disciplinary Hearing, they shall ask the Activities and Development Officer to convene a hearing within 10 University working days of the referral.
51. A Sports Disciplinary Hearing shall consist of the following panel members:
- i. The Activities and Development Officer or their nominee, who shall chair the hearing
 - ii. The Sports Working Action Group Member not involved in the investigation, or their nominee
 - iii. The Student Opportunities Manager or their nominee, who shall be a member of either Student Opportunities staff or the Union's Senior Management Team

Procedure

52. The Activities and Development Officer will ensure the Committee, and those involved, have access to all paperwork at least 5 University working days prior to the hearing
53. The panel shall nominate a clerk to the panel who shall be a suitable member of Union staff. This shall be done in advance of the hearing.
54. The Sports Development Coordinator shall present the Union's case to the panel.
55. The President of the Sports Club shall represent the Sports Club if the complaint is against the Club. If the complaint is against an individual, the student will represent themselves and will be entitled to bring another committee member, or member of the club with them to the hearing.
56. The panel hearing shall take place in the following manner:
- i. The Sports Development Coordinator shall present the original allegation, any submitted statements and witnesses shall be called where appropriate.
 - ii. The panel will have the opportunity to ask questions of the witnesses.
 - iii. The Sports Development Coordinator shall leave the meeting.
 - iv. The representatives of the Sports Club/ individual shall be called to appear before the panel
 - v. The President of the Sports Club/ individual shall respond to the allegation and witnesses shall be called where appropriate.
 - vi. The panel will have the opportunity to ask questions of the witnesses.
 - vii. The representatives of the Sports Club/ individual shall leave the room.
 - viii. The panel shall consider the evidence and make a decision upon the basis of the evidence heard.

Decisions

57. The panel may choose take one of or multiple of the following actions:
- i. No action
 - ii. Request a written apology from the Sports Club/ Individual
 - iii. A verbal warning regarding conduct, which stays on the members / committee's files for the reminder of the academic year.
 - iv. A final written warning regarding conduct, which stays on the members / committee's files for the reminder of the academic year. Suspension of the Sports Club's activities/individuals membership for a defined period of time not greater than 1 academic year
 - v. To suspend or dismiss a member or members of the Sports Club committee
 - vi. A fine from membership funds of up to £100, 50% whichever is the least.
 - vii. To dissolve the Sports Club/ remove individuals membership indefinitely.
 - viii. To refer to the University's Student Disciplinary Procedures.

58. The chair of the panel shall write to the President of the Sports Club/ individual informing them of the panel's decision within 5 University working days.

59. Where the President of the Sports Club or Individual is unsatisfied with the decision of the Sports Disciplinary Hearing, they may appeal to the Sports Appeal Committee on the following grounds:

- i. Procedural Error
- ii. Subsequent new evidence

60. The President of the Sports Club/ individual must notify the President of the Students' Union within 10 University working days that they wish to appeal and upon what grounds they wish to appeal.

Sports Clubs Appeal Committee

61. The panel shall consist of:

- i. A member of Student Council
- ii. The President of the Students' Union or nominee who shall chair the panel
- iii. A Sports Working Action Group Member not previously involved in the proceedings
- iv. The Chief Executive Officer

Proceedings

62. The committee will meet initially to decide if they will grant leave to appeal. This will be decided upon the basis of whether the appeal meets one of the grounds of appeal listed in Point 59 of this Bye-law.

63. In the event of leave to appeal being granted, the panel shall reconvene to consider the evidence in the same manner as outlined previously.

64. The panel should consider if the appeal is justified or unjustified. If they feel it is justified they shall dismiss the allegation against the Sports Club/individual and they shall discharge any penalties that were applied by the Sports Disciplinary Hearing. If they feel it is unjustified they shall uphold the original decision of the Sports Disciplinary Hearing.

65. In the event the committee feels the penalty imposed by the Sports Disciplinary Hearing was too lenient or severe, they may modify the penalty.

Decisions

66. The panel shall have the following powers;

- i. To overturn the original decision made by the disciplinary hearing
- ii. To uphold the decision made by the disciplinary hearing
- iii. To amend any penalty imposed by the Sports Disciplinary Hearing however they see fit within their power.
- iv. Those powers conferred upon the Sports Disciplinary Hearing in this Bye-Law.

67. The President of the Students' Union shall inform the President of the Sports Club/ individual of the decision of the Sports Appeals Committee within 5 University working days of the hearing.

68. There shall be no appeal available to the Sports Club/ individual from the decision of the Sports Appeals Committee.

Byelaw (8) – Proceedings of Trustee's

1. In accordance with the Constitution, the Union shall have a Board of Trustees which shall include:
 - 1.1 not more than 4 Officers Trustees, elected in accordance with Article 33 of the Constitution;
 - 1.2 not more than 3 Student Trustees, elected in accordance with Article 38 of the Constitution and
 - 1.3 not more than 4 External Trustees, appointed in accordance with Article 41 of the Constitution and this Byelaw.
2. The Officer Trustees shall include the following posts
 - 2.1 President of the Students' Union
 - 2.2 Education Officer
 - 2.3 Activities and Development Officer
 - 2.4 Welfare Officer

Responsibilities of the board

3. In accordance with Article 50 of the Constitution, the Trustees are responsible for the management and administration of the Union, ensuring the Union remains legally compliant and solvent.
4. The Trustees have overall responsibility for the day to day management of the Union.
5. The Trustees are directors of the Union under company law and charity trustees under charity law.

Sub Committees of the Board of Trustees

6. The Board may set up sub committees as it feels suitable but must always include an Appointments Committee.

Conflicts of Interest

7. Trustee's Conflict of Interests (Defined by Article 65 of the Constitution) are required to be avoided where possible, or otherwise identified and managed, as provided for in the Articles.

Officer Trustees

8. The Officer Trustees shall be elected by secret ballot of the Full Members in accordance with Article 33, and Byelaw 11
9. The term of office for all Officer Trustees shall be from 1st July during the year of election to the 30th June following their election. The dates and terms of office may vary on a transitional basis to coincide with an alternation in the University calendar. For Officer Trustees elected at Bye-Election, the term of

office shall commence immediately when the result of the ballot is announced, terminated on the 30th June of the same Academic Year.

10. The Officer Trustees may service for a maximum of two (2) terms of office which may be either consecutive or non-consecutive.
11. At the same time as commencing their term of office as a Trustee, the Officer Trustees are required to enter into a written contract of employment with the Union, which shall remain in force for their term of office.
12. The day-to-day duties of the Office Trustees are set out in the written job description of each Officer Trustee which will be made available to members, and provided with their written contracts of employment.
13. The Officer Trustees are expected to abide by the Union's Staff Handbook and any codes of conduct, procedures and rules for staff contained in the handbook. Breaches of these may result in disciplinary action.
14. If an Officer Trustee ceases to be a Trustee by virtue of any provisions of Articles 44-45 of the Constitution, they may also be subject to the Union's disciplinary procedures as detailed in the staff policies

External Trustees

15. The independent Trustees shall be appointed to the office in accordance with this Byelaw by the Appointments Committee.
16. The recruitment and appointment process shall be conducted by the Appointments Committee and approved by a 75% majority vote of the Trustee Board.
17. The term of office of the External Trustees shall commence immediately upon appointment and shall last for up to a maximum of four (4) years. At the end of their first term of office, External Trustees shall be eligible for reappointment by a simple majority vote of the trustees for a further term of up to four (4) years. But shall not be eligible for reappointment thereafter if they have served a maximum total term of eight (8) years.

The Appointments Committee

18. The purpose of the Appointments Committee shall be to appoint the External Trustees in accordance with Article 41 of the Constitution. These appointments shall be subject to approval by a simply majority of the Trustees
19. The appointments Committee shall include:
 - i. Full Time Officers (with President of the Students' Union as Chair)
 - ii. One (1) Student Trustee
 - iii. One (1) Member of Student Council
 - iv. One (1) An External Trustee when replacing an existing external trustee.
 - v. Chief Executive Officer in an ex-officio capacity.
20. The President of the Students' Union shall call meetings of the Appointments Committee as and when required.
21. Quorum for meetings of the Appointments Committee shall be 50% plus one (1) of the Committee's membership.
22. The functions of the Appointments Committee shall be:

- i. Approve the information and documentation, which is sent to potential candidates.
- ii. Set the timetable for recruitment, interview and selection processes.
- iii. Shortlist interview potential applicants for Trustees and make appointment recommendations to the Trustee Board.
- iv. Carry out regular skills, experience and diversity audits of the Board of Trustees and identify the skills, experience and expertise that are needed for the Board to achieve high quality and effective governance.
- v. Ensure that vacancies on the Board of Trustees are filled at the earliest opportunity possible.

23. The Appointments Committee shall report to the Board of Trustees at least annually.

Disqualification, Resignation and Removal of Trustees

24. The circumstances under which Trustees may be disqualified, may resign or be removed are set out in the Articles 44 of the Constitution.

Appeals against the removal of a trustee by the board

- 25. In accordance with Articles 44-45 of the Constitution, a Trustee may be removed from office.
- 26. A Trustee removed from office in accordance with Article 44.5 or 44.6 of the Constitution shall be entitled to appeal the decision to remove him or her to an Appeals Panel within 14 days of the resolution. The Trustee appealing shall be called "The Appellant."
- 27. The appellant has the right to appeal against a decision of the Trustees provided they lodge their appeal in writing with the Chief Executive Officer not more than fourteen (14) days after the receipt of the written notice of the decision of the Trustees.
- 28. The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matter relied upon.
- 29. If an appeal is lodged within time, the decision to dismiss the Appellant shall not take effect until the final determination on the matter.
- 30. The Appellant shall be given at least seven (7) days; written notice of the time and place of the appeal hearing.
- 31. At least four (4) days prior to the date of the hearing, the Appellant shall:
 - i. Confirm whether or not they intend to attend the hearing and, if so, the name of any person who will be accompanying or presenting for them.
 - ii. Submit any new evidence that they wish to rely on.
- 32. At least two (2) days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence, which it wishes to reply upon.
- 33. Neither party shall, without the consent of the other or the permission of the Appeals Panel, rely on any statement nor document other than those provided or identified under paragraph 24 and/or 25 above.
- 34. The Appeals Panel shall be made up of
 - i. A nominee of the University, whom will chair the meeting.

- ii. One (1) Independent person
 - iii. A Chief Executive Officer of another students' union; and
 - iv. An Officer of another students' union or NUS
35. Each member of the Appeals Panel shall be independent and shall not have had any substantive involvement in the matter under appeal. The relationship with the Appellant should not give rise to any conflict of interest.
- i. The selection of the members of the Appeals Panel and its procedures shall be the responsibility of the Chair of Student Council.
36. The Appellant shall be entitled to be accompanied or represented by one other person of their choosing, except where in the opinion of the Chair of the appeals Panel, such person has a conflict of interest.
37. The President of the Students' Union shall act on behalf of the Union as the respondent to the appeal (the "Respondent") and for this purpose may instruct a representative.
38. The order of proceedings for the Appeals Panel meeting, unless the Chair otherwise directs, will be as follows.
- i. Submissions by or on behalf of the Appellant
 - ii. Submissions by or on behalf of the Respondent
 - iii. Consideration of the evidence by the Appeals Panel
 - iv. Closing submissions by or on behalf of the Appellant
 - v. Closing submissions by or on behalf of the Respondent.
39. If at the Appeal hearing, the Appellant is not present or represented, the Appeals Panel may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon them in accordance with paragraph 23.
40. The course of action which the Appeals Panel may take are:
- i. To uphold the appeal
 - ii. To reject the appeal
41. Within seven (7) days of deciding on the appropriate course of action, the Chief Executive Officer will notify the Appellant in writing of the decision of the Appeal's Panel.

Byelaw (9) – Trustees Committees

1. In accordance with the Constitution, the Union shall have a Board of Trustees which shall include a number of sub committees

The Appointments Committee

2. Purpose

- 2.1 The appointments committee is responsible for the appointment of External Trustees in accordance with Byelaw 8. Any such appointment is subject to a simple majority vote by the Trustee Board.

3. Membership

- i. Full Time Officers (with the President of the Students' Union as chair)
- ii. One Student Trustee
- iii. One Member of Student Council
- iv. One External Trustee when replacing an existing external trustee.
- v. Chief Executive Officer in an ex-officio capacity.

4. Terms of Reference

- 4.1. Terms of references for the Appointments Committee, intended to supplement the provisions of Byelaw 8 by detailing further responsibilities of the committee, shall be determined from time to time by the Board of Trustees, and will normally be reviewed by the Board on an annual basis. Such terms of reference may also contain further provision relating to the operation of the Committee, provided such provisions are not inconsistent with the Constitution.

Finance, Audit and Risk Sub Committee

5. Purpose

- 5.1. The Finance, audit, and risk subcommittee is responsible for the review and scrutiny of such aspects of the Unions strategy, budget, audit and risk register and other matters, as determined from time to time by the Board of Trustees, and for reporting and making recommendations on the same to the Board.

6. Membership

- 6.1. Those serving on the Finance, Audit and Risk Sub Committee from time to time shall be decided by the Board of Trustees. Membership will include as a minimum:

- i. One External Trustee
- ii. One Officer Trustee
- iii. One Student Trustee
- iv. Chief Executive Officer in an ex-officio capacity
- v. Central Services Manager in an ex-officio capacity

- 6.2. External Trustees may be appointed for up to two years, renewable for a further two two-year terms. Officer Trustees and Students Trustees may be appointed for up to the expiration of their term in office.

- 6.3. The Chair of the Finance, Audit and Risk Sub Committee will be appointed by the Board of Trustees and may be an External Trustees, an Officer Trustee, or a Student Trustee. An External Trustee may serve as Chair on an annual basis, renewable for up to six years. An Officer Trustee or a Student Trustee may serve as chair for up to one year.

7. Meeting and Quorum

- 7.1 At least 3 meetings of the Finance, audit and Risk Sub Committee shall be held in each academic year. The quorum for a meeting shall be at least half of the Committee's membership from time to time.

8. Terms of Reference

- 8.1 Terms of reference for the Finance, Risk and Audit Sub Committee shall be determined from time to time by the Board of Trustees, and will normally be reviewed by the Board on an annual basis. Such terms of reference may also contain further provisions relating to the operation of the Committee, provided such provisions are not inconsistent with the Articles and this Byelaw

Governance Sub Committee

9. Purpose

- 9.1. The Governance Sub Committee is responsible for the review and scrutiny of such aspects of the Unions Governance, Strategy, Byelaws, Constitution, Policies, and Proposed motions from AGM and other matters, as determined from time to time by the Board of Trustees, and for reporting and making recommendations on the same to the Board.

10. Membership

- 10.1. Those serving on the Governance Sub Committee from time to time shall be decided by the Board of Trustees. Membership will include as a minimum:-
- i. One External Trustee
 - ii. One Officer Trustee
 - iii. One Student Trustee
 - iv. Chief Executive Officer in an ex-officio capacity
 - v. Student Voice Manager in an ex-officio capacity
- 10.2 .External Trustees may be appointed for up to two years, renewable for a further two twoyear terms. Officer Trustees and Students Trustees may be appointed for up to the expiration of their term in office.
- 10.3 .The Chair of the Governance Sub Committee will be appointed by the Board of Trustees and may be an External Trustees, an Officer Trustee, or a Student Trustee. An External Trustee may serve as Chair on an annual basis, renewable for up to six years. An Officer Trustee or a Student Trustee may serve as chair for up to one year.

11. Meeting and Quorum

- 11.1 At least 3 meetings of the Governance Sub Committee shall be held in each academic year. The quorum for a meeting shall be at least half of the Committee's membership from time to time.

12. Terms of Reference

- 12.1 Terms of reference for the Governance Sub Committee shall be determined from time to time by the Board of Trustees, and will normally be reviewed by the Board on an annual basis. Such terms of reference may also contain further provisions relating to the operation of the Committee, provided such provisions are not inconsistent with the Articles and this Byelaw

People and Places (HR) Sub Committee

13. Purpose

- 13.1. The People and Places Sub Committee is responsible for the review and scrutiny of such aspects of the Unions Strategy, Employee Handbook and policies, Staff Engagement Survey, and HR reports and other matters, as determined from time to time by the Board of Trustees, and for reporting and making recommendations on the same to the Board.

14. Membership

- 14.1. Those serving on the People and Places Sub Committee from time to time shall be decided by the Board of Trustees. Membership will include as a minimum:-

- i. One External Trustee
- ii. One Officer Trustee
- iii. One Student Trustee
- iv. Chief Executive Officer in an ex-officio capacity
- v. Central Services Manager in an ex-officio capacity
- vi. External HR Consultant in an ex-officio capacity

- 14.2 External Trustees may be appointed for up to two years, renewable for a further two twoyear terms. Officer Trustees and Students Trustees may be appointed for up to the expiration of their term in office.

- 14.3 The Chair of the People and Places Sub Committee will be appointed by the Board of Trustees and may be an External Trustees, an Officer Trustee, or a Student Trustee. An External Trustee may serve as Chair on an annual basis, renewable for up to six years. An Officer Trustee or a Student Trustee may serve as chair for up to one year.

15. Meeting and Quorum

- 15.1 At least 3 meetings of the People and Places Sub Committee shall be held in each academic year. The quorum for a meeting shall be at least half of the Committee's membership from time to time.

16. Terms of Reference

- 16.1 Terms of reference for the People and Places Sub Committee shall be determined from time to time by the Board of Trustees, and will normally be reviewed by the Board on an annual basis. Such terms of reference may also contain further provisions relating to the operation of the Committee, provided such provisions are not inconsistent with the Articles and this Byelaw

Marketing and Commercial Sub Committee

17. Purpose

- 17.1 The Marketing and Commercial Sub Committee is responsible for the review and scrutiny of such aspects of the Unions Strategy, Marketing and Brand Guidelines and policies, and other matters, as determined from time to time by the Board of Trustees, and for reporting and making recommendations on the same to the Board.

18. Membership

- 18.1 Those serving on the Marketing and Commercial Sub Committee from time to time shall be decided by the Board of Trustees. Membership will include as a minimum:-

- i. One External Trustee
- ii. One Officer Trustee
- iii. One Student Trustee
- iv. Chief Executive Officer in an ex-officio capacity

v. Business Development Manager in an ex-officio capacity

18.2 External Trustees may be appointed for up to two years, renewable for a further two-year terms. Officer Trustees and Students Trustees may be appointed for up to the expiration of their term in office.

18.3 The Chair of the Marketing and Commercial Sub Committee will be appointed by the Board of Trustees and may be an External Trustees, an Officer Trustee, or a Student Trustee. An External Trustee may serve as Chair on an annual basis, renewable for up to six years. An Officer Trustee or a Student Trustee may serve as chair for up to one year.

19. Meeting and Quorum

19.1 At least 3 meetings of the Marketing and Commercial Sub Committee shall be held in each academic year. The quorum for a meeting shall be at least half of the Committee's membership from time to time.

20. Terms of Reference

20.1 Terms of reference for the Marketing and Commercial Sub Committee shall be determined from time to time by the Board of Trustees, and will normally be reviewed by the Board on an annual basis. Such terms of reference may also contain further provisions relating to the operation of the Committee, provided such provisions are not inconsistent with the Articles and this Byelaw

Byelaw (10) - Finance Regulations

Budgets

1. The Officer trustees, with the assistance of the Union's Senior Management Team, shall prepare a budget and application for funds from the University in accordance with University requirements, which shall include a list of external organisations to which it intends to affiliate to. This shall form the basis for all expenditure.
2. The above budget shall be submitted to Trustee Board for approval.
3. All activities undertaken or provided by the Union must be costed and have budgets prepared.
4. Records of all income and expenditure shall be kept. The Chief Executive Officer is responsible to the Trustee Board for ensuring agreed budgets are not exceeded unless the necessary approval has been given before the proposed expenditure.
5. Approval for extraordinary expenditure can be provided by the Union's Senior Management Team where it is equal to or less than £9,999. For extraordinary expenditure of £10,000 or more, the assent of the Trustee Board shall be required.
6. The Union financial year shall run from 1 August to 31 July.

Accounts

7. The Chair of the Trustee Board shall have the accounts prepared and audited by an independent auditor and presented to the Trustees and the AGM for ratification. Once ratified they will be presented to the University Board of Governors for information.
8. The Central Services Manager shall be responsible to the Union for the keeping of accounts, shall exercise supervision over all Union finances, report to the Chief Executive Officer, and be subject to decisions of the Trustee Board.
9. The President of the Students' Union shall provide the AGM, Trustee Board, and the University Board of Governors with a financial statement on an annual basis.

Bank Accounts

10. There shall be a bank account held in the name of the Union. As a minimum there shall be the following signatories to the account:
 - i. All Full Time Elected Officer Trustees
 - ii. The Chief Executive Officer
 - iii. The Central Services Manager
11. Cheques shall be signed by a combination of two members from the above list.
12. The collection of all money due to the Union shall be the responsibility of the Central Services Manager, through due process. The Trustee Board shall be notified promptly of all money due to or owed by the Union that has become overdue.

Limits on payments

13. All expenditure shall be approved by the budget holder. Expenditure outside the budgets shall be approved by the Union's Senior Management Team when equal to or less than £9,999. Where such expenditure is £10,000 or greater it shall require the assent of the Trustee Board.
14. The Central Services Manager shall be responsible for the operation of the petty cash account and shall present a record of transactions to the Chief Executive Officer for checking when required.

Contracts

15. All Union and trading contracts shall have two signatories. Contracts shall normally be signed by the President of the Students' Union and the Chief Executive Officer. If not signed in this combination all contracts must be signed by one Full Time Officer and one member of the Union's Senior Management Team.
16. No contract should be signed without the approval by Union's Senior Management Team when they have a cost of equal to or less than £9,999 or Trustee Board when equal to or greater than £10,000.

17. Points 15 and 16 of this byelaw shall not apply with reference to:

- i. Employment contracts, which will be signed by the Chief Executive Officer
- ii. Recurrent services contracts, which will be signed by the Chief Executive Officer

18. All contracts will only be decided after a tender process of obtaining a minimum of 3 comparative quotes. Once the quotes have been obtained, the Finance and Risk Subcommittee will decide which, if any shall be accepted.

Security and Insurance

19. The Union shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc, under its control.

20. The Union shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc. of property, public and employers' liability.

Expenses to Union members

21. Any full member of the Union may receive expenses for costs incurred whilst on Union business.

Receipts must be produced, and the expenditure must be in accordance with the annually published agreed rates in the staffing policies and staffing terms and conditions of employment.

22. Any costs incurred for childcare whilst a member of the Student Council is on Union business shall be met by the Union.

23. Expenses must be authorised by the budget holder, and the Full Time Officers as required, who shall not be the person claiming the expense.

Donations

24. The Union shall not make donations or affiliations to any organisation outside the aims and objectives of the Union. The Union may allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

Payment of Full Time Elected Officers

25. Remuneration for Full Time Officers shall be decided by the Board of Trustees. The remuneration shall be paid for 56 weeks net after making all deductions necessary.

Ordering of Goods and Payment of Accounts

26. Official orders for any goods required or for work to be performed for any Committee, Club, or Society shall be on the approved prescribed order form. No other order shall be recognised by the Union.

27. All official orders and cheque requests must be signed in accordance to the financial manual.

28. Where certain goods are ordered regularly for the Union (e.g. stationery), the supplier shall be initially approved and appointed persons given permission to place regular orders.

29. All invoices and accounts submitted for payment shall be on a purchase order form (or electronic form) and contain a certifying signature by the appointed person of the Committee or Society.

30. The Full Time Officers may impose such checks as they consider necessary on orders and accounts for payments.

Equipment

31. A delivery note submitted by the supplier must be obtained in respect of every delivery of goods. All goods must be checked as to quantity received at the time of delivery and as regards to compliance with specification as soon as possible thereafter.

32. Any surpluses or deficiencies revealed by stocktaking shall be reported to the appropriate committee in order that appropriate action can be taken.

33. Each Society or Committee having custody of stocks or equipment shall be responsible for maintaining records of such and submitting an annual update to the Union's Senior Management Team.

Insurance

34. The Union shall maintain appropriate insurance cover to include employer's liability, public liability, and interruption of business, fire/theft, and Directors & Officers Liability as well as others which are considered prudent to safeguard the Union's assets. Where possible, these documents should be displayed.
35. All insurance of the Union shall be under the direction and control of Trustee Board and administered by the designated member of staff.
36. Committee Chairpersons and Society or Club Officers shall give prompt notification to the designated member of staff of new risks, additional property or equipment, or alterations in existing risks.
37. Clubs, Societies and Committees shall advise without delay to the designated member of staff of any loss or occurrence that may give rise to an insurance claim.

Investments

38. The Trustee Board may make or vary investment of the funds of the Union as outlined by Union policy.

Byelaw (11) - Election Regulations

Returning Officer

1. The Returning Officer (RO) shall be appointed annually by the Trustee Board. The RO in conjunction with any appointed deputies shall be responsible for the good conduct and administration of all Union of Kingston Students (the Union) elections and shall be responsible for interpretation of the election regulations.
2. The RO shall not be an employee of Kingston University (KU) or hold office within the Union.
3. The RO may appoint deputies to support them in their duties. One of the designated duties of any deputies appointed by the RO will be to act as Deputy Returning Officer (DRO) who will carry out duties in accordance with the election regulations in the absence of the RO.
4. Any appointed deputies will not hold office within the Union at the time of election and appointed deputies may be employees of the Union or the University.

Timing of Elections

5. The RO shall ensure that election of the Full Time Officers takes place before the end of March each year. Once elected the Student Officers shall take office from July 1st of that year and shall serve for not more than 12 months. The Officer Trustees may service for a maximum of two (2) terms of office which may be either consecutive or non-consecutive in accordance with the Education Act 1994.
6. A notice (including the dates) of elections for Student Officers shall be advertised at least 20 University days before the elections.

Standing for Election

7. The Student Officer roles available for election shall be as outlined in Byelaw 8 of the Constitution, and shall include the following Full-Time positions:
 - i. President of the Students' Union
 - ii. Education Officer
 - iii. Activities and Development Officer
 - iv. Welfare Officer
8. Members are only eligible to stand for one (1) identified role at any time in any given election for Student Officers or Student Council
9. The following positions shall also be elected:
 - i. 3 Student Trustees in accordance with Article 38 of the Constitution.
 - ii. Those representatives that shall attend the National Union of Students (NUS) National Conference. The number and composition of any representatives shall be determined by the delegate entitlement for the Union as outlined by the NUS.
 - iii. Student Council in accordance with Byelaw 16

10. No member who has opted out of membership of the Union may stand for any position as stated in Byelaw 1 (5.6)
11. Re-open nominations (RON) shall be a candidate in all Union elections. In the event that RON receives the most votes for a position, the Union shall make arrangements to rerun the election.
12. Information on standing for election including the nomination process will be made available by the Union at least 20 University days before the election. The information shall contain a copy of the description of the role of each position in the election.
13. Members of the Union may stand for election upon submission of a nomination form by the advertised method before the closing date for receipt of nominations for the election in which they are looking to stand.
14. Nominations must reach the RO or appointed deputy not later than the advertised time on the day, at the latest 5 University days before the date of the commencement of the ballot for the election in which they are looking to stand.

Student Communities (Liberation & Sections)

15. Only members of the Union who self-define as within a liberation group that may exist within the Union may stand for an elected representative position within said liberation group for which an election is held, as per Byelaw 5
16. Only members of the Union who self-define as within a section that may exist within the Union may stand for an elected representative position within said section group for which an election is held, as per Byelaw 5

Candidate Regulations and Guidelines

17. The Union will run election feedback sessions, to review election regulations and its impact on candidates and the wider student body.
18. The sessions will collect feedback from (not limited to), Officers, Council members, students, staff, and former candidates which will be used to shape future candidate's regulations.
19. A summary of these findings with a list of the proposed regulations will be proposed to the next Student Council/Trustee Board for ratification.
20. The RO and/ or any appointed deputies will produce candidate regulations based upon both the ratified recommendations and election regulations (no less than after each election) that will be issued to all candidates no later than 5 University days before the date of commencement of the ballot for the election in which the candidates are standing.

Election Publicity

21. The Union shall produce a list of candidates which shall be publicised within 2 University days of the close of nominations.
22. Candidates may produce a manifesto to a specification to be determined by the RO or appointed deputies, which must be submitted by the advertised deadline to the RO or appointed deputy.

23. Upon validation of all received nominations election candidates will be provided with information pertaining to running in the election, campaigning and election regulations.
24. The contents of the information provided to candidates shall be determined by the RO and/ or appointed deputies.
25. Candidates may produce elections publicity in line with elections regulations to utilise during the period they are standing for election. Candidates will have a budget for producing publicity materials for the election in which they are standing as outlined in the candidate regulations.

Campaigning

26. A 'Candidates Question Time' event shall be held on at least one main site, at a time and date to be determined by the RO and/ or any appointed deputies. The format and specification for 'Candidates Question Time' will be determined by the RO and/ or any appointed deputies.
27. The Union shall publicise the location and arrangements of the Candidate's Question Time and voting stations/ areas, together with a list of candidates and manifestos.
28. Candidates cannot use any communication materials that are not sanctioned by the RO or any appointed deputies and outlined in the election regulations.
29. There shall be no campaigning within the same room/ vicinity as any official voting stations or designated voting areas.
30. Designated voting stations/ areas may be defined by the RO and any appointed deputies in the interest of preserving free and fair elections.

Voting Procedures

31. The RO and any appointed deputies shall ensure that all members of the Union have access to vote no matter their place or mode of study.
32. All members of the Union may vote upon completion of an appropriate identification process as decided by the RO and any appointed deputies.
33. Voting shall take place on the basis of an electronic vote through an appropriate electronic voting method as determined by the RO and any appointed deputies.
34. In the event of an electronic vote, the security of the voting system shall be assessed by the RO before its use. If they are confident in the security of the system, it shall be deemed to be secure and the decision of the RO shall be final.
35. In the event of a failure of the agreed electronic voting method or in the absence of an agreed electronic voting method then a paper voting system will be implemented/ utilised.

36. In the event of a paper vote, an official Union voting paper will be made available to each member who wishes to vote. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name of each candidate and the role being contested.
37. In the event of a paper vote, a postal vote shall be granted to any full member of the Union who is unable to exercise their right to vote in person.
38. Voting shall be by secret ballot and shall be conducted according to the most recently published edition of the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.
39. Where necessary the Union shall publicise the arrangements for postal voting at the earliest available appropriate opportunity, only when electronic voting is not in effect.
40. The member must inform the RO or appointed deputy in writing that they wish to vote by post.
41. Postal votes will be accepted up until the close of an agreed postal voting period as agreed by the RO. The deadline for receipt of postal votes may fall after the close of ballot boxes.

Counting and Declaring Votes

42. The RO or appointed deputy shall inform the candidates of the time and date of the count and the declaring of votes.
43. The RO may be assisted in the count by a number of individuals appointed by them. The count shall be conducted according to the most recently published edition of the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.
44. Once the votes (or the electronic data pertaining to the votes) have been counted they should be kept for a min. period of six months in case of appeals against the result in line with data protection.
45. Results of the elections shall be declared by the RO or appointed deputy when the count for each post has been completed and any complaints received have been resolved to the satisfaction of the RO.
46. A list of successful candidates will normally be posted online within 1 University day of the declaration of results. The RO or appointed deputy will also send notification of the results to the Union Trustee Board, the NUS, the University Senior Management Team and the University Board of Governors.

Election Complaints

47. Any student can submit a complaint about a candidate or their campaigns team or about the election process until 24 hours after the close of voting. These complaints may be on any of the following grounds.
- i. Failure in good conduct of the election
 - ii. Behaviour and activities of candidates or their supporters.
 - iii. The administrations of the elections.
 - iv. Breaches in election regulations.

Complaints raised after this point will not be accepted, except in relation to the conduct of the count.

Any student can submit a complaint about the conduct of the count within one University day of the announcement of results. Grounds for complaints are limited to:

- i. The STV calculations are inaccurate
- ii. There is a physical error in the count.

48. The RO and any appointed deputies shall be responsible for the investigation of any breaches of the elections rules.

All complaints must be sent, in writing on the complaint form, to the Returning Officer of the Deputy Returning Officer. A complaints form will be available from the Union Reception and online at the Union website.

Complaints will normally be heard within 2 working days. The Returning officer of the Deputy Returning Officer will respond in writing and candidates and complaints will be informed of any action taken.

In responding to a complaint the Returning Officer or Deputy Returning Officer, after hearing all the appropriate evidence, may decide to apply any of the following:

- i. Not to uphold the complaint.
- ii. Suspend elections for a specified period pending an investigation(s)
- iii. Apply sanctions to specified candidates (see sanctions below)
- iv. Hold the election count and decide whether the basis of the complaint has any impact on the outcome of the vote.
- v. Re-run the election.

In the event the Deputy Returning Officer ruled on the complaint, a candidate can appeal the decision of the Deputy Returning Officer to the RO, except if the minor sanction has been ruled.

The appeal must be made in writing to the Retuning Officer within 24 hours of the Deptuy Returning Officers decision.

Appeals will normally be on the ground that the decision of the Deputy Returning Officer was:

- i. Procedurally incorrect,
- ii. Taken outside the scope of the powers of the Deputy Returning Officer as defined by these regulations.
- iii. Disproportionate

The Returning Officer will normally rule on the appeal within three University days. The decision of the Retuning Officer is final.

If the Returning Officer will normally rule on the appeal within three working days. The decision of the retuning officer is final.

If the Returning officer ruled on the complaint, their decision is final.

Sanctions

Any student found in breach of the regulations during any stage of the election may be penalised.

The penalty will be determined by the RO or DRO.

Possible “minor sanctions” with no appeal shall include:

- i. Penalty to the candidates campaign budget ii) Restriction applied to attendance at or participation in candidates’ debate.
- ii. Restriction on campaigning in a given area and or specific amount of time (this includes Union website)

Other sanctions that may be determined by the Returning Officer or DRO shall include:

- i.A formal written warning, which will be published in locations deemed appropriate by the RO or DRO.
- ii.Disqualification from the election.

Any student found to be interfering with the smooth running of the election, acting fraudulently or otherwise illegally may be referred for disciplinary action:

- i.The Union Disciplinary Panel under the Students’ Union Bye Law 13
- ii.The University
- iii.Be reported to the police.

Vacancies for Positions

49. If any post falls vacant then a bye-election shall be arranged by the Union. Nominations shall open no later than 3 University days after confirmation of the vacancy arising. All other election regulations apply.

Conduct of Candidates

- 50.The Voting Representatives of Student Council in conjunction with the RO shall approve election regulations (no less than after each election) to be obeyed by all candidates to include:

- i. Expenditure limits and availability of funding from the Union.
- ii. Rules regarding conduct of candidates.
- iii. Designated voting areas.
- iv. Restrictions on election campaigning. v) Social media rules.
- v. Any other rules deemed necessary for the proper and safe undertaking of any said elections

- 51.In addition to the election regulations all candidates in any election must also obey the Union Member Conduct and Disciplinary regulations as outlined in Byelaw 13

- 52.Candidates who run together for election in ‘slates’ or ‘parties’ shall be deemed, where appropriate to be jointly liable for any breaches of the elections regulations and shall thus be deemed to share in any sanctions applied.

Byelaw (12) - NUS Conference

General

1. The NUS Conference refers to the Annual Conference of the National Union of Students and is the equivalent to the Union's Annual General Meeting.
2. Any full member of the Union are eligible to stand in the NUS delegate election as per Bye-Law 11.
3. Elections for NUS delegates shall be held before the close of Motion submissions to Conference.
4. The delegate with the most amount of votes, shall be delegation lead
5. Should the delegation leader waive the right to this role, the second delegate with the most amount of votes will become the delegation lead.
6. The Union shall call a briefing for the elected conference delegates to discuss the procedures of NUS Conference.
7. The delegation shall have access to copies of all Union Policies, which shall be binding on all Union delegates.
8. Delegates shall at all times adhere to the Constitution and Byelaws of the Union. Any failure to do so shall be reported to Student Council which may take any action it deems necessary as per these byelaws
9. The delegation leader, after consulting with the other delegates, shall prepare a report of the decisions taken at the Conference for presentation at the next Student Council meeting. Any individual may submit a supplementary report.

Byelaw (13) - Member Conduct and Disciplinary Regulations

General

1. This code and its parts apply equally to all full and part-time members, associate members, honorary life members, and their guests. The code covers actions that occur on Union or University premises (our social space and office spaces) or whilst representing the Union. Complaints about behaviour in other areas will be addressed via the University Code of Student Behaviour.
2. This code will be implemented by the Disciplinary Committee and revised where appropriate at the guidance of Student Council.
3. This code does not cover the behaviour of Full Time Officers which is dealt with under Byelaw 4.

Disciplinary Committee

4. The Disciplinary Committee shall comprise :
 - i Welfare Officer or other Full Time Officer nominee
 - ii Member of Student Council
 - iii Chair of Student Council
5. No member of the Committee shall have had previous involvement or vested interest with the offence under consideration. In such a case the Committee member will be replaced by a nominated peer.

Investigation of a Complaint

6. If an individual student's behaviour contravenes the Union's code of behaviour, then a complaint should be made in writing to the Activities and Development Officer who will investigate the complaint, with staff assistance where requested. This staff assistance will include administration, compilation of paperwork for the investigation, assistance with interviews etc. The Activities and Development Officer will reply to the complainant within 10 University working days.
7. Any student is entitled to raise a complaint about behaviour. Complaints can also be raised on collectively.
8. Following on from this investigation 3 courses of action may be taken:
 - i. No further action is deemed necessary, and the action is dropped
 - ii. The complaint is resolved informally either through a verbal warning or establishing a mediation process
 - iii. The complaint is passed onto the Disciplinary Committee.
10. During the period of investigation the student will be suspended from Students' Union activities and premises.
11. The Activities and Development Officer will write to the student and inform them of the suspension and proposed dates for the disciplinary procedure to take place. The disciplinary hearing will normally take place no more than 10 University working days following the decision to convene the Disciplinary Committee.
12. Behaviour which may result in investigation includes (although this is not an exhaustive list):
 - i. Anti-social behaviour, contrary to the Union and University's policies on Equal opportunities, or other Union Policies
 - ii. Threatening and/or bullying behaviour towards students or staff – this may be verbal or physical
 - iii. Inappropriate behaviour – due to intoxication or otherwise iv) Vandalism – damage to University or Union property, including graffiti
 - iv. Theft
 - v. Assault on students or staff

- vi. Use / possession / distribution of illegal or controlled substances
- vii. Breach of the Union's constitution or Bye-Law
- viii. Incapacity whilst on Union activities or duties
- ix. Breaches of laws impacting on the efficient running of the Union
- x. Fraud
- xi. Bringing malicious complaints as part of this process

Acting on a complaint

13. Once the investigation is complete, if the Activities and Development Officer deems that the Disciplinary Committee should be convened, then the member in question ("the respondent") shall be informed within 5 University working days of the complaint being raised. The disciplinary hearing will take place within 10 University working days of this decision.
14. The complainant's original written statement and any additional witness statements relating to the complaint will be made available to the respondent at this time.
15. The respondent will be allowed to bring a representative with them to the hearing. The representative's role is to ensure that the hearing process is fair, and that the respondent is given the right to respond to the accusation. The meeting will proceed in the following manner:
 - i. The original complaint will be presented and witnesses called where appropriate.
 - ii. The Disciplinary Committee will have the opportunity to ask questions of the witnesses
 - iii. The complainant shall leave the meeting
 - iv. The respondent will respond to the complaint, calling witnesses where appropriate.
 - v. The Disciplinary Committee will have the opportunity to ask questions of the witnesses
 - vi. The respondent will leave the meeting
 - vii. There will be a summary of evidence from both sides
 - viii. The Committee will make a decision based on the evidence presented.
16. Although the respondent's attendance at the Disciplinary Committee is not mandatory, the complaint will be heard in the respondent's absence, and action taken, unless there is good reason for non-attendance.
17. All issues raised at Disciplinary Committee are confidential – however the Committee will report back to each Board of Trustees meeting, without identifying the complainant or respondent. Additionally a statistical annual report will be provided to the University for information.

Decisions

18. The Disciplinary Committee may take one or more of the following actions as a result of their hearing:
 - i. No action
 - ii. Suspension from Union activities
 - iii. Fine to value of damage done / Fine to meet losses
 - iv. Request for a written apology
 - v. To take action against a malicious complainant if a complaint is deemed malicious, the Committee can bring the procedures against the complainant
 - vi. A written warning / final written warning
 - vii. Dismissal from post (if the complaint is made against a student staff member)

viii. Revocation of membership

Police Investigations

- 19.If there is Police involvement in the investigation of the incident, the Union disciplinary action will be suspended until the Police action is concluded, or the outcome of any court case is known. However, if this is the case the respondent will be barred from Union premises and activities until the conclusion of the Police action. It is the responsibility of the respondent to inform the Union that Police action has concluded.
- 20.Where action is taken the Disciplinary Committee will pass this information to the University..
- 21.All decisions of the Disciplinary Committee will be communicated in writing to the respondent and complainant within five University working days of the hearing.

Appeals

- 22.Appeals may be made in writing to the Union Development Office, no later than five working days from the receipt of the decision made by the hearing. This appeal must state the grounds for the appeal.
- 23.Appeals may be made on grounds of:
 - i. Procedural Error
 - ii. Information proving innocence was not available to the Committee at the hearing
 - iii. Unreasonableness
- 24.Appeals will be heard by the Appeals Committee which will consist of:
 - i. President of the Students' Union
 - ii. Education Officer
 - iii. A second member of Student Council
- 25.If any of the above named have been involved at a previous stage of the investigation or disciplinary action, they will be replaced by an appropriate nominee.
- 26.Appeals will be heard within ten University working days of the appeal being made to the President of the Students' Union.
- 27.The appeals hearing will follow the procedures laid out for the original hearing.
- 28.The Appeals Committee has the authority to remove, review or add to the action taken by the original hearing in accordance to point 9 of this Bye-Law.
- 29.The only further source of appeal available is to the University Secretary. In accordance with the Education Act 1994, the University Secretary will appoint an independent person to hear the appeal.

Byelaw (14) – Student Officer Code of Conduct

1. All Student Officers, including Full Time Officers and Student Council members shall be bound to the regulations outlined in Byelaw 4.
2. All Full Time Officers and Student Council members shall be considered Representatives of the Union.
3. To this end, Representatives shall agree to and observe the following Code of Conduct:
 - i Be aware of, abide by and champion the Union's Equal Opportunities Policy
 - ii Be an Ambassador for the Union and always portray a positive image of the services and activities on offer
 - iii Treat each other courteously and respectfully
 - iv Have respect for others privacy, space and possessions
 - v Assist in creating an environment which encourages individuals to participate if they choose to do so
 - vi Create and maintain an environment free of fear and harassment of any type of abuse whether it be emotional, physical, sexual, neglect or bullying
 - vii Have a personal responsibility to be fair, honest and considerate to others
 - viii Ensure personal or professional differences are dealt with in private and not publicly
 - ix Be mindful of language and noise levels to discourage disruption or offence to others and to ensure that the Union and meetings remain accessible
 - x Ensure status or position is not used to attain benefits or preferential treatments
 - xi Maintain a professional outlook when carrying out duties on behalf of the Union and accept responsibility for their actions
 - xii Upholding the Nolan Principles for Public Life
4. Failure to uphold this Code of Conduct may result in disciplinary action, as outlined in Byelaw 4.

Byelaw (15) - Organisational Complaints Regulations

General

1. This procedure is intended for use in addressing any complaints by students who:
 - i are dissatisfied in their dealings with the Union or
 - ii feel they have been unfairly disadvantaged by exercising the right not to be a member of the Union.
2. Informal resolution of a complaint is actively encouraged and the procedure requires an informal discussion as a preliminary step before embarking on the formal procedure.

Procedure

3. On receiving a complaint from a student the President of the Students' Union shall meet with the complainant within five University working days to discuss the complaint and attempt to come to an informal resolution. The President of the Students' Union may choose to involve another Full Time Officers or a member of the Union's permanent staff at this stage if they believes it will aid an informal resolution.
4. If an informal solution is not possible the complainant shall confirm the complaint in writing and that the informal attempt at resolution has not been satisfactory, detailing the nature of the complaint and any proposed remedy. The President of the Students' will arrange an interview to hear the complaint. The complainant and the Union shall identify any witnesses they may wish to call.
5. The interview must take place within 10 University working days of receipt of a written confirmation of complaint. The complainant shall be given three days' notice of such an interview. The time scales in this clause can only be varied with the written consent of both the Union and the complainant.
6. The Union shall be represented at such an interview by the President of the Students' Union, unless the complaint is about the President of the Students' Union in which case it shall be another elected nominee of the Full Time Officer Team or Student Trustee or the Chair of Student Council or Chief Executive Officer.
7. The complainant has the right to be accompanied and represented at such an interview by a friend who shall normally be another student.
8. In the event that a solicitor or barrister is brought to the meeting, the meeting shall be terminated and the matter will be referred to the University Secretary.
9. The interview must fully investigate the complaint and give the opportunity for cross examination of any witnesses.

Decisions

10. As a result of the interview the Union may decide that:
 - i the complaint is unfounded and dismiss it
 - ii the complaint is such that it should be passed on to the next stage of the procedure
 - iii) the complaint is valid but a resolution cannot be reached
 - iii the complaint is valid and a resolution in the form of an effective remedy can be reached that is acceptable to both parties.

Appeals

11. If it has not been possible to reach a resolution at the previous stage of the procedure the complainant can make the complaint in writing to the University.
12. The intention to appeal must be made to the Pro Vice Chancellor for Learning and Teaching within 10 University working days of receipt of written confirmation of the outcome of the Union interview stage.

13. The Pro Vice Chancellor for Learning and Teaching will arrange an interview with the complainant within 10 University working days of receipt of the written complaint. The complainant must be given 3 University working days notice of such an interview.
14. At the interview the Pro Vice Chancellor for Learning and Teaching may be accompanied by another member of University staff and the complainant accompanied and represented by a friend who shall normally be another student.
15. In the event that a solicitor or barrister is brought to the meeting, the meeting shall be terminated and the matter will be referred to the University Secretary.
16. At the interview the complaint shall be fully re-examined.
17. As a result of the appeal interview the Pro Vice Chancellor for Learning and Teaching may decide:
 - i to dismiss the appeal
 - ii to allow the appeal and make recommendations to the Vice Chancellor as to an effective remedy.
18. If the complainant is unhappy with the outcome of the appeal they may take the complaint to the third and final stage of the procedure

Complaint to an Independent Person

19. The Board of Governors will, from time to time, nominate a person/s independent of the University and the Union to act as an external arbiter on complaints that have not been resolved internally. That person should normally be legally qualified or supported by a legally qualified advisor.
20. A request to invoke this stage of the procedure shall be made to the University Secretary within 10 University working days of the receipt of written confirmation of the outcome of the appeal interview.
21. The University Secretary shall liaise with the independent person and arrange an interview with the complainant within 20 University working days of receipt of the written complaint. The complainant shall be given 5 University days' notice of such an interview.
22. At that interview the independent person may be accompanied. The complainant may be accompanied and represented by a person of their choice.
23. At the interview the complaint shall be fully re-examined.
24. As a result of the interview the independent arbiter may decide:
 - i to dismiss the complaint
 - ii to allow the complaint and report to the Vice Chancellor with recommendations as to an effective remedy.

Bye-Law 16: Student Council

The Union shall have a Student Council, elected from the Student body.

1. Membership

1.1 The composition of the Student Council shall be:

- i An Independent Chair of Student Council
- ii 4 Campus Representatives
- iii 4 Liberation Community Representatives
- iv 6 Section Community Representatives
- v Working Group Chairs, from the Societies and Sports Working Groups
- vi Senior Course Representatives, 1 from University Faculty
- vii Open Positions, open to all students

1.2 These members will have full voting rights.

1.3. The following shall be invited to meetings:

- i 4 Full Time Officers
- ii Student Trustees
- iii Full Members of the Students' Union
- iv Students' Union Staff
- v Chief Executive Officer

1.4 These individuals will have speaking rights but will not have voting rights.

2. Positions

2.1 The Independent Chair of Student Council shall be elected by cross-campus ballot on an annual basis.

2.2 Campus Representatives shall be elected to represent their individual campuses by cross-campus ballot on an annual basis.

2.3 Liberation Community Representatives shall be elected by their individual Liberation Communities on an annual basis. The Liberation Communities are found in Bye-Law 5.

2.4 The Section Community Representatives shall be elected by their individual Section Communities on an annual basis. The Section Communities can be found in Bye-Law 5. Section Community Representatives' positions may be held by 2 individuals as a shared position, but may only have 1 vote.

2.5 Working Group Chairs shall be elected as per Societies Regulations Bye-Law 6 and Sports Regulations Bye-Law 7. If Chairs do not wish to hold the position on Student Council, the Working Groups shall elect a different representative.

2.6 Senior Course Representatives shall be elected to represent the main faculties and shall be elected by cross campus ballot on an annual basis.

2.7 All Elections shall be subject to the Elections Regulations Bye-Law 11.

2.8 Full Time Officers are not eligible to stand for any Student Council positions.

2.9 If, at the end of the elections period, there are vacant positions, the Student Council can have the power to co-opt positions, following there is a 75% consensus of a quorum vote.

3. Meetings

3.1 Student Council shall meet up to (but not limited to) 6 times per year during term time.

3.2 The quorum of meetings shall be 50%+1 of Voting Members of Student Council.

3.3 The venue of Student Council Meetings shall rotate with each Meeting, with at least 1 meeting to be held at each of the different campuses. All venues should be accessible and inclusive.

3.4 Before each meeting, all full members of the Union will be notified via all available communication channels that a meeting is taking place at least 10 University Working Days in advance, so that they may submit motions.

3.5 All motions must have a proposer and seconder, both of whom are full members of the Union.

3.6 All motions must be submitted to the Chair of Union Council by 3 University Working Days before the meeting.

3.7 Emergency motions can be submitted to the Chair of Union Council, either under Any Other Business or Motions section, as long as they are accompanied by an explanation as to why they could not be submitted by the original deadline.

3.8 Each meeting will contain the following agenda items as standing items:

- i Welcome and Apologies
- ii Minutes from Last Meeting
- iii Matters Arising
- iv Conflicts of Interest
- v Chair's Report
- vi Officer Reports
- vii Motions
- viii Approve Funding Request
- ix Any Other Business

3.9 Any additional items for the agenda can be added at the discretion of the Chair of Union Council.

3.10 The Chair of Union Council shall chair all Student Council meetings. If they have a conflict of interest or are unable to attend the meeting, then Student Council will nominate a Deputy Chair for that meeting, who will chair the relevant sections.

4. Powers

4.1 Student Council will have the following powers:

- i Propose, debate and approve the Policy of the Union via motions via a simple majority of a quorate meeting.
- ii Refer Policy to a Referendum of the Student Members or to the Annual General Meeting or an Emergency General Meeting by a vote of 75% of a quorate meeting.
- iii Receive Full Time Officer reports and hold them to account on their actions.

- iv Receive reports, when deemed appropriate, from the Board of Trustees.
- v Receive updates, when deemed appropriate, from Communities, Working Groups and Representatives.
- vi Approve, amend or reject funding requests from the Campaigns Fund, as well as receiving reports from successful projects, by a vote of a simple majority of a quorate meeting.
- vii Propose, debate and approve any bye-law amendments by a vote of 75% of a quorate meeting.
- viii Hear a vote of no confidence in a Full Time Officer or Student Councillor, as per the procedure outlined in Bye-Law 4
- ix Censure a Full Time Officer or Student Councillor for their performance or actions within their role by a vote of 75% of a quorate meeting. The censure will require substantiation by evidence and a debate heard by the Chair. If 2 successful censures are passed, then an automatic vote of no confidence shall be triggered and heard at the following Student Council meeting.

5. Duties of all Student Council Members

5.1 To adhere to the Constitution and Byelaws and to be bound by the Mandates of the Board of Trustees, Union Meetings and Student Council.

5.2 To attend all meetings of Student Council for the duration of the meeting and represent their constituency.

5.3 Student Council Members shall be subject to the Student Officer Code of Conduct, Byelaw 14.

5.4 Student Council members shall automatically surrender their position in the case that they miss three Student Council meetings in one year without sending apologies.

6. General Standing Orders for Student Council

6.1 All decisions of Student Council shall be carried by a simple majority of a quorate meeting, unless specified above.

6.2 Members wishing to speak must address the Chair.

6.3 The Chair will decide right of priority in speaking and length of discussion to allow all items of business on the agenda to be considered.

6.4 A member may speak at any time on a point of order.

6.5 Points of information may be made at the discretion of the member speaking.

6.6 Procedural motions may be proposed at any time and shall be voted on immediately, however each procedural motion may only be proposed once during the same item of business at the discretion of the Chair. Procedural motions require a simple majority to pass, unless otherwise stated.

6.7 Procedural motions may be the following:

- i A motion that a vote be taken.
- ii A motion that discussion of the current item of business should cease and a vote not be taken
- iii A motion that the matter be deferred for further discussion at the next meeting.
- iv A motion that the matter be referred to referendum or a Union Meeting (requiring a vote of 75% in favour)
- v A motion for a temporary adjournment of the meeting.
- vii A motion of no confidence in the Chair (requiring a vote of 75% in favour and effective for that meeting only).