Creating the Bye-Laws of City, University of London Students’ Union

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The Union notes:

1. That on the 1 August 2017 the Union incorporated and changed from City University Students’ Union (charity number: 1149588) to City, University of London Students’ Union (charity number: 1173858 and company number 10834450).
2. As part of this change the Union has a new Memorandum and Articles of Association which is available on citystudents.co.uk.
3. That the previous regulations had not been recently reviewed and were inconsistent with the new Memorandum and Articles of Association.
4. That a number of bye-laws had to be created to meet the requirements of the new Memorandum and Articles of Association and the 1994 Education Act.
5. That the Board of Trustees have approved the attached Bye-Laws number 1-14 and they now require the approval of Student Council.

The Union believes:

1. That it is important that the Union has clear and accessible governing documents which should be available online for all students to be able to read.
2. The proposed Bye-Laws captures the spirit of the previous regulations whilst making processes simpler and clearer for students where possible.

The Union resolves:

1. To approve the following attached bye-laws:
   - Bye-Law 1 Membership
   - Bye-Law 2 Referendums
   - Bye-Law 3 Student Members’ Meeting
   - Bye-Law 4 Elections
   - Bye-Law 5 Sabbatical officers
   - Bye-Law 6 Part-Time Officers
   - Bye-Law 7 Trustees of the Union
   - Bye-Law 8 Executive Committee
   - Bye-Law 9 Student Council
   - Bye-Law 10 Student Policy and Meeting Arrangements
   - Bye-Law 11 Student Groups
   - Bye-Law 12 Affiliations
   - Bye-Law 13 Complaints and Disciplinary Procedures
   - Bye-Law 13 Amendments to the Memorandum of Association and Bye-Laws
Bye-Law 1: Membership

1 Student Members

1.1 The Student Members of the Union are those defined in Article 9.1.

1.2 All Student Members shall abide by the Union Memorandum of Association, Bye-Laws, Regulations and Policies.

2 Termination of Student Membership

2.1 Termination of Student Membership is defined in Article 10.

2.2 If a student wishes to exercise the right to opt-out from Student Membership, they shall inform the Union’s Chief Executive in writing, who shall notify the Board of Trustees and City, University of London of the student’s decision.

2.2.1 For the avoidance of doubt a student who has opted-out in one academic year will be considered a Student Member in the next unless they opt out again.

2.2.2 A student who has opted-out may re-join as a Student Member by notifying the Chief Executive of the Union of their wish to do so.

2.3 Non-members shall be entitled to use the services of the Union, subject to such Bye-Laws as may from time to time be in force, including access to Union advisory and welfare services.

2.4 Non-members shall not be entitled:

(a) To participate in Union affairs (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the Union including Course or School Representatives);

(b) To participate in Union Societies’ decision-making processes as officers or members of Committees;

(c) To hold student representative positions within City which are filled via the Union.

3 Associate Members

3.1 In accordance with Article 13. the Trustees may establish different classes of associate membership.

3.2 For the avoidance of doubt any persons qualifying as an Associate Member is not a Student Member.

3.3 Students defined as “occasional students” by Senate shall automatically have free associate membership of the Union.

3.4 Associate Members shall be entitled to:

(a) Use of services and facilities of the Union and subcontractors with possible restrictions and tariffs.

(b) Hold associate membership of any Union student group.

(c) Attend Student Members’ Meetings as observers.
3.5 The Trustees have established the following class of associate membership, which may occur a fee:

(a) Individual Associate Membership; available to any persons employed by City, University of London.
(b) Alumni Membership; available to any person who has previously been a full member of the Union.
(c) Reciprocal Membership; the Union may enter into reciprocal membership arrangements with other students’ unions or educational institutions, both within the United Kingdom and overseas.
(d) Honorary Life Membership; this shall be awarded to persons agreed by the Trustee Board.
Bye-Law 2: Referendums

1 General

1.1 A Referendum is a ballot in which all Student Members of the Union are entitled to cast a vote in accordance with Article 15.

1.2 The Returning Officer as defined in Bye-Law 4 Elections has the full delegated responsibility to interpret and rule on the regulations with regard to disputes and complaints, issue sanctions as required and oversee the count.

1.2.1 The Returning Officer may choose to appoint additional Deputy Returning Officers to act on their behalf for any particular Referendum.

1.3 The Chief Executive, or their nominee, is responsible for the day to day management of the Referendum.

2 Calling a Referendum

2.1 A Referendum may be called in accordance with Article 15.1.

2.2 The Union will provide guidance which must be followed on how to conduct a Secure Petition for the purpose of calling a referendum. The Secure Petition must be presented to the Chair of the Board of Trustees.

2.2 Any call for a Referendum must include the question to be put to the Members.

2.3 The Board of Trustees, or its nominee, may make alterations to a proposed referendum question for the purpose of making the question:

(a) Balanced and not tending towards one response; or
(b) Comply with the requirements of the Articles and Bye-Laws of the Union.

3 Conduct of a Referendum

3.1 A Notice of the Referendum shall be issued at the latest 2 weeks before the referendum vote it to be held. The notice shall detail the question, date of referendum, how to vote, details of any debate to be held and the regulations to govern the campaign. The campaign regulations will be consistent with those outlined in Bye-Law 4 Elections.

3.2 The Union shall facilitate the creation of campaigns for and against the question.

3.3 All Referendums shall take place online.

3.4 A resolution may only be passed in accordance with Article 15.2.

3.5 The outcome of a Referendum shall normally be released within one working day of the close of polling.
Bye-Law 3: Student Members’ Meeting

1 General

1.1 In accordance with Article 16, the Union must hold an annual Student Members’ meeting once in each Academic Year and additional Student Members’ meetings may be held if called in accordance with 2.2 below.

1.2 The notice of the annual Student Members’ meeting must state the business to be transacted as outlined in Article 16.2.

1.3 The meeting shall comply with Bye-Law 10 Student Policy and Meeting Arrangements.

2 Purpose of the Committee

2.1 The purpose of the annual Student Members’ meeting is:

(a) Receiving the report of the Trustees on the Union’s activities since the previous annual Student Members’ meeting;
(b) Formally presenting the accounts of the Union to the Student Members;
(c) Approving the list of affiliations of the Union;
(d) To provide an opportunity for Student Members to ask the Trustees questions;
(e) To debate and pass student policy;
(f) Other responsibilities as defined in the Articles.

2.2 The purpose of a Student Members’ meeting is:

(a) To provide an opportunity for Student Members to ask the Trustees questions;
(b) To debate and pass student policy;
(c) Other responsibilities as defined in the Articles.

2 Calling a Student Members’ Meeting

2.1 The annual Student Members’ meeting shall be held at a time and place that the Trustees shall think suitable to allow the maximum number of Student Members to attend.

2.2 Additional Student Members’ meetings may be called by the Board of Trustees or Student Council. In the case of Student Council, it shall require a 66% majority voting in favour of a Student Members’ meeting.

2.3 Notice of a Student Members’ meeting must be given in writing at least 14 clear days in advance of the meeting. This shall include a notice:

(a) On the front page of the Union website; and
(b) Via electronic forms of communication used by the Union to conduct its day to day business.

2.4 The notice of a Student Members’ meeting shall include:

(a) The business to be conducted;
(b) A clear statement that it is a Student Members’ meeting; and
(c) The location, date and time of the meeting.

3 Membership and Chair

3.1 The membership of a Student Members’ meeting shall include all Student Members.

3.2 The Chair of a Student Members’ meeting shall be the Chair of Student Council.

3.3 The Deputy Chair of a Student Members’ meeting shall be the Deputy Chair of Student Council.

3.4 In the absence of the Chair and the Deputy Chair, the Student Members present may appoint one of their number to be the Chair of that meeting and undertake the duties and responsibilities assigned to the Chair.

3.5 The Chair shall be impartial.

3.6 Subject only to a challenge, as referred in the Bye-Law 10 Student Policy and Meeting Arrangements, the Chair’s ruling shall be final.

3.7 The Chair shall ensure that the meeting is in order and that remarks are relevant to the item of business.

3.8 The Chair is responsible for ensuring arrangements are in place for the effective running of the meeting.

3.9 Trustees may attend and speak at a Student Members’ Meeting even if they are not a Student Member.

4 Quorum and Decisions

4.1 No business shall be transacted at Student Members’ meeting unless a quorum is present. 30 persons entitled to vote upon the business to be transacted, each being a Student Member (but excluding Trustees), shall be a quorum.

4.2 If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Student Members present shall be a quorum.

4.3 Decisions shall be made by majority vote unless otherwise stated in the Articles. The Chair shall not have a vote in the meeting but may in the case of an equal amount of votes for and against have the casting vote.
Bye-Law 4: Elections

1 General

1.1 Bye-law 4 Elections governs the elections of the Executive Officers (Sabbatical Officers and Part-Time Officers), Student Councillors, NUS Delegates and other positions as deemed appropriate by the Board of Trustees.

1.2 Additional rules and information will be provided in the Candidate Handbook.

1.3 These rules are in addition to general Union and University/College rules and regulations.

2 Returning Officer and Deputy Returning Officer

2.1 The Board of Trustees shall appoint the Returning Officer and Deputy Returning Officer annually.

2.2 During an election the Returning Officer will take sole responsibility for interpretation of election rules and the Union bye-laws. Interpretation and rulings will be in the interest of the electorate above all others.

2.3 The Deputy Returning Officer is responsible for the day to day management of the election and has the responsibility to ensure that the election is efficient and fair in accordance with the regulations.

2.3.1 The Deputy Returning Officer has full delegated authority from the Returning Officer to implement the regulations including issuing minor sanctions, overseeing the election count and answering questions.

3 Eligibility

3.1 All and only Student Members may stand and vote in Union elections, subject to constituency based limitations.

3.2 Constituency based limitations include:

(a) School Representative Officer; only students belonging to a School may stand for election to or vote for the position. This includes the Graduate School.

(b) Liberation Officers; only students who self-define as the liberation group the position represents can stand for election to or vote for the position.

3.3 Candidates standing for election for a Sabbatical Officer position must be eligible to be a Trustee and Company Director in accordance with the relevant legislation.

3.4 Student Members who have already completed two terms of office as a Sabbatical Officer of the Union are not eligible to stand for election for a Sabbatical Officer.

3.5 It is an election candidate’s responsibility to ensure their eligibility to stand, including ensuring their course enrolment record is up to date, before submitting their nomination.
2.8. Student Members cannot stand for or hold more than one position at any one time, except for the role of NUS National Conference Delegate.

4 Nomination Process

4.1 Positions for each election will be advised in the Notice of Election.

4.2 For each position being elected an option to Re-Open Nominations (RON) shall be provided on every ballot.

4.3 By standing for election all candidates agree to be subject to the Union Articles, Bye-Laws, regulations, policy and values.

4.4 Candidates must complete a nomination form for each position they are contesting. Only correctly completed forms will be valid.

4.5 Candidates seeking election as a School Representation Officer (SRO) must be nominated by Student Members’ from their School.

4.6 Student Members may only nominate one candidate for each position.

4.7 Completed nomination forms must be submitted in accordance with the notice of Election.

4.8 All candidates and nominators agree for their data to be shared with the University for election administration purposes.

4.9 Late nomination forms will be automatically declared invalid.

5 Notice of the Election

5.1 The Deputy Returning Officer shall publish a Notice of Election at the latest by the following times:

(a) Executive Committee and NUS National Conference Delegate elections; four weeks prior to the close of poll.
(b) Student Council; two weeks prior to the close of poll.
(c) By-election for any position or when nominations are re-opened due to unfilled positions; two weeks prior to the close of poll.

5.2 The Notice of Election shall specify:

(a) Details of the positions for election;
(b) Details of eligibility for each of the positions for election.
(c) The dates of the conference concerned where relevant if NUS National Conference Delegates are being elected.
(d) Methods by which nomination packs, forms or equivalent material may be obtained.
(e) Details of the place, date and time by which completed nominations must be Submitted.
(f) For Executive Committee and NUS National Conference Delegate elections, details of the place, date and time of the Candidates’ briefing meeting
(g) The Deputy Returning Officer’s contact details, or their chosen point of contact.
(h) Any mandatory and optional election material to be provided with a valid application.

(i) The Notice of Election shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

6 Notice of Poll

6.1. The Deputy Returning Officer shall publish a Notice of Poll no later than the following times:

(a) For Executive Committee and NUS National Conference Delegate elections; within 1 clear working day of the Candidates' Briefing.
(b) For other elections and referenda, 5.00pm on the last working day before the opening of polls.

6.2 The Notice of Poll shall specify:

(a) The name of each candidate and the position for which they have been nominated and any other relevant information the Deputy Returning Officer deems to be appropriate.
(b) The location and opening times of polling stations, where applicable.
(c) Details of the arrangements for online voting.
(d) The dates, locations and times of any candidates' debate sessions.
(e) The date and location of the count, if a physical count is required.
(f) The Deputy Returning Officer’s contact details, including the email which must be used for all correspondence.
(g) The Notice of Poll shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

7 Candidates Meeting and Training

7.1. A Candidates Meeting for all nominated candidates will be held after the close of nominations.

7.2 At this meeting the Returning Officer or the Deputy Returning Officer, will explain the election process, outline campaigning guidelines and set the tone of the election.

7.3 Candidates will have the opportunity to ask questions about any aspect of the election process.

7.4 If a candidate is unable to attend they must inform the Deputy Returning Officer of this in advance of the meeting by email.

7.5 If a candidate is unable to attend they are expected to meet with the Returning Officer or Deputy Returning Officer before they commence any campaigning, to ensure they are completely clear about all election regulations and procedures.

7.6 Candidates who do not attend the meeting or contact the Returning Officer or Deputy Returning Officer by the deadline set may be withdrawn from the election.

7.7 Additional training may be provided at the discretion of the Deputy Returning Officer.

8 Collective campaigning or “slates”
8.1 Formalised collective campaigning by candidates or their supporters is prohibited.

8.2 Campaign material must be individual and must not promote any other candidate. This includes:
(a) Approved campaign descriptors/summary or campaign logo’s.
(b) Both online, video and printed material.
(c) E-mail, Social Media and other electronic communications.
(d) Verbal declarations of support for other candidates, including voting intentions during debates, in designated campaigning areas or during interviews with the student media is prohibited.
(e) Outside of debates or interviews with the student media, candidates may verbally inform individuals who they are voting for if asked.

8.3 Student societies or other student groups constituted under the Union can support a particular candidate. This will require the agreement of its committee and the candidate. The committee shall then be considered the candidates supporters.

8.3.1 This agreement shall be recorded in the form of a minute of the meeting at which support for the candidate was agreed and an email from the candidate accepting this support. This minute shall be supplied to the Deputy Returning Officer before the message of support is issued.

8.3.2 Student societies or other groups constituted under the Students’ Union may not support more than one candidate for each position. They may not produce materials or communications supporting groups of candidates.

8.4 For the sake of clarity, Re-Open Nominations (RON) shall be considered a unique, individual candidate for each separate position being elected.

9 Campaign Materials

9.1 Campaigns must submit the following accordance with the time frame and format detailed in the Candidate Handbook:
(a) A manifesto;
(b) A head and shoulders photograph of the candidate;
(c) A campaign descriptor/slogan of up to six words which will be published on the ballot.

9.2 Other optional and mandatory campaign materials will be specified in the Candidate Handbook.

9.3 Approved manifestos, photographs, and descriptors/slogans of all candidates will be displayed by position and in alphabetical order by surname on the Union website.

9.4 No changes to manifestos, photographs and descriptors/slogans will be accepted after the submission deadline.

9.5 Candidates may not use the Union logo, the University Logo or University crest; or the branding, format or logo used by the Union in awareness campaigns for the election. For the sake of clarity, the Deputy Returning shall indicate any “tag lines”, graphics or colours which must not be used.

9.6 All publicity materials must be submitted to the Deputy Returning Officer or their nominee by email before use for approval. Candidates should allow 48 hours for approval. The Deputy Returning Officer reserves the right to reject any descriptor or
content that is offensive, open to misinterpretation, breaches the regulations or which breaches copyright.

9.7 Candidates may use T-shirts, Videos, Banners, balloons, and stickers etc. as campaign materials. These require the approval of the Deputy Returning Officer or their nominee.

9.8 Candidates must not use gifts such as sweets, vouchers or any other incentive to encourage students to vote.

9.9 Union computers, premises or resources may not be used to produce, store or assist in the production of any candidate’s election materials.

10 Campaigning and Conduct

10.1 Candidates and campaigners should not undertake campaigns activity which others could not also reasonably do.

10.2 Candidates and campaigners must take reasonable steps to ensure that their supporter’s actions comply with Union, University and the campaign rules at all times and must be able to demonstrate this in the event of a complaint against them.

10.3 Campaigners may only alter, move or remove their own campaign materials.

10.4 Campaigners may only use mailing lists where lawful to do so. In most cases this will require the consent of the members on the list to use their details.

10.5 Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.

10.6 No campaigning or distribution of publicity material is permitted prior to the date published in the notice of election.

10.7 Campaigning is prohibited in any areas defined by the Deputy Returning Officer. This will include the area around the Polling Station(s), in University computer rooms and around any permanent open-use computers in the University’s communal areas.

10.8 Candidates must consider their health and safety and the health and safety of others when conducting any campaigning activity.

10.9 Candidates and campaigners must not impede students on University premises.

10.11 Candidates shall not provide computer terminals or internet enabled wireless devices of any kind to enable members to vote.

10.12 Candidates or their supporters shall not supervise or assist a voter in casting their vote in any way.

10.13 Posters may only be displayed on notice boards with prior permission.

10.14 Any publicity fixed to walls, road signs or street furniture in the vicinity of the University may be removed and the cost of that removal and any consequential damage may be charged to the candidate concerned.

10.15 Union computers or resources (including membership lists and other data)
may not be used to campaign or assist in the campaign for any candidate.

10.16 Students working for the Union, University or subcontractor may not engage in any campaigning activity during their working hours.

10.17 Candidates must remove all of their own publicity materials within one-week after the election. If materials are not removed, candidates may be liable for the cost of removal.

10.18 University email addresses must not be used for campaigning purposes for any email sent on behalf of a candidate to more than 20 students. This includes messages sent via the University virtual learning environment.

10.19 Use of bulk unsolicited direct messaging is not permitted.

10.20 Candidates may use social networking such as Facebook and Twitter for campaigning.

10.21 All incumbent Executive Committee Officers shall agree any mailshots, publicity campaigns or public announcements with the Union Chief Executive. The Chief Executive may refer any such activity to the Deputy Returning Officer to rule on potential electoral advantage.

10.22 No elected officers of the Union will be allowed to use the Union offices for electoral purposes. Incumbent Sabbatical Officers seeking election may still use their office for their day to day work, as agreed in advance with the Union Chief Executive.

10.23 Any Sabbatical Officer in post and standing for re-election must run their campaign entirely separately from their day-to-day work as an elected Officer. This may involve taking annual leave.

10.24 The Deputy Returning Officer may publish supplementary regulations relating to the candidates’ conduct. Candidates will be advised of any such regulations by email to the address provided upon submission of each candidates’ nomination.

11 Candidates’ Debates

11.1 For Executive Committee elections, at least one candidates’ debate will be arranged to take place during the election period.

11.2 The session will be chaired by the Deputy Returning Officer or their nominee.

11.3 Guidance on how the Candidates’ Debate will be structured and run will be made available at the Candidates Briefing.

11.4 The Chair or Deputy Returning Officer has the authority to curtail debate on issues that are deemed to be outside the scope of the election, inappropriate or offensive.

12 Candidates Budget

12.1 Campaigners must not exceed their budget limits.

12.2 All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer (or equivalent) no later than 1 hour after
polls close. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.

12.3 Items freely and readily available to all campaigners can be used without itemisation.

12.4 Candidates standing for a Sabbatical Officer position may have their campaign expenses reimbursed up to a maximum of £75.

12.5 Candidates for Part-time Executive Committee positions, NUS delegates or Student Councillor may spend up to £30 on campaigning and publicity which shall be reimbursed.

12.6 Candidates standing for NUS Delegate plus a Sabbatical Officer position may spend a maximum of £75 in total shared between the two elections.

12.7 No candidate standing for a Full Time Officer position may spend more than £75 on campaigning and publicity regardless of whether they are standing in one or more posts.

12.8 No Society funds may be used to finance any candidate’s campaign.

13 Voting and Results

13.1 All elections shall be conducted by secret ballot using the Single Transferable Vote (STV) system (Electoral Reform Society 1997 rules).

13.3 Voting shall normally take place online and appropriate guidance will be produced to support Student Members.

13.4 Voting times will be published in the Notice of Poll and on the Union website.

13.5 The counting of votes will take place after the close of Poll at a time and date specified by the Deputy Returning Officer.

13.6 The election result will be announced as soon as practicable. The full election results shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

14 Complaints

14.1 Any student can submit a complaint about a candidate or their campaigner or about the election process until 1 hours after the close of voting. These complaints may be on any of the following grounds:

(a) Failure in good conduct of the election.
(b) Behaviour and activities of candidates or their supporters.
(c) The administration of the election.
(d) Breaches in regulations.

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

14.3 Any student can submit a complaint about the conduct of the count within one day of the announcement of results. Grounds for complaint are limited to:
(a) The STV calculations are inaccurate.
(b) There is a physical error in the count.

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

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

14.6 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:

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

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

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

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

(a) Procedurally incorrect,
(b) Taken outside the scope of the powers of the Deputy Returning Officer as defined by these regulations
(c) Disproportionate

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

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

15 Sanctions

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

15.2 The penalty will be determined by the Returning Officer or Deputy Returning Officer.

15.3 Possible “minor sanctions” with no appeal shall include:

(a) Penalty to your campaign budget (if applicable).
(b) Restriction applied to attendance at or participation in candidates’ debates.
(c) Restriction on campaigning in a given area and or for a specific amount of time.
15.4 Other sanctions that may be determined by the Returning Officer or Deputy Returning Officer shall include:

(a) A formal written warning, which will be published in locations deemed appropriate by the Returning Officer or Deputy Returning Officer.
(b) Disqualification from the election.

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

(a) The Union Disciplinary Panel under the Students’ Union Bye-law 13.
(b) The University under Senate Regulation Student Discipline.
(c) Be reported to the police.
Bye-Law 5: Sabbatical Officers

1 Sabbatical Officers of the Union

1.1 The Union shall have elected officers split between Sabbatical Officers and Part-Time Officers.

1.2 All Officers will be elected following the rules and procedures outlined in Bye-Law 4 Elections.

1.3 Part-Time Officer roles are described under Bye-Law 6 Part-Time Officers.

2 Sabbatical Officers

2.1 The Sabbatical Officer roles shall be President, Vice President Education and Vice President Activities & Development.

2.2 For the avoidance of doubt these roles will be major office holders for the consideration of the 1994 Education Act and no individual can hold a Sabbatical Position for more than two years in total.

2.3 Sabbatical Officers shall be elected for position from 1st July each year until and including the 30th of June the following year, though may be shortened or lengthened on a transitional basis as outlined in Article 20.3.

2.4 Sabbatical Officers are Trustees of the Union for the duration of their post and will also have the roles and responsibilities outlined in the Articles.

2.5 In addition to any other roles and responsibilities the Sabbatical Officers shall attend Executive Committee.

3 Employment and Remuneration of Sabbatical Officers

3.1 Sabbatical Officers are employees of the Union and no Sabbatical Officer may continue in post should they have been dismissed as an employee of the organisation.

3.2 Any case involving misconduct or gross misconduct by a Sabbatical Officer shall be handled in accordance with the relevant Union and/or disciplinary procedures for employees.

3.3 Sabbatical Officer remuneration will be agreed once a year by the lay members of the Board of Trustees and any officers who were not eligible to stand for election in that year.

4 Replacement of Sabbatical Officers

4.1 Should a Sabbatical Officer resign or otherwise leave employment while in the first 5 months of their term of office (after 1st July but before 1st December of the year they were elected), the Board of Trustees may choose to hold a by-election to replace that role.

4.2 Should a Sabbatical Officer resign or otherwise leave employment while in the 6th to 12th months of their term of office (after 1st December of the year they were elected),
the duties of that officer will be assigned to the other Sabbatical Officers as agreed among them.

4.3 Should a Sabbatical Officer resign or otherwise leave employment before they take up their office (1st July of the year they were elected), the Board of Trustees shall hold a by-election to replace that role.

5 **Role and Duties of the President**

5.1 Be the lead representative of City, University of London students within the university and the local and national community, with responsibility for communicating student views and interests and managing key relationships.

5.2 Chair the Board of Trustees and the Executive Committee when the Chair is not present and ensure the effectiveness of these committees.

5.3 Oversee the Union’s relations with the external media and coordinate with the VP Activities and development on internal student media relations.

5.4 Promote the democratic structure and functioning of the Union, including elections and referenda.

5.5 Work with the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer’s remit, or where action by the President may be advantageous for the goals of the Union.

5.6 Take the lead in campaigns on national student issues as agreed with the Executive Committee, Student Council, Student Members’ Meetings or Referenda and as lead coordination with the other Sabbatical Officers that the Union runs challenging and effective campaigns on student issues generally.

5.7 Attend appropriate University meetings such as University Council and Senate and ensure that high level leadership and high level negotiations take place.

5.8 Take the lead, and work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.

6 **Role and Duties of the Vice-President Education**

6.1 To be the lead officer for students at City, University of London, on educational policy development, ensuring students get the highest academic quality of, for instance, learning and teaching, feedback and assessment. To have responsibility for communicating student views and interests and managing key relationships in this area.

6.2 To attend all relevant academic and education committees within the university including (but not limited to) Boards of Studies, Student Experience Committee, Education Committee and Senate.

6.3 To oversee the programme representatives network, ensuring that arrangements are made to recruit and develop representatives and ensure measures are in places to reward and recognize all student reps.
6.4 To gain feedback through various channels on all academic matters. To be the lead officer for liaison on academic projects such as the survey framework, academic quality matters and other relevant matters.

6.5 To be the Full Time Officer link for Part-Time officers on Education matters, and for Programme Representatives.

6.6 To Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer’s remit, or where action by the Vice President Education may be advantageous for the goals of the Union.

6.7 To work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.

7 Role and Duties of Vice President Activities and Development

7.1 To be the lead officer for students at City, University of London, on activities which develop students including Student Activities: (Media, Clubs, Societies, Sports, Events, RAG, etc), volunteering and employability. To have responsibility for communicating student views and interests and managing key relationships in this area.

7.2 To attend all relevant meetings within the university including (but not limited to) Student experience committees, and meetings with the sport representing non-academic aspects of the Student experience.

7.3 To facilitate access to resources for all student activities and act as the champion for involvement in student activities within the university, with responsibility for sourcing research, feedback and opinions.

7.4 To lead projects internal to the Union on student activities projects including reward and recognition of student development activities.

7.5 Have ultimate responsibility for the Student Media.

7.6 To Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer’s remit, or where action by the Vice President Activities and Development may be advantageous for the goals of the Union.

7.7 To take the lead on ethics and environmental issues, working in conjunction with the other Officers especially the Ethical and Environmental Officer.

7.8 To work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.
Bye-Law 6: Part-Time Officers

1 Part-Time Officers and general duties

1.1 The Part-Time Officers shall be one School Representative Officer for each School in the University, one Graduate School Representative, five Liberation Officers and three Special Interest Officers.

1.2 Part-Time Officers shall be elected for position from 1st July each year until and including the 30th of June the following year, though may be shortened or lengthened on a transitional basis as outlined in Article 20.3.

1.3 In addition to other duties Part-Time Officers shall attend Executive Committee, representing the view of their portfolio of work.

1.4 All Part-Time Officers shall advocate and engage students in Union campaigns as set out by the Executive Committee and to take an active role in Union decision making as a member of the Union Executive Committee including attending Student Council.

1.5 Part-Time Officers shall sit on Union appeals committees when invited.

1.6 Part-Time Officers shall make effective & appropriate use of any budgets allocated to them.

1.7 Part-Time Officers shall attend Part-Time Officer training throughout the year.

2 Role and Duties of School Representative Officers (SROs)

2.1 Each School of the University shall have a School Representative Officer within the Union. There shall also be a Graduate School Representative. In addition to the general roles of Part-Time Officers their duties shall be:

2.2 To act as the recognised spokesperson for the students in the School concerning internal School matters, providing feedback on various aspects of the University and the student experience both to the University and to the student body.

2.3 To attend appropriate University meetings, in particular University Student Community Working Group. To attend the School specific Student Experience Committee (or equivalent forum) and other School level committees, such as Boards of Studies, as requested.

2.4 To meet with the School’s management (ideally the Dean) informally once a semester to promote a dialogue between the Union and the School’s management and liaise regularly with University staff at all levels.

2.5 To actively use the network of Programme Reps to encourage a two-way dialogue with the Union and University including collecting feedback and encouraging engagement in University and Union consultations.

2.6 To offer practical support and advice to Programme Reps at a local level (e.g. regular surgeries) and to liaise with them as needed in relation to matters arising at Student-Staff Liaison Committees. To attend any relevant Union Representation Network events and to organize a school specific network event in semester two.
3 **Liberation Officers**

3.1 There shall be Liberation Officers for students who define as Black and Minority Ethnic (BME); Disabled; Lesbian, Gay, Bisexual and Trans (LGBT); International or Women. In addition to the general roles of Part-Time Officers their duties shall be:

3.2 To act as the recognised spokesperson for the students from their Liberation group and to represent their needs and opinions to the Executive, the Union and University.

3.3 To attend appropriate University meetings.

3.4 To provide feedback on various aspects of the University and the student experience both to the University and to the Union.

3.5 To encourage the participation of these students in the work of the Union and the life of the University and to convene and chair democratic meetings of their Liberation Group.

3.6 To produce campaign materials and resources to inform and educate all students about issues relevant to their Liberation committee with support from the Union.

3.7 To actively ensure the Union and University policies protect the rights of and promote the involvement of liberation students in the Union; and to identify any short comings when Equal Opportunities are not being implemented.

3.8 To be a delegate to relevant NUS conferences (subject to their democratic rules) and work with NUS and other national and local organisations.

3.9 To work with other groups, especially other Liberation campaigns, to discuss issues of intersectionality and increase discourse between diverse communities on campus.

4 **Special Interest Officers**

4.1 The Special Interest Officers shall be Ethical and Environmental Officer, Raise and Give Officer (RAG) and Sports Officer. In addition to the general roles of Part-Time Officers their duties shall be:

4.2 To act as the recognised spokesperson on issues relevant to their special interest group to the Executive, the Union and University.

4.3 To attend appropriate University meetings.

4.4 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant to their special interest area.

4.5 To encourage participation among the student body in their special interest area to advance the educational development of students through activities and campaign work.

4.6 To work with the relevant Sabbatical Officers to receive support in delivering their duties.
Bye-Law 7: Trustees of the Union

(See Articles Part 3 (19-45)). These detail in length the roles and responsibilities of Trustees and the operation of Board of Trustees meetings

1 Term of Office

1.1 Sabbatical Officer Trustees shall be trustees for the duration of their term of office (from 1st July each year until and including the 30th of June the following year, though may be shortened or lengthened on a transitional basis as outlined in Article 20.3)

1.2 Student Trustees will hold office for two years from the date of the appointments committee where their appointment was approved. They will be eligible to serve for a maximum of two terms which may either be consecutive or non-consecutive.

1.3 Lay Trustees will hold office for up to four years from the meeting where their appointment was approved. They will be eligible to serve for a maximum of two terms which may either be consecutive or non-consecutive.

1.4 Vacancies arising from the resignation, disqualification or being dismissed from office for student or lay trustees will be replaced within 3 months by the Board of Trustees following recommendations by the appointments committee.

1.5 Vacancies arising from the resignation, disqualification or being dismissed from office of Sabbatical Officer Trustees shall be dealt with as noted in Bye-Law 5 Sabbatical Officers.

2 Sub Committees of the Board of Trustees

2.1 The Board may set up sub committees as it feels suitable but must always include a Appointments Committee and an Executive Committee.

3 Appointments Committee membership and frequency

3.1 The Membership of the Appointments Committee will be the President, the Chief Executive, two Sabbatical Trustees, two appointed members of the Board of Trustees (who may be lay or student trustees) and a person nominated by City, University of London. Quorum shall be half of the members including the President and one appointed member.

3.2 The Membership of the Appointments Committee shall be decided at the first Board of Trustees of each academic year and the members shall hold this position for one year or until their office ends.

3.3 The Chair of the Appointments Committee shall be the President. The committee may choose to nominate a secretary from among their members or a person they deem suitable from the Union or University.

3.4 The Appointments Committee shall meet as deemed required by the Chair or by resolution of the Board of Trustees.

4 Business of the Appointments Committee
4.1 To monitor the skills of the Board of Trustees and any of its sub committees to ensure that they are able to fulfil their duties.

4.2 To monitor the Diversity of the Board of Trustees and any of its sub committees to ensure that it reflects the diversity of both City Students and the wider community.

4.3 To ensure that the roles for lay and Student Trustees are properly advertised and recruited with due regard to any skills and diversity needs.

4.4 To hold any recruitment processes required to fill appointments, with due consideration to fair and accountable appointments.

4.5 Any other duties as agreed by the Board of Trustees from time to time that is appropriate to the duties outlined above.
Bye-Law 8: Executive Committee

1 Purpose of the Committee

1.1 The purpose of the Executive Committee is:

(a) To be the recognised body for the political leadership of the Union;
(b) Oversee the implementation of the Union non-administrative policy;
(c) Oversee the memberships relationship with the University and beyond by representing student’s views;
(d) Individually and collectively report on Executive Committee Officers activities to the Student Council.
(e) Recommend student policy to Student Council.
(f) Be subject to the political and policy oversight of Student Council.
(g) Be subject to the administrative oversight of the Board of Trustees.
(h) Conduct themselves individually in accordance with the Nolan Principles on public life

2 Frequency and business of the committee

2.1 The Chair of the Executive Committee shall be elected by the first meeting of the committee at each academic year. The President shall chair any meeting where the Chair person is not present. The committee may choose to nominate a secretary from among their members or a person they deem suitable from the union.

2.2 Meetings shall take place at least once every four weeks during term time and allowing for exams. Quoracy shall be 50% plus 1 of the Executive Committee office holders.

2.3 Notice will be at least four clear working days’ notice. Notice shall be sent by electronic format to all committee members and shall include the time, date, venue of the meeting, agenda and papers.

2.4 Papers relating to an item of business circulated after the agenda may be tabled at the meeting subject to the approval of the Chair. Items for any other business should be discussed with the Chair in advance of the meeting. The Chair should inform the meeting of the items to be discussed at the start of the meeting. New items may be added to any other business once the meeting has commenced at the discretion of the Chair.

2.5 Meetings must be conducted in accordance with the powers outlined within the Memorandum of Association and regulations, the law, Union policies and procedures.

2.6 Decisions shall be made by majority vote. The Chair shall not have a vote in the meeting but may in the case of an equal amount of votes for and against have the casting vote.

2.7 All items/papers shall be considered open and may not be discussed in secret without the prior agreement of the Board of Trustees Chair and Vice-Chair.

3 Standing Agenda of the Executive Committee

3.1 Welcome and apologies
3.2 Confirmation of matters for any other business
3.3 Agree the accuracy and approve the minutes of the last meeting
3.4 Note any matters arising from the minutes not covered on the agenda
3.5 Note any conflicts of interest with the Chair.
3.6 Items specially brought forward by the chair
3.7 Items/papers to receive consider discuss approve
3.8 Note items for information
3.9 Any other business and date of the next meeting

4 Role of the Chair

4.1 To ensure the Executive Committee fulfils its responsibilities including following the direction of Union Council and Union General Meetings
4.2 On behalf of the Executive Committee to invite the Chief Executive or other Union staff member as agreed with the Chief Executive to attend an Executive Committee meeting
4.3 To ensure arrangements are in place for minutes to be taken of the meeting
4.4 To ensure arrangements are in place for the agreed minutes to be published and available to members
4.5 To receive complaints about the conduct of the Executive Committee on behalf of the Union Council /Board of Trustees

5 Membership

5.1 The Membership shall be the Sabbatical and Part-Time Officers of the Union.
Bye-Law 9: Student Council

1 Purpose of Student Council

1.1 The purpose of Student Council is:

(a) Subject to Article 28.3, set the Policy of the Union and refer Policy to a Referendum of the Student Members or to the Student Members at a Student Members’ meeting (in accordance with the Bye-Laws);
(b) To hold the Executive Officers to account;
(c) To provide political and policy oversight of the Executive Committee; and
(d) All other responsibilities detailed in the Memorandum of Association and bye-laws.

2 Frequency and business of Student Council

2.1 Meetings shall take place at least once in semester one and twice in semester two. Meeting dates will be set at the beginning of the academic year by the President.

2.1.1 Additional meetings can be called at the discretion of the Chair and/or the President.

2.2 Notice will be at least four clear working days’ notice. Notice shall be sent by electronic format to all Student Council members and shall include the time, date, venue of the meeting, agenda and papers.

2.3 Papers relating to an item of business circulated after the agenda may be tabled at the meeting subject to the approval of the Chair. Items for any other business should be discussed with the Chair in advance of the meeting. The Chair should inform the meeting of the items to be discussed at the start of the meeting. New items may be added to any other business once the meeting has commenced at the discretion of the Chair.

2.4 Meetings must be conducted in accordance with the powers outlined within the Memorandum of Association and regulations, the law, Union policies and procedures.

2.5 Decisions shall be made by majority vote, unless stated differently in the Memorandum of Association or bye-laws. The Chair shall not have a vote in the meeting but may in the case of an equal amount of votes for and against have the casting vote.

2.6 Quoracy shall be 50% plus 1 of elected Student Council Members.

2.7 Student Council is subject to administrative oversight from the Board of Trustees.

3 Standing Agenda of Student Council

3.1 Welcome and apologies

3.2 Confirmation of matters for any other business

3.3 Agree the accuracy and approve the minutes of the last meeting

3.4 Note any matters arising from the minutes not covered on the agenda
3.5 Note any conflicts of interest with the Chair.

3.6 Items specially brought forward by the chair

3.6 Executive Officer Reports

3.7 Items/papers/policies to receive, consider, discuss and approve

3.8 Note items for information

3.9 Any other business and date of the next meeting

4 Role of the Chair

4.1 To ensure that Student Council fulfils its responsibilities including following the direction of Union General Meetings.

4.2 On behalf of Student Council to invite the Chief Executive or other Union staff member as agreed with the Chief Executive to attend a Student Council meeting.

4.3 To ensure arrangements are in place for minutes to be taken of the meeting by a Union staff member.

4.4 To ensure arrangements are in place for the agreed minutes to be published and available to members

4.5 To receive complaints about the conduct of the Executive Committee on behalf of the Union Council /Board of Trustees.

4.6 Student Council shall elect a member of Student Council to be the Deputy Chair of Student Council at their first meeting of the year.

4.6.1 The Deputy Chair will resume the role of Chair if the Chair is absent, they have a conflict of interest of that item or the members of meeting have removed the chair with a 75% majority vote.

5 Membership

3.1 The membership of Student Council shall consist of three members elected from each School of the University and an independent elected chair.

3.1.1 All members shall be elected in accordance with Bye-Law 4 Elections.

3.2 Members of the Executive Committee cannot also be members of Student Council.

3.3 All Student Members of the Union can attend, submit motions and participate in debate at Student Council, but only members of Student Council can vote.
Bye-Law 10: Student Policy and Meeting Arrangements

1 Chairing of Meetings

1.1 Chairs and Deputy Chairs of all Union Committee Meetings (except where stated elsewhere in the bye-laws) shall be elected annually at the first meeting of the committee.

1.2 Before the meeting the Chair shall:

(a) Have an understanding of the powers of the meeting they are responsible for;
(b) Be familiar with the policy associated with the committee;
(c) Liaise with the President / Chief Executive or relevant Union staff member on the composition of the agenda to ensure the scheduling of any operational business requirements;
(d) Meet with the contributors to the agenda and have knowledge of the topic under discussion.
(e) Ensure they have a knowledge of any governance, legal or operational matters related to the topic under discussion;
(f) Use judgement and consult where necessary to ensure the agenda is prioritised to allow time for more important business;
(g) Ensure that enough time is allowed to complete the meeting within the time posted in the notice; and
(h) Ensure that contributors whose business was not included in the agenda are given a full reason in writing as to why it has not been included.

1.3. During the meeting the Chair shall:

(a) Confirm the quoracy requirements of the meeting;
(b) Be impartial and shall not participate in debate;
(c) Ensure the meeting adheres to the time allowed;
(d) Advise the meeting when required on the relevant law, the terms of reference for the meeting, the Memorandum of Association, bye-laws and regulations, Officer Staff protocols and procedural motions as required;
(e) Ensure the meeting is orderly;
(f) Ensure that equal opportunities policy and procedures are followed in all aspects of the servicing of the meeting;
(g) Ensure that standing orders and the order of debate are followed;
(f) Have the power to suspend a meeting for 5 minutes if its conduct becomes disorderly;
(h) Shall ensure an equitable time allocation is given for arguments for and against a motion;
(i) Shall ensure only one speaker is speaking at a time;
(j) Shall encourage those who have not contributed to a meeting to participate, while maintaining impartiality in encouraging contributions from all sides;
(k) Shall not permit more than one motion amendment or procedural motion to be placed before the meeting concurrently;
(l) Shall move procedural motions along when there is no dissent;
(m) Shall have the power in consultation with the meeting to introduce a time-limit on matters under discussion; and
(n) Shall have the power to move the meeting to a vote.
2 **Order of Debate**

2.1 When considering any policy motion or proposal, the order of speeches shall be:

(a) A speech for the proposal
(b) A speech against the proposal
(c) An equal number of speeches for and against the proposal;
(d) Speeches around the proposal
(e) A speech summating on the proposal

2.2 The Chair shall ensure that the debate is fair. The Union will produce further guidelines to support a balanced debate.

3 **Procedural Motions**

3.1 A procedural motion may be moved between speeches by one member.

3.2 Procedural motions shall have priority over all other business. No new procedural motion may be moved while a procedural motion is being considered.

3.3 Procedural motions should be accompanied by a speech of not more than one minute, for and against the procedural motion followed by a vote.

3.4 The following procedural motions shall require a simple majority to be effected:

(a) That the meeting move immediately to the summation and the vote on the main motion or amendment.
(b) That specified points of an item or motion be debated and/or voted on in parts.
(c) That specified points of a report be rejected and/or referred back to be rewritten and resubmitted to the next meeting.
(d) That a meeting move into closed (not in camera) session, an instruction or non-committee members to leave the meeting.

4 **Student Policy**

4.1 The Union will produce a guide detailing how all policy should be submitted. Policy not submitted following this guide will not be accepted.

4.2 All policy must be proposed by at least one Student Member.

4.3 All policy must clearly set out what the policy is trying to achieve.
Bye-Law 11: Union Student Groups

1 General

1.1 The Union will have at least three categories of student groups including Societies, Student Media Outlets and Raise and Give (RAG) Groups.

1.2 In addition to this bye-law, there will be regulations which support the running and oversight of all student groups. These regulations will be reviewed annually and approved by the Executive Committee.

1.3 The Union will provide support to student groups to help them deliver their aims and objectives.

2 Definitions

2.1 Society A society is an affiliated student group who work towards achieving agreed aims and objectives.

2.2 Student Media Outlet A student media outlet is an affiliated student group whose core aim is to produce student media.

2.3 Raise and Give (RAG) Group A RAG Group is an affiliated student group whose core aim is to raise funds for charity.

2.4 Regulations Each category of student group has a set of regulations providing more detail on how students groups operate.

2.5 Appropriate Staff Member(s) Members of Union staff responsible for supporting student groups as defined by the Chief Executive.

2.6 Board Each student group category will have a Board of elected Student Members from within those student groups who will oversee funding and other matters defined in the bye-laws and regulations. Each Board will be supported by an appropriate staff member.

2.7 Student Group Constitution All student groups will have a constitution which sets out the core aims and objectives.

3 Affiliating a Student Group

3.1 Members of the Union can apply to affiliate a new student group in accordance with the relevant regulations.

3.2 New student groups must have:

(a) A set of core aims and objectives that do not duplicate with another activity or service already provided by the Union or another student group. This shall be set out in the student groups constitution.
(b) At least three founders who can perform the duties of the student group organisers until such time as the student group leaders and other officers can be elected.
(c) A minimum number of members within an agreed period of time.

4 Maintaining affiliation

4.1 Student groups must demonstrate that they are active to maintain affiliation to the Union.

4.2 All student groups must meet the following requirements to be deemed active:

(a) Annually elect its three student group leaders.
(b) Have an up to date constitution that is reviewed annually.
(c) Be able to demonstrate the student group is working towards its aims and objectives as defined in its constitution.
(d) Comply with all finance, health & safety and other requirements as deemed appropriate by the Union.
(e) Maintain a credited subs and grants account.
(f) Ensure there are a sufficient number of members as defined in the regulations.

5 Disaffiliation

5.1 The Vice President Activities and Development or the relevant student group Board, with guidance from the appropriate staff member may disaffiliate or suspend some or all of the support given to a student group upon evidence of one or more of the following:

(a) It being inactive for a period of 4 months or longer.
(b) There being financial mismanagement.
(c) There being a violation of the Union's Memorandum of Association, Bye-laws, Regulations and Policies.
(d) A contravention of their own Constitution.
(e) Not attending compulsory training.

5.2 Upon Disaffiliation, or suspension of support, the student group has ten working days within which to appeal to the President of the Union. The Union President or nominee will then have the responsibility for conducting an investigation into the appeal. This evidence will then go to the next meeting of the Executive Committee, to which the Society concerned will be allowed to also present their case. The Executive Committee will then decide one of three options:

(a) To lift the suspension.
(b) Continue the suspension.
(c) Disaffiliate the student group.

5.3 If the Executive Committee decides to lift the suspension, then the student group must enter a trial period to demonstrate they are active in accordance with this bye-law. This trial period shall last until the next meeting of the Executive Committee.

5.3.1 At the end of the trial period if the student group is considered active the suspension will remain lifted, if the student group has not proven to be active they will automatically be disaffiliated from the Union.
6  Members

6.1 All Student Members of the Union can be full members of any student group and stand to be an elected student group leader.

6.2 All Associate Members of the Union can hold associate membership of any student group.

6.3 Each category of student group will have a required minimum number of Student Members which needs to be achieved by a set deadline as defined in the relevant regulations.

6.4 The minimum membership fee to join a student group is £1 and must be purchased through the Union, unless stated in the regulations.

6.5 The Union will maintain an up to date record of memberships sold for each society. The membership lists held by the Union are definitive.

6.6 Student group members must adhere to the Union’s Memorandum of Association, bye-laws, regulations and policies. Student group members deemed to be in violation of these may have their student group membership removed by the student groups committee without refund of the membership fee.

6.6.1 A student group member wishing to appeal having their membership removed can make a complaint in accordance with Bye-Law 13 Complaints and Disciplinary Procedure.

7  Elected Student Group Leaders

7.1 All student groups must annually elect at least three student group leaders to the positions listed in their relevant regulations.

7.2 The Union will communicate to all student groups the process and timeline for which these elections must take place.

7.3 The position of an elected student group leader will be vacated if:

(a) They are no longer a Student Member of the Union.
(b) They resign.
(c) They do not perform the responsibilities detailed in this bye-law, the relevant regulations and their student group Constitution.
(d) They violate the Union's Memorandum of Association, bye-laws, regulations or policies.
(v) A motion of no confidence is passed by a two thirds majority of the student groups members at a General Meeting.

7.3.1 The Vice President Activities and Development with support from the appropriate staff member is responsible for removing elected student group leaders in accordance with the reasons stated in 7.3.

7.3.2 When an elected student group leader position is vacated an election shall be called at the earliest convenient time to appoint a new student group leader.
7.4 Student group leaders will normally be in office from the 1 August to 31 July unless stated differently at the point of election.

7.5 The elected student group leaders and other positions defined in the individual student groups constitution should form the committee for the student group.

8 Student Group Management and Activities

8.1 All student groups must have a constitution that sets out the student groups core aims and objectives, the elected student group leader positions and other requirements set out in the relevant regulations.

8.2 The Union will provide a template constitution for each category of student group. Where student groups do not use the template constitution they will need to seek guidance from the appropriate staff member and approval from the Board for any deviations.

8.3 All student groups are required to have at least one General Meeting a year, to be known as their Annual General Meeting.

8.3.1 The student groups constitution will detail how General Meetings should be run, including the quorum, how a meeting can be called and the role responsible for being Chair.

8.3.2 Motions must be passed by 50% + 1 members present unless stated differently in this bye-law or supporting regulations.

8.4 The Union will provide a comprehensive program of training for student group leaders. Those sessions that are stated to be compulsory require student group leader's attendance to maintain support from the Union, such as accessing space and funding.

8.5 The Union will provide space for every student group on the Union website. Student group leaders are responsible for ensuring the information is up to date and accurate. In addition, student groups are allowed to have their own external website which will be reviewed and approved by the appropriate staff member in accordance with the regulations, but the Union will not provide funding for this.

8.6 The Union will support student groups to promote their student group and activities on campus. Student groups must follow all guidance provided by the Union.

8.7 Student groups must adhere to University regulations, including freedom of speech.

8.8 The Vice President Activities and Development shall have the power to act in the interests of student groups members on all student group related business in the absence of a student group committee. This shall normally be:

(a) To establish an elected committee by organising elections
(b) To aid recruitment of new members so that a committee election may take place.
(c) To undertake essential administrative tasks.

8.9 Any recognised student group may undertake charitable fundraising with the prior authorisation of the Union. All such fundraising will be in accordance with the Union financial procedures.
8.10 Student groups must comply with all relevant legislation and health & safety requirements.

8.11 Student groups must ensure their activities are appropriately insured.

8.12 Student groups must never sign contracts. Contracts shall be signed by the Chief Executive or their nominee.

8.13 Student groups working unsupervised with children or vulnerable adults will complete a Disclosure and Barring Service (DBS) Check. Members with an existing DBS Check will show this to the appropriate staff member for review.

8.14 All student group affiliations must be compliant with Bye-Law 11 Affiliations.

8.15 Student Media Outlets may:

(a) Expect freedom of expression without undue interference;
(b) Report on any issues that are of interest to members, and to make fair comment on any such issues;
(c) Be a legitimate method to communicate the work of the Elected Officers, positive or negative to members;
(d) Access all open and public Union meetings, and to publish a report on the content of such meetings;

8.15.1 All student media must comply with the publishing policy. This includes media produced by all categories of student groups.

9 Finance

9.1 Student Groups will have a subs account and a grants account.

9.1.1 The subs account is for income generated through membership fees, external sponsorship, event income and other income that has not come from the Union. Funds in the subs account will annually carry forward to the next financial year.

9.1.2 The grants account is for funds provided to student groups by the Union. Funds in the grant account will not carry forward to the next financial year.

9.2 The Union’s Board of Trustees will annually approve funds to be spent on furthering the aims of student groups. This figure may change during the year in exceptional circumstances.

9.2.1 Each category of student group will have a set amount of funding with individual criteria of how that funding can and cannot be used.

9.2.2 The relevant student group Board will be responsible for allocating the agreed funding in accordance with the process set out in their regulations. Where a Board is not able to meet the Vice President Activities and Development with support from the appropriate staff member can allocate funds.

9.2.3 Any student group that is deemed active can apply for funding from their relevant student group Board. The process for applying for funding is defined in the regulations. Student groups that have not received funding within the academic year will receive priority.
9.2.4 A student group cannot bid for funding from more than one Board.

9.2.5 Awarded funding from the Union which has been unspent within an agreed timeframe may be redistributed by the Union to other student groups.

9.2.6 The Union will not allocate funds for:
   (a) Retrospective bids.
   (b) Donations or affiliations to either a charity or a political body.
   (c) Ultra Vires spending.

9.2.7 The Union will not normally allocate funds for alcohol, soft drinks and food.

9.3 Student groups are not permitted to operate an external bank account in any circumstances.

9.4 Student groups are subject to VAT in accordance with relevant legislation.

9.5 All student group income, from whatever source, must be paid into the Union as soon after receipt as possible where it will be credited to the student groups subs account. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the student groups records.

9.6 Sponsorship contracts should not conflict with the Union's Memorandum of Association, bye-laws, regulations or policies. All sponsorship contracts need to be authorised by the Union.

9.7 If a student group is left dormant for more than 18 consecutive months any balance in the student groups accounts will be transferred to the general fund for allocations to student groups.

9.7.1 If a new student group is affiliated with a similar name and aims, then the relevant Board will make a decision whether this is the continuation of the former student group and whether the funds will transfer to the new group.

9.8 All expenditure by a student group must be compliant with the relevant regulations.

10 Student Group Boards

10.1 Each category of student group will have a Board of elected student group members to oversee the running of that category of student groups. At least the following boards will exist:
   (a) Societies Board
   (b) Student Media Board
   (c) RAG Board

10.2 Members of the Boards will be elected in a fair and democratic way in accordance to guidance distributed annually by the Union.

10.3 The purpose of each Board shall be:
   (a) To review and affiliate new student groups that are relevant to their category.
(b) To review funding applications and award funds in accordance with the regulations and available funds.
(c) To recommend to the Executive Committee amendments to the relevant groups regulations.
(d) All other responsibilities as defined in this bye-law and supporting regulations.

10.4 The quorum for each Board shall be 50% + 1 of all members.

10.5 All Boards report to the Executive Committee.

11 Complaints and Disciplinary

11.1 All complaints and disciplinary matters will be dealt with under Bye-Law 13 Complaints and Disciplinary Procedure.
Bye-Law 12: Affiliations

1 Affiliating to an External Organisation

1.1 The Union can affiliate to an external organisation through a two-thirds majority vote in either a:

(a) Student Members' Meeting;
(b) Student Council; or
(c) Referendum.

1.2 Members of the Union can request to affiliate to an organisation by submitting a motion to the appropriate meeting or following the regulations in the Bye-Law 2 Referendums.

2 Student Group Affiliations

2.1 Student groups of the Union can affiliate to external organisations, including political and religious organisations.

2.2 All affiliations must be approved by a two-third majority vote at the student groups General Meeting.

3 Board of Trustees Responsibilities

3.1 The Board of Trustees may override any decision to affiliate to an external organisation, if the Trustees consider it (in their absolute discretions):

(a) Has or may have any financial implications for the Union;
(b) Is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
(c) Contravenes the charitable aims and objects of the Union;
(d) Does not further the aims of the student group; or
(e) Will or may otherwise affect the discharge of any or all of the responsibilities referred to in the Articles.

4 Notice of Affiliations

4.1 Notice of new affiliations shall be made available on the Union's website stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.

4.2 The Union shall make available annually to all members and the College Council a report containing a list of all external organisations to which the Union is currently affiliated to together with details of subscriptions or similar fees paid and donations made during the past year.

5 Review of Affiliations

3.1 The Union shall annually submit to its members for approval a list of all affiliations including those of student groups to external bodies through either a:

(a) Student Members’ Meeting; or
(b) Referendum.

3.2 Student Members of the Union may call a referendum on the question of continued affiliation to any particular organisation in accordance with the referendum bye-law.
Bye-Law 13: Complaints and Disciplinary Procedure

1 Complaints

1.1 In accordance with the 1994 Education Act, this is the Unions complaints procedure.

1.2 All Student Members, Associate Members, opted-out students and others involved with the Union can make a complaint if they are dissatisfied with their dealings with the Union or claim to be unfairly disadvantaged as a result of opting out of the Union.

1.3 If a member has a complaint about the services of the Union which they feel they can take up informally, without raising a formal complaint using this procedure, with a view to its being resolved quickly, they are encouraged to do so. For example, they are encouraged:

(a) to take up any complaint they may have in relation to the Union’s operations, initially with the relevant service manager and, if necessary, with the Union’s Chief Executive;
(b) to take up any complaint they may have in relation to other Union services, initially with the Executive Officer responsible for the service or the Chief Executive;
(c) to take up any complaint they may have in relation to Student Council, initially with the Chair of Student Council; and
(d) to take up any complaint they may have in relation to any of the Union’s student groups, initially with an elected leader or the committee of the student group concerned or a relevant Union staff member.

1.4 If, for any reason, a member feels unable to make a complaint informally as referred to above, or they are dissatisfied with progress or outcome of making a complaint informally, they may make a formal complaint.

1.5 This procedure does not apply to complaints about the University, its services or University personnel. If a member has such a complaint relating to the University, please refer to the University’s complaints procedures.

1.6 The Union has a number of other procedures which may need to be followed in relation to a complaint, or which may be more appropriate for dealing with that complaint. In particular:

(a) This procedure does not cover complaints about the conduct of elections. If a member has a complaint about elections, it should be made in accordance with the Bye-Law 4 Elections.
(b) If a complaint relates to the performance of elected Executive Officers in relation to their duties and responsibilities as provided for in the Union’s bye-laws, or to the performance of the Trustees in relation to their duties and responsibilities as provided for in the Union’s bye-laws and/or in the Union’s Memorandum or Association, this will normally be considered under such Bye-laws and/or Articles. If a member has such a complaint, and they are not clear how to take it forward, they should seek the advice of the Chair of Student Council or, where the complaint relates to a Trustee, the Deputy Chair of the Board of Trustees.
(c) If a complaint concerns a member of staff of the Union, this may need to be considered under the University employment disciplinary procedures. If a
member has such a complaint, and they are not clear how to take it forward, they should seek the advice of the Union President.

If a member feels unable to seek advice from an individual specified above, because their complaint relates to or concerns that individual, or for any other reason, they should seek advice from the Chief Executive.

2 Complaints Procedure

2.1 If a member wishes to raise a formal complaint they should do so by emailing the Union President, or, if the complaint relates to or concerns the President, by emailing one of the Vice Presidents. Please note, for the purposes of the following provisions, if a member’s complaint relates to or concerns the Union President, all references to “the President” should be read as references to “the Vice President.”

2.2 A complaints form will be made available on the Union website and must at least include:

(a) the nature of the complaint;
(b) details of the circumstances in which it has arisen;
(c) details of any steps taken so far to have the complaint dealt with; and
(d) details of the steps the member considers should be taken to deal with the complaint.

The Member should also attach to their e-mail or otherwise clearly identify any documents they wish to be taken into account in the consideration of their complaint.

2.3 On receipt of a complaint, the President will respond to the Member within 10 working days setting out how complaint will be considered.

2.4 The President will consider requests for confidentiality in dealing with a complaint but an anonymous complaint or anonymous contributions cannot be considered.

2.5 The President may deal with the complaint as they consider appropriate in all the circumstances. In particular:

(a) the President may investigate the complaint himself/herself; or
(b) may refer the complaint for investigation to another individual on their behalf or to a Disciplinary Panel; or
(c) may refer the matter to be dealt with under other Union procedures as referred to above.

2.6 In case of referral to be dealt with under any other Union procedure, it may not be possible deal with a complaint within a specific time but the member will be kept informed of the anticipated timescale.

2.7 In the course of any investigation of the complaint the President may, but need not, invite the member to a meeting with him/her and/or other specified individuals to discuss the member’s complaint.

2.8 If the matter has not been referred to be dealt with under any other Union procedure as referred to above, the President will take a decision in relation to the complaint and notify the member by email of such decision by no later than 20 working days of the complaint being received, or by such later reasonable time notified to the member.
2.9 If the member is dissatisfied with the President's decision in relation to their complaint, they may apply for a review of the decision by a reviewer in accordance with the procedure set out below.

2.10 If the matter has been referred to be dealt with under any other Union procedure as referred to above, the member will be notified of the final decision under that procedure, which will be treated as the outcome in relation to the member’s complaint, and the member will not be entitled to any review by the Review Panel in relation to it.

3 Complaint Review

3.1 If a member is dissatisfied with the decision relating to their complaint, they may apply within 10 working days for a review of that decision.

3.2 A request for a review should be sent by email to the Deputy Chair of the Board of Trustees headed Request for Review of Complaint Decision and should set out:

(a) details of the original complaint;
(b) details of the complaint decision; and
(c) details of why the member considers the decision should be reviewed.

3.3 The Member should also attach to their e-mail or otherwise clearly identify any documents they asked to be considered in relation to their complaint and any further documents they consider relevant to the review.

3.4 As soon as practicable after a request of review the Deputy Chair of the Board of Trustees or another Lay Trustee will review the complaint. This person must have had no significant involvement in investigating the initial complaint.

3.5 The reviewer may, but need not, invite the member to attend a part of their meeting to discuss their request for a review.

3.6 In considering the request, the reviewer will review all aspects of the complaint and the process by which it has been dealt with and may decide to uphold or vary the complaint decision on such terms as they consider appropriate.

3.7 The decision of the reviewer will be notified to the member by the Deputy Chair of the Board of Trustees by e-mail within 5 working days of the review taking place (or within such later reasonable period notified to the member). The reviewer’s decision will be final for the purposes of all Union Procedures.

3.8 If the complainant is dissatisfied with the complaint review they can refer their complaint to the University for an independent review.

4 Disciplinary Arrangements

4.1 Where a complaint is referred to a Disciplinary Panel by the President or the complaint is about an individual the Board of Trustees shall have the power to establish a Disciplinary Panel and a Disciplinary Appeals Panel to consider complaints made by any person against a Student Member, Associate Member or opted-out student of the Union or any Union office holder.
4.2 It shall include complaints based upon:

(a) Misconduct on Union premises or at events or activities organised by the Union elsewhere;
(b) Misconduct on premises of organisations associated with the Union under reciprocal or other agreements;
(c) Any form of personal harassment and or bullying; or
(d) Actions contrary to the Memorandum of Association, bye-laws, regulations and values of the Union

4.2.1 In addition, in the case of remunerated Office holders that they fail to perform in line with the terms and conditions of their employment contract.

5 Disciplinary Panels

5.1 Disciplinary Panels shall have the power to:

(a) Dismiss the complaint.
(b) Issue a verbal or written warning.
(c) Request a verbal or written apology.
(d) Direct an office holder to complete a specified undertaking.
(e) Exclude any persons from the Union premises permanently or for a specified time.
(f) Exclude any persons from Union activities or services permanently or for a specified time.
(g) Revoke membership of the Union or any student group permanently or for a specified time.
(h) Revoke or restrict powers of an office holder permanently or for a specified time.
(i) Remove an individual from office.
(j) Revoke any privilege, benefit or entitlement created under the Memorandum of Association and bye-laws permanently or for a specified time.
(k) At the request of the Chair suspend any powers, rights or privileges, access to premises, services or activities for a reasonable specified time, while an investigation takes place.
(l) Refer the matter to the University for further disciplinary action or the police for investigation.

5.2 The membership of a Disciplinary Panel shall include:

(a) Three Trustees, one of which shall be Chair.
(b) An external who is not a member of the University community.

5.3 No member of the panel shall have been involved with the matter under consideration.

5.4 The Chief Executive shall be an advisory non-voting member of the panel.

5.5 The Disciplinary Panel shall normally be convened within fifteen working days of the written complaint being received by the President.

5.6 The Chair of the Disciplinary Panel shall ensure that the complainant and respondent are advised in writing of the time and place of the Panel meeting, and of their right to provide any written statements, evidence or witnesses.
5.7 It shall be the responsibility of the complainant and respondent to make arrangements for the attendance of any witnesses that they wish to call.

5.8 Any written statements, evidence, and names of witnesses who are to be called, shall be given to the Chair of the Disciplinary Panel five days prior to the hearing and should be made available to the complainant, respondent and members of the Disciplinary Panel no less than three days prior to the hearing.

5.9 If the complainant or respondent fail to attend the hearing, the Discipline Panel may proceed to consider the complaint in their absence.

5.10 The panel shall operate in accordance with the following procedure:

(a) The Panel shall introduce themselves.
(b) The Chair shall outline the procedure.
(c) The complainant shall present details of the complaint and their witnesses.
(d) The respondent and the panel shall have an opportunity to question them before each witness leaves.
(e) The respondent shall present their response and their witnesses.
(f) The complainant and the panel shall have the opportunity to question them before each witness leaves.
(g) The complainant shall be given the opportunity to make a final statement.
(h) The respondent shall be given the opportunity to make a final statement.
(i) The complainant and respondent leave the hearing.
(j) The panel will decide on the outcome.
(k) The chair will close the hearing.

5.11 The complainant and respondent shall be given written notification of the Panel’s decision within 3 working days of the meeting, and of their right to appeal against that decision.

6 Disciplinary Appeal Panels

6.1 The complainant or respondent may appeal against the decision of the Disciplinary Panel on the following grounds:

(a) There was procedural impropriety in the original hearing;
(b) That the decision of the panel was irrational or illegal;

6.2 Notice of appeal, specifying on which of the above grounds the appeal is made, should be given in writing to the Secretary of the Board of Trustees within ten days of notification of the panel decision.

6.3 The Secretary of the Trustee Board shall refer the appeal to the Disciplinary Appeal Panel.

6.4 Disciplinary Appeals Panels shall have the power to consider the appeal only based on the grounds stated in 6.1. The disciplinary panel may:

(a) Overturn all or part of the decision of the Disciplinary Panel.
(b) Upheld the decision of the Disciplinary Panel.

6.5 The Disciplinary Appeals Panel shall include:

(a) At least two appointed trustees; one of whom shall chair;
(b) One external member who is not a member of the University community

6.6 A University staff member may act in an advisory and non-voting capacity.

6.7 No member of the panel shall have been involved with the matter under consideration.

6.10 The panel shall operate in accordance with the following procedure:

(a) The Panel shall introduce themselves.
(b) The Chair shall outline the procedure.
(c) The complainant shall present details of the grounds for appeal.
(d) The Chair of the original panel shall be the respondent.
(e) The Panel shall question both the complainant and respondent.
(f) The complainant shall be given the opportunity to make a final statement.
(g) The respondent shall be given the opportunity to make a final statement.
(h) The complainant and respondent leave the hearing.
(i) The panel will decide on the outcome.
(j) The chair will close the hearing.

6.11 The complainant and respondent shall be given written notification of the Panel’s decision within three working days of the meeting.

6.12 The decision of the Appeals Panel shall be final.

6.13 If the complainant is dissatisfied with the complaint review they can refer their complaint to the University for an independent review.

7 General Arrangements for Disciplinary panels

7.1 The Panel shall be empowered to require the complainant and respondent to attend and make a statement regarding the complaint, except in cases of individual harassment or attack where the complainant may be granted the right to make a written statement only.

7.2 The Chair may request additional information from the complainant or respondent in advance of a hearing.

7.3 Student Members may be accompanied by, or represented by, another Student Member or a member of Union staff/volunteer Adviser acting as their representative at Panel hearings.

7.4 The summary of proceedings shall be confidential to Panel members, complainants and respondents. The decision of Panels may be published in such way as the Board of Trustees determine.

7.5 Should the requisite number of trustees not be available the board may delegate this function to individuals with appropriate sector knowledge who are not members of the University Community.

7.6 A record of proceedings and the decision of the Panel shall be recorded by a member of Union staff, who shall attend the Panel. Minutes shall be available to the complainant and respondent on request.
7.7 The Chair shall normally consult with the Trustee Board Secretary before suspending any powers, rights or privileges, access to premises services or activities for a reasonable specified time, while an investigation takes place. The respondent shall be given written notice outlining the reason for this suspension within three working days of the suspension taking effect. There shall be no appeal to this suspension.

7.8 The decision of the Disciplinary Panel shall be deemed upheld until the outcome of the Disciplinary Appeal panel is resolved.

7.9 If any member breaches the terms of any exclusion from premises, services or activities of the Union, the Chair of the Disciplinary Panel shall be empowered to:

(a) Extend the exclusion for a period not exceeding the full length of the original exclusion; or

(b) Refer the matter to the University for consideration under the University Discipline Regulations.

7.10 The Panel’s meeting shall be held “in camera” except for the presence of those presenting evidence at a given moment.

7.11 In the case of a motion of no confidence a resolution to remove an officer from post shall not be considered by the Disciplinary Committee unless the Officer concerned has been given at least 14 clear days’ notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard.
Bye-Law 14: Amendments to the Memorandum of Association and Bye-Laws

1 Reviewing and Amending the Articles

1.1 In accordance with the process set out in Article 7, the Articles shall be reviewed at intervals of not more than five years.

1.2 The Board of Trustees will ensure students have at least 7 days to submit amendments to the proposal in accordance with Article 7.2.2.

2 Reviewing and Amending the Bye-Laws

2.1 In accordance with Article 47, the Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with these Articles.

2.2 In the event that a Bye-Law is made, repealed or amended it requires the majority approval of a quorate Student Council and in accordance with the arrangements set out in the Memorandum of Association for the Board of Trustees.