

Student Council

Agenda

4pm Wednesday 17th of November 2021 | BLG07 & MS Teams

	Item	Paper Ref:	Lead:
1.	Welcome and Apologies	N/A	Chair
2.	Election of a Deputy Chair	N/A	Chair
3.	Minutes As this is the first meeting, there are no minutes to approve.	N/A	Chair
4.	Declarations of Interest To consider interests already declared and any further declarations of interest	N/A	Chair
5.	Confirmation of Items for Any Other Business	N/A	Chair
6.	Items specially brought forward by the Chair To note any items brought forward by the Chair	N/A	Chair
Executive Officer Reports			
7.	Full-Time Officers To note the videos and written reports submitted by the Full-Time Officers.	SC-001	FT Officers
8.	Part-Time Officers Written reports submitted by Part-Time Officers	SC-002	PT Officers
Items for Decision			
9.	Oppose PREVENT - Students Not Suspects	SC-003	RJ
10.	A new democratic structure for City Students' Union	SC-004	FT Officers
Items for Information			
11.	Student Members' Meeting	N/A	AW
Any Other Business			
12.	Any Other Business To consider any other business notified earlier	N/A	N/A
13.	Date and Time of Next Meeting 9 th of February 2022, 4pm	N/A	Chair

Secretary – Raquel Marques, Representation and Democracy Coordinator

Chair's Support – Angelo Weekes, Representation Manager

SC-001

Name: Shaima Dallali

Officer Role: SU President

- **Mental health and wellbeing:** I have finalised the 'Accessible Mental Health report' which focuses on the barriers faced by BAME students in accessing the mental health services. Moving forward, I will be working with the mental health services looking at cultural competency and visibility of the services. I am also working on a yearlong mental health campaign addressing the stigmas around mental health and have identified different communities that may be vulnerable to mental health. I will be working with colleagues to start a video series targeting the experiences of the communities identified. We will be starting in Movember, to address men's mental health.
- **Decolonise City:** The sabs have launched our '[decolonise City](#)' campaign which aims to centre Black and minoritized students at the heart of our institution. The campaign aims to bring to light a decolonial perspective, which we believe is essential to anti-racist work and take a systemic approach for a systemic problem. We will be focusing on 3 areas: Education, social and support services.
- **Decolonisation at City:** I have been invited to sit on the 'decolonisation at City' workshop group which includes representatives from all Schools, and support services to bring together the work done on an institutional level around decolonisation and join in the efforts.
- **Sexual violence support:** I have released a [statement](#) addressing the increase in spike drinking. I have expressed concerns around safety to the University and we have decided to create a task and finish group with the University, which will include all appropriate parties, to discuss how we can make campus, especially, City bar, safer for our students. We have also suggested improvements to the 'You Report, We Support' tool to make it student friendly and easy for students to use.
- **COP26:** I have released a [joint statement](#) with University President, Anthony Finkelstein, addressing climate change and COP26.
- **Support Services on campus:** Many students have complained to us about the lack of visible support services. We know that students are on campus and expect for support services to be open and visible for students. I have been working with and lobbying the University to increase the presence of our professional support services so students can easily access them.

Name: Shahd Haj Khalil

Officer Role: VP Community and Wellbeing

What are your priorities for this year?

- Increased Awareness of Mental Health & Support - **Run a mental health awareness month.** Designed to increase awareness of different mental health difficulties and signpost students to services, **Ensure the University creates an excellent Mental Health Strategy.**
- Improving student experiences – continue to work on how to decolonise City to improve BAME experiences, our offer to societies to make the Union more personable – speaker policy. Make sure International Students have a good experience at City in a hybrid teaching year.
- In House' City campaign - working with the TU's to bring the cleaning and catering staff in-house and supporting them in their rallies/petitions.
- Improve the Union's Student Media offer. working with staff and students to create something that students love and recognise.

What have you been up to so far?

- Black History Month (BHM): This October, I had the opportunity to organise Black History Month and produce content for students and staff. During the month, we created different materials to highlight key events and individuals in the course of Black History. This was displayed around the university for students to view and appreciate. Not only did we have heavy social media coverage in which you can view on our Instagram @cityunisu, we planned an amazing panel event on 'how to decolonise City' where different members from the institution such as deans from various schools and our very own president contributed their unique perspectives to how we can go about achieving this.
- Islamophobia Awareness Month (IAM) November campaign: I have been planning and working to carry out IAM to ensure students are educated on the different issues impacting Muslims in the UK. We have also been eager to highlight the different ways in which students and individuals contribute to student experience and other sectors of society. I have partnered with City's library to showcase various books that celebrates Islamic history and significant authors.

What would you still like to achieve?

- Working on improving student experiences through the mental health strategy to ensure its adaptable and accessible
- Provide staff and students with mental health training to ensure they are equipped with the necessary resources
- Support cleaning and catering staff during their efforts to achieve equal rights
- Improve student experiences and work with societies consistently
- Plan tangible and effective ways to improve BAME experience – Decolonising City

Name: Ruqaiyah Javaid
Officer Role: VP Education

- Islamophobia Awareness Month (IAM) November campaign: I am working to ensure that IAM is a successful month in which students learn more about Islamophobia as a significant issue affecting Muslims in the UK and that our events go forward. I am drafting our #OpposePREVENT IAM content, ensuring that it is accessible to students and available on time. I have also been organising for a Muslim History Bus Tour, covering little known Muslim historical sites in the City of London, to take place during IAM. Despite the challenges associated with this so far, I hope it is something that students will really enjoy. It will take place on Friday 19th November, 14:00-18:00 from Northampton Square. Tickets are limited and I hope to see you there! Our other IAM events can be found on our Instagram page @cityunisu so follow us to keep up with our other planned events and informative pieces!
- I am taking part in the Presidential Sprint for Programme Approval and Review Committee (PARC) which is reviewing the process that City uses to amend and create new Programmes, with the view to make this process faster, easier and more student friendly. In the discussions, I emphasised the importance of involving the student perspective when creating or changing programmes, which has led to the University's commitment to create a shadow board made up of students, so that they will be more involved in the process. I will push for these students to be financially reimbursed for their time and efforts. I also pushed for decolonised content to be a criterion against which the programme is evaluated, which links to our [Decolonise City campaign](#).
- I have been lobbying the University to improve the timetabling and module selection processes at City, as this is something that students have been coming to us with complaints about, alongside feedback from the Check In calls around registration issues in September. The SU will be conducting a survey with students to demonstrate their opinions on the importance of early module selection, which will then be used to lobby the University to improve these processes.
- I have also been meeting regularly with the University staff: this includes the President, Deputy President, College Secretary and QUAD to discuss several issues affecting students, especially in relation to Term 2 teaching arrangements and ensuring that those are in the best interests of students. As a standing item, I have been working with and supporting your SRO's to understand what the main student concerns are in relation to the academic experience are.
- I also supported with the SU Careers Fair that took place in the Pavilion, alongside the SU's Employability & Micro-Placement Programme Coordinator, Tyler, and the University's Careers department. The SU wants to ensure that City students have the best possible employment options post-graduation, as well as providing Micro-Placement opportunities.
- I have also been running Programme Representative training sessions, where we have had good attendance from all Schools for in-person sessions and are hoping to have similar good turn out with our online training sessions taking place next week. Reps will be able to collect the Programme Rep Handbook from the SU Welcome Desk from next week and should have received some freebies during the in-person sessions.
- We know that students are anxious to know what the in-person teaching arrangements will be for next term and I have been pushing the University to update students about this as soon as possible, as part of my manifesto campaign around timely and clearer student communications, so these updates should be provided to students before the end of November.

Student Council – Written Update

This update serves as officer accountability to your student councillors.

Name: Elaha Sayfi

Officer Role: School Representative Officer for School of Health Sciences

What are your priorities for this year?

- Clarity in studies and placements
- Promoting inter-staff communication for better online and face-to-face teaching
- Connecting students with a new '1-2-3' inter year scheme

What have you been up to so far?

Since the start of this academic year, I have been working with the university staff and the SU to make coming back to campus more comfortable for students as well as looking to what future processes may seem like.

- Towards the start, I met with Debra and other staff members at the Board of Studies meeting looking at the changes coming to SHS – we are following up this meeting this week to look at how there can be increased clarity in the introduction of SHS staff so there is greater familiarity of senior staff for students and understanding the structure of the school.
- I have also been a part of the SHS extenuating circumstances (EC) working group – looking into what amendments can be made for it to become a more seamless and approachable tool for students to use when they need submitting an EC form.
- I'm also working on the rebrand of the SHS SRO Instagram page, so we have our own platform as well to promote future events and a better communication platform for SHS students away from emails.

What would you still like to achieve?

I'd like to start gathering feedback from student reps across all SHS courses to communicate back to SHS SEC – so any issues can be resolved

Part-time officer reports submitted after the deadline:

Student Council – Written Update (this update serves as officer accountability to your student councillors).

Name: Prachi Jhaveri

Officer Role: Business Student Representative Officer

What are your priorities for this year?

1. Better Communication with the Programme Representatives
2. A Insights Day held for the business school at university
3. Hold Networking Social Events – Alumni Talks, Social Gatherings etc.

What have you been up to so far?

1. Attended the Student Experience Committee Meeting
2. Getting in contact with the Programme Representatives
3. Plans of collaborating with the International Students Officer to make an event for the business school

What would you still like to achieve?

I would really like to accomplish the Insight day/week to help students understand the application process better and have an opportunity to meet more companies for potential recruitment as that is something, I have been struggling with in my third year and have missed a lot of opportunities.

Name: Tevo Kearney-James

Officer Role: Student Representative Officer for SASS

What are your priorities for this year?

- Improve feedback and communications mechanisms within SASS
- Improve the sense of community in the school
- Give SASS students more control in the decisions concerning their City experience, including diversification of curriculum content

What have you been up to so far?

- I meet every couple of weeks with the SU and the Dean of SASS for our School Links project, informing them of changes related to the school and on student feedback.
- I've worked closely with the Associate Dean for Student Experience, Koen Sloodmaeckers. We formed, and now co-chair, the Student Experience Committee Working Group which is comprised of a student and a member of staff (student engagement leads) from each department. The group's focus is to proactively discuss actionable improvements for student experience within SASS, rather than reacting to issues presented in other forums. The Working Group meets every couple of weeks, and will be hosting the SEC Forum this year.
- I attended SASS ExCo, and I chair the Executive Committee meetings

What would you still like to achieve?

- I'll be chairing the SASS SEC Forum, working closely with the SEC Working Group to run an enjoyable and informative discussion around SASS Student Experience.
- I'll be discussing with the sabbatical officers and the Associate Dean for EDI, Diana Yeh, areas for improvement in EDI and Decolonising the Curriculum.
- Once reps are elected and trained, I'll work closely with them to see what events can improve the SASS community.
- I'd like to establish the Working Group further, so students and staff can liaise with them on experience-related matters.

Name: Purity Ajoko

Officer Role: Black Asian and Minority Ethnic Student's Officer

What are your priorities for this year?

- Address and tackle all current issues affecting BAME groups
- Address and tackle issues of racism
- Promote inclusivity and more individual engagement
- Conduct open meetings and seminars to bring awareness

What have you been up to so far?

- Hosted Black History Month Movie night event.
- Attended the Decolonisation Panel Talk Event.
- Looking to work with the EDI and RECSAT committee
- Working on creating a book session with students and staff.
- Have attended most of the meetings so far.

What would you still like to achieve?

- Looking to advance change within the school's curriculum and staff group.
 - To do extensive work and research with the RECSAT committee.
 - Still anticipating on having the Town Hall Event that will focus on covert and overt forms of racism. (Racial macroaggressions v microaggressions)
 - To host a BAME Gala next year.
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Name: Louis Sugunasabesan

Role: Ethics and Environment Officer

What are your priorities for this year?

- I'm currently on placement year, working 11 hours p/day, five days a week (Fintech start-up.)
- Only time I have to get things done are in a short window after work or on the weekend.
- I was feeling overwhelmed with the responsibilities associated with my role at the start, and if I wasn't on placement, I could've done a lot more regarding COP26 amongst other things.
- I have decided to take it one step at a time and tackle a couple of policies.

What have you been up to so far?

- I am currently working with the university's sustainability officer to 'Invest for Change.'
- This will mandate more democracy to the university's pension investments and start to see regular and more transparent accounts of City's investments. I am nearly finished drafting the policy for the 22nd of November.
- I have also drafted policy for 'free high-quality anti-viral software for students.' This mandates the availability of internet hygiene- a no brainer as a majority of university learning is done online.

What would you still like to achieve?

- Hopefully both policies are passed. In which case I will be incredibly happy. The mandates should ensure the easier passage of actions.
 - I will also be readily supporting other officers in their policy action.
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Name: Sarah Sahi

Officer Role: City Law School Representative Officer

What are your priorities for this year?

- Bring together all programme reps across the law school and hold monthly meetings to unify the Law School and address issues accordingly and effectively
- Work to bring an in-person Law Fair to help increase employability and networking opportunities for law students
- Work with the Law School student engagement team to hold more events and receptions and increase student engagement on campus
- Enhance online resources to increase accessibility across all modules
- Create more volunteering and clinical opportunities for law students by working with the Pro Bono Department and Pro Bono Society

What have you been up to so far?

Programme Reps

I've created a programme rep group chat to ensure that the voices of all programme reps across the Law School are heard. Via the group chat, I will be able to update all programme reps on issues that are being raised by the Law School, upcoming meetings and any training sessions that need to be attended. It will also allow me to be updated on any concerns Law School programs are facing and address them accordingly. I hope to meet with the programme reps once a month and give them an opportunity to submit written updates which I can then take to the BOS and SEC meetings as well as SU meetings.

Law School Events/Receptions

By working with Jane (Chair, Head of Student Experience) I hope to bring more receptions and events in the law school to increase student engagement on campus and build a better sense of community amongst the law students at City. By holding more events and receptions, students can network with their peers and staff and in turn build their connections across campus.

Create more volunteering/clinical opportunities

By working with the Pro Bono Department at City and the City Pro Bono Society, I have worked to bring volunteering and clinical opportunities to law students and streamlined the application process when applying to such opportunities. I have worked to establish partnerships with firms and organizations to bring opportunities to City students in order to increase their work experience outside of academia.

What would you still like to achieve?

In Person Law Fair

I am currently working with the SU and the Law School to bring an in-person law fair in term 2 for City Law students. By reaching out to firms and organizations, I hope to increase employability and networking opportunities for law students. Firms and organizations will have tables set up where students can approach them and learn about their specialities and the application process. This will allow students to learn about different firms they wish to apply to.

SEC Meetings

Work with Josephine and Jane to bring written reports from all program reps to future SEC meetings to ensure that all elected reps are adequately representing their programs.

Law related Societies

Work on establishing a better relationship amongst the law related SU societies and ensure that societies are doing the job they were elected to do by their members. The Law Society is a crucial society in the law school and therefore has the biggest responsibility to its members in ensuring that there are events and opportunities for its members. More staff involvement needs to take place with the Law society to ensure that the society runs effectively.

Motion Title: Oppose PREVENT - Students Not Suspects

Proposer: Ruqaiyah Javaid (VP Education)

Seconders: Shahd Haj Khalil (VP Community and Wellbeing), Soufian Mhamdi-Alaoui and Zoya Usman-Malik.

This Union notes:

1. The Counter-Terrorism and Security Act (CTSA) 2015 placed a statutory requirement on 'specified authorities' – including universities and colleges – to 'Prevent people being drawn into terrorism', and therefore to implement the 'Prevent' strategy – this is known as the 'Prevent duty'.
2. According to the Prevent Strategy, potential indicators of "radicalism" or "extremism" include:
 - a. "A desire for political, social or moral change"
 - b. "Relevant Mental health issues."
 - c. "Being at a transitional time of life."
3. The Prevent strategy, as part of the government's 'counter-extremism' agenda, has been used to create a vast surveillance system to spy on the public and to police dissent, systematically targeting Muslims and Black people.
4. Under the Prevent duty, student groups (including societies) have been subject to conditions making it harder to host events and organise politically - including physical monitoring of events.
5. The government's counter-terrorism/security policy is fundamentally flawed in its approach; its operant concepts of 'extremism' and 'radicalism' are elastic, and open to abuse for political ends.
6. The National Union of Students (NUS), University and College Union (UCU) and dozens of student unions have both passed motions opposing Prevent, including City SU. This motion represents a continuation of City SU's stance against Prevent.
7. In January 2019, the government announced that they would be conducting an 'Independent Review' of Prevent.
 - a. The individual appointed to lead the review, William Shawcross, has previously been on record stating that "Europe and Islam is one of the greatest, most terrifying problems of our future. I think all European countries have vastly, very quickly growing Islamic populations."¹

His appointment led to a boycott of the review by over 500 organisations², arguing that his appointment indicated an imminent whitewash of a review.

¹ <https://www.theguardian.com/uk-news/2021/jan/26/william-shawcrosss-selection-for-prevent-role-strongly-criticised>

² <https://www.theguardian.com/uk-news/2021/mar/17/hundreds-islamic-groups-boycott-prevent-review-william-shawcross-protest>

This Union believes:

1. Islamophobia is massively on the rise across Europe, is state-sponsored and legitimised by the mainstream media.
2. The government's identified 'warning signs' of "radicalisation" problematise and places suspicion upon those with mental health difficulties.
3. Academics, as well as anyone in a public sector job, should not have to be part of this surveillance. We fundamentally believe that universities and colleges are places for education, not surveillance.
4. The implementation of the Prevent strategy on campus has served to securitise our University, and narrow the space to be able to organise.
5. That as a Charity, we as a Union are not legally bound by the Prevent duty and should seek to boycott it as far as legally possible.

This Union Resolves:

1. To mandate the Student Officers of this Union to not engage with, or implement any Prevent duty measures to which they are not legally bound, and to boycott it as far as legally possible. This includes not participating in the reporting on the activities of student societies to the Prevent officer and department, implementing mitigating measures on events as indicated under the Prevent guidance and refusing to sit on the University's Prevent working group.
2. To facilitate meetings between campus trade unions such as the UCU and Unison on combating the Prevent duty and its implementation on campus, and working towards minimum compliance of the duty by all staff.
3. To work with the motion proposers and seconders to educate students on the dangers of Prevent strategy by supporting the anti-Prevent activism of students and student societies through funding resources and events.
4. To lobby the University to publicise how they are implementing the Prevent duty and other similar initiatives and apply this to the SU's own activities under Prevent. This involves:
 - a. Demanding publications of how the policy is operating within the University and Students' Union. This includes access to materials used to train staff and students.
5. SU to refuse funding from Prevent and funding provided through counter-extremism programmes more broadly.
6. In the event of attempts to broaden the outreach of Prevent on campus, including but not limited to, monitoring of student activity in the Prayer and Multi Faith rooms through card swiping and/or cameras, changes to IT usage policies including monitoring/blocking of websites, the SU would support students' actions to push back against this.
7. For this policy to be transferred as Assembly priorities for the next academic year once the Democracy Review is approved and an Assembly is elected.
8. For the SU to communicate its belief that Prevent should be scrapped whenever the Prevent review issues its report.

A new democratic structure for City Students' Union

Proposer and Seconder: Shaima Dallali (President)
Ruqaiyah Javaid (Vice President Education)
Shahd Haj-Khalil (Vice President Wellbeing and Community)

The Union notes:

1. A democracy review took place in the 2020/21 academic year which included an externally commissioned piece of research.
2. The review included interviews with stakeholders, a student survey which received around 1300 respondents, student focus groups and a review of alternative models of for a students' union.
3. The democratic structures have not been reviewed for at least five years.
4. That it is legally a charitable company limited by guarantee and there are requirements that the Union needs to adhere to set out by the Charity Commission, Companies House, and the 1994 Education Act.
5. That a [consultation](#) process is taking place on proposing changes to the Memorandum and Articles of Association in accordance with the governing documents.
6. Bye-Laws are jointly made or repealed by Student Council and the Board of Trustees.

The Union believes:

1. Based on the feedback from students and the outcome of the review, that the following principles should underpin a new democratic structure:
 - The Union should be simple and easy to understand.
 - Voting in union elections should be simpler and easier to understand.
 - The Union should be as open as possible, with minimal barriers to engagement.
 - The Union should have a representative structure reflective of the high diversity in demographics and views.
 - The Union should engage with currently unengaged groups and keep students engaged.
 - Decision making should be easy, inclusive, and policy continuity should be assured.
 - The democratic elements of the Union should run efficiently, with clear chains of accountability and responsibility.
 - The Union should be flexible and adaptable to change.
2. The following key changes deliver these principles:
 - A new structure for the Sabbatical Officers:
 - i. Removing the three current portfolio based sabbatical officers and moving to up to four non-portfolio sabbatical officers.
 - ii. The sabbatical officer with the highest votes will be known as the President and the other sabbatical officers will be Deputy Presidents.
 - iii. Portfolios for each sabbatical officer will be agreed shortly after they start their term of office to ensure all areas are covered.
 - iv. The Sabbatical Officer with the highest number of votes will automatically be an NUS Delegate in the year they are a Sabbatical Officer.
 - Removing the current Student Council, Student Members' Meetings and Executive Committee and replacing them with a larger 50-person Assembly.

- i. The Assembly will consist of the up to four non-portfolio sabbatical officers and up to 46 Assembly Members from across the Schools at City.
- ii. Proportional representation will be introduced and the number of students in each School will impact on the number of members from that School.
- iii. The Assembly will set the Priorities of the Union and agree stances and statements.
- iv. The Assembly shall decide the direction of the Union for that year, and the sabbatical officers will be charged with acting on the Assembly directives.
- v. Assembly Members will provide scrutiny of the sabbatical officers' actions and act as a pool of support.
- vi. Assembly Members will be elected, except for positions or circumstances in which the bye-laws defines.
- vii. The Assembly will have reserved positions for Postgraduate Students and First Year students to ensure their voices are heard.
- viii. The Assembly will normally meet four times a year for between a half and a full day and the Assembly members will be remunerated for their attendance. This is to remove barriers from students participating.
- ix. The Assembly can designate a section of their meeting as a Student Members' Meeting to allow for all students present to participate in the voting if deemed necessary.
- Elections will be simplified:
 - i. The Sabbatical Officers, Assembly Members and NUS Delegates will be elected in one single election in February/March, except for positions which are co-opted. Students will normally only have to vote in one election per a year.
 - ii. Slates will be permitted to support students to transparently organise amongst themselves.
 - iii. Freedom of association will be permitted.
 - iv. Student group endorsements have been simplified.
- Simplification for Student Groups
 - i. Unnecessary barriers which slow down processes have been removed to create greater flexibility.
- The bye-laws have been simplified to make them more accessible to students.

The Union resolves to:

1. Recommend to the Board of Trustees to repeal existing Bye-Laws 1-14 as found at: <https://www.citystudents.co.uk/about-us/govdocs/> in accordance with Article 46 of the Memorandum and Articles of Association.
2. Recommend to the Board of Trustees to make the new proposed Bye-Laws 1-10 as attached to this motion in accordance with Article 46 of the Memorandum and Articles of Association.
3. Implement a transition period between the old and new bye-laws to ensure that all changes are implemented by 1 August 2022, including with the new elected student officers.
4. Permit the Board of Trustees to make further changes to the attached Bye-Laws before implementation for the purpose of grammar corrections, numerical corrections, to reflect changes agreed in the proposed Memorandum and Articles of Association, or to provide further clarity to a point.

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 and Articles of Association, Bye-Laws and Union Policy.

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 Chief Executive of the Union 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 Student Groups 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 are 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.

- 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: Referendum (All Student Vote)

1 General

- 1.1 A Referendum (otherwise known as an All Student Vote) 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 3: Elections has the full delegated responsibility to interpret and rule on 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 All Student Vote.
- 1.3 The Chief Executive, or their nominee, is responsible for the day-to-day management of the Referendum.
- 1.4 The Union will normally ensure that there is an option to abstain in the vote.
 - 1.4.1 A resolution may only be passed in accordance with Article 15.2.
- 1.5 The outcome of the vote shall normally be released within one working day of the close of polls.
- 1.6 Additional All Student Vote rules, and information will be provided in the Campaigner Handbook.
 - 1.6.1 These rules are in addition to general Union policy, University rules and Codes of Conduct, and The Law.

2 Calling an All Student Vote

- 2.1 The All Student Vote may be called in accordance with Article 15.1.
 - 2.1.1 The Union will provide guidance which must be followed on how to conduct a Secure Petition for the purpose of calling an All Student Vote. The Secure Petition must be presented to the Chair of the Board of Trustees.
 - 2.1.2 If a Sabbatical Officer is involved in calling an All Student Vote or has a conflict of interest they must not be involved in the administration or organisation of the vote.
 - 2.1.3 Any call for an All Student Vote must include the question to be put to students.
- 2.3 The Returning Officer, or their nominee, may make alterations to a proposed All Student Vote question for the purpose of making the question:
 - (a) Balanced and not tending towards one response; or
 - (b) Comply with the requirements of the Memorandum and Articles of Association, Bye-Laws and Union Policy.

3 Notice of Poll

- 3.1 The Deputy Returning Officer shall publish a Notice of Poll on the Union website no later than the two weeks before the vote is to be held.
- 3.2 The Notice of Poll shall at least include:
 - (a) Details of the question, key dates, and arrangements for voting.
 - (b) The rules for the vote.
 - (c) Details of how to get involved in campaigning.

4 Campaigner Registration

- 4.1 The Union shall facilitate the creation of campaigns for and against the question.
- 4.2 Only student members may register to campaign in an All Student Vote. Information of how to register to campaign will be detailed in the Notice of Poll.
- 4.3 By registering to campaign, campaigners agree to be subject to the Union Memorandum and Articles of Association, Bye-Laws, Union Policy and values.
- 4.4 Each campaign shall appoint up to three Lead Campaigners who will complete the following on behalf of their side of the argument:
 - (a) Organise campaigners.
 - (b) Complete tasks outlined in the Campaigner Handbook.
 - (c) Control the campaign budget.

5 Campaigner Briefing

- 5.1 A Campaigner Briefing for each campaign will be held after the close of registration. At this meeting the Deputy Returning Officer or nominee, will explain the vote process and outline campaigning guidelines.
- 5.2 Campaigning, including distribution of printed and digital publicity officially begins once both Candidate Briefings have taken place.

6 Campaigning

- 6.1 All campaigning materials must meet the requirements of the Campaigner Handbook. If materials do not meet the requirements, then they may be removed, and sanctions may be applied at the discretion of the Deputy Returning Officer.
- 6.2 Union computers, premises or resources may not be used to produce, store, or assist in the production of any campaigner materials.
- 3.3 Further details on campaigning conduct can be found in Bye-Law 3: Elections.

4 Campaign Budget

- 4.1 Each campaign team must not exceed their budget limit.
 - 4.1.1 The Chief Executive will annually agree a maximum budget per campaign dependent on the overall budget agreed by the Board of Trustees, this will be defined in the Campaigner Handbook.

- 4.2 All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than one hour after the close of polls. If a candidate does not spend any money during their campaign, then this must be made clear on their submission.

5 Complaints

- 5.1 Any student can submit a complaint about a campaign team or about the vote process until one hour after the close of voting. Details of complaints and associated sanctions can be found in Bye-Law 3: Elections.

Bye-Law 3: Elections

1 Introduction

- 1.1 Bye-law 3: Elections governs the elections of the Sabbatical Officers, the Assembly Members and NUS Delegates.
- 1.2 Additional rules and information will be provided in the Candidate Handbook.
- 1.3 These rules are in addition to the Memorandum and Articles of Association, Bye-Laws and Union policy, University rules and Codes of Conduct, and The Law.

2 Definitions

- 2.1 Candidate – A student member who is standing for election to a position.
- 2.2 Slate – A group of candidates that formally organise and run together in the elections on common priorities.
- 2.3 Job Share – Up to two candidates may run on a Job Share for one Sabbatical Officer position. They will be treated as one candidate for the purposes of the elections and the combined job share will equal the equivalent of one full time Sabbatical Officer. Further information on how Job Shares operate will be detailed in the Candidate Handbook.
- 2.4 Supporter – Any person who supports a candidate in their election. Candidates are responsible for the actions of their supporters.
- 2.5 Student Group – Any Union or City, University of London affiliated group of students including but not limited to Societies and Sports Teams.
- 2.6 Election Official – An ‘election official’ includes the Returning Officer, Deputy Returning Officer, and any other person nominated by the Deputy Returning Officer to be an election official.

3 Returning Officer and Deputy Returning Officer

- 3.1 The Board of Trustees shall appoint the Returning Officer and Deputy Returning Officer annually.
- 3.2 During an election the Returning Officer will take sole responsibility for interpretation of election rules and the Union Memorandum and Articles of Association, Bye-Laws and Union policy. Interpretation and rulings will be in the interest of the electorate above all others.
- 3.3 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.
- 3.4 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.

4 Eligibility

- 4.1 All and only Student Members may stand and vote in Union elections, subject to constituency-based limitations.
- 4.2 Constituency based limitations include: Assembly Member, only students belonging to a School may stand for election to or vote for the position.
- 4.3 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.
- 4.4 Candidates standing for election to the Assembly must be a student in the following academic year.
- 4.5 Student Members may only stand for one position unless they are standing for NUS Delegate, in which case they can stand for NUS Delegate and one additional position.

5 Nomination Process

- 5.1 Positions for each election will be advised in the Notice of Election.
- 5.2 For each position being elected an option to Re-Open Nominations (RON) shall be provided on every ballot.
- 5.3 By standing for election all candidates agree to be subject to the Memorandum and Articles of Association, Bye-Laws, Union policy and values.
- 5.4 Candidates must complete a nomination form for each position they are contesting.
- 5.5 All candidates agree for their data to be shared with the University for election administration purposes.
- 5.6 Late nomination forms will be automatically declared invalid.

6 Notice of the Election

- 6.1 The Deputy Returning Officer shall publish a Notice of Election usually by the following times:
 - (a) Sabbatical Officer, Assembly Member and NUS National Conference Delegate elections; four weeks prior to the close of poll.
 - (b) By-election for any position or when nominations are re-opened due to unfilled positions; two weeks prior to the close of poll.
- 6.2 The Notice of Election shall at least include:
 - (a) Details of positions and eligibility for election.
 - (b) Details of how to nominate and relevant deadlines.
 - (c) Details of the place, date, and time of the Candidate Briefing.

7 Notice of Poll

- 7.1. The Deputy Returning Officer shall publish a Notice of Poll as soon as reasonably possible after the candidate briefing.

- 7.2 The Notice of Poll shall at least include:
- (a) The name and position of the candidate for which they have been nominated.
 - (b) Details of the arrangements of voting.

8 Candidate Briefing

- 8.1 A Candidate Briefing for all nominated candidates will be held after the close of nominations. At this meeting the Deputy Returning Officer or Election Official, will explain the election process, outline campaigning guidelines and set the tone of the election.
- 8.2 If a candidate is unable to attend the Candidate Briefing, they must confirm in writing that they have read and understood the Bye-Law 3: Elections and the Candidate Handbook.
- 8.3 Campaigning, including distribution of printed and digital publicity officially begins at the close of the first Candidate Briefing.

9 Slates (Collective Campaigning)

- 9.1 Candidates may run together and collectively campaign to form a slate.
- 9.2 Candidates must inform the Deputy Returning Officer of their agreement to form a slate no later than the close of nominations.
- 9.3 All candidates in a slate must share the following:
- (a) A combined budget, further detailed in this Bye-Law and the Candidate Handbook.
 - (b) A slate group name.
 - (c) At least one shared slate priority.
 - (d) A slate slogan.
 - (e) Publicity and branding.
- 9.4 The slate group name will appear next to each candidate's name on the ballot.
- 9.5 All members of the slate are collectively responsible for the actions of the candidates in their group.
- 9.6 All candidates, regardless of whether they are part of a slate or not, are granted freedom of association during voting days and are able to recommend other candidates and slates to voters. Candidates must not share publicity or campaign materials of any kind from other candidates unless they are on a slate with those candidates.

10 Student Group Endorsements

- 10.1 Student Groups can support a candidate, or a slate, in their election campaign. Endorsing a candidate will require the agreement of the student group, which must be communicated to the Deputy Returning Officer by the student group President. After confirmation the student group will then be considered to be the candidate or slate's supporters and the candidate is responsible for their actions.

- 10.2 All endorsements will be automatically accepted on behalf of candidates, unless a candidate communicates that they would refuse an endorsement for a particular student group.
- 10.3 Once the candidate endorsement is confirmed by the Union student groups may use their student group membership list to encourage members to vote and to communicate which candidates they have endorsed.
- 10.4 Student Group funds must not be used to finance any election campaign.

11 Publicity & Campaign Materials

- 11.1 Candidates must submit the following which will appear on the Union website within the time frame and format detailed in the Candidate Handbook:
 - (a) Three election priorities. Candidates standing as a slate must have at least one of their three priorities as a shared slate priority.
 - (b) A photograph of the candidate.
 - (c) A campaign slogan of up to six words which will be published on the ballot.
- 11.2 Other optional and mandatory campaign materials will be specified in the Candidate Handbook.
- 11.3 No changes to election priorities, photographs and slogans will be accepted after the submission deadline.
- 11.4 The Deputy Returning Officer shall indicate any graphics, colours or taglines that must not be used.
- 11.5 All campaigning materials must meet the requirements of the Candidate Handbook. If materials do not meet the requirements, then they may be removed, and sanctions may be applied at the discretion of the Deputy Returning Officer.
- 11.6 Union computers, premises or resources may not be used to produce, store, or assist in the production of any candidate's election materials.

12 Elections Conduct

- 12.1 Candidates and supporters should not undertake campaigns activity which others could not also reasonably do.
- 12.2 Candidates must take reasonable steps to ensure that their supporter's actions comply with elections, Union and University rules at all times and must be able to demonstrate this in the event of a complaint against them.
- 12.3 Candidates and supporters may only use lists and groups where lawful to do so. In most cases this will require the informed consent of the members on the list to use their details, including email and phone number for this purpose. The University's Global Address Book must not be used to create mailing lists.
- 12.4 Voters must be able to cast their ballot freely. Candidates and supporters must not communicate, assist, or supervise voters in any way once they have started to vote.

- 12.5 Campaigning is prohibited in any areas defined by the Deputy Returning Officer. This will include the area around the polling stations, University libraries, and University faith spaces.
- 12.6 Candidates must consider their health and safety and the health and safety of others when conducting any campaigning activity.
- 12.7 Candidates must not provide devices of any kind to enable members to vote.
- 12.8 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.
- 12.9 Union computers or resources (including membership lists and other data) must not be used by candidates.
- 12.10 Students working for the Union, University, or subcontractor must not engage in any campaigning activity during their working hours.
- 12.11 The Deputy Returning Officer may publish supplementary regulations relating to candidate conduct.

13 Incumbent Sabbatical Officers and Assembly Members

- 13.1 All incumbent Sabbatical Officers and Assembly Members shall agree publicity campaigns or public announcements with the Chief Executive or their nominee during the period from two weeks prior to the close of nominations to the publication of results. The Chief Executive may refer any such activity to the Deputy Returning Officer to rule on potential electoral advantage.
- 13.2 No elected members 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 Chief Executive.
- 13.3 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. Incumbent Sabbatical Officers standing for re-election as a Sabbatical Officer are required to take annual leave during the period of voting.

14 Candidates Budget

- 14.1 Candidates must not exceed their budget limits.
- 14.2 All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than one hour after the close of polls. If a candidate does not spend any money during their campaign, then this must be made clear on their submission.
- 14.3 The Chief Executive will annually agree a maximum budget per candidate dependent on the overall budget agreed by the Board of Trustees, this will be defined in the Candidate Handbook. The maximum budget a candidate standing for a Sabbatical Officer or Assembly Member position can spend will be dependent on whether a candidate is running by themselves or as part of a slate.

The following are the maximum candidate budgets:

- (a) One candidate has a maximum budget as agreed by the Chief Executive.
- (b) Two candidates on a slate have a maximum combined budget of 1.5 times the maximum single candidate budget.
- (c) Three candidates on a slate have a maximum combined budget of 1.75 times the maximum single candidate budget.
- (d) Slates with more than three candidates will have a maximum combined budget of 1.75 times the maximum single candidate budget plus an additional 0.25 times a single candidate budget for every additional candidate over the three candidates.

14.4 Candidates standing for NUS Delegate, plus any other additional position will not receive any additional expenditure.

15 Voting and Results

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

15.2 Voting shall normally take place online and appropriate guidance will be produced to support voters.

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

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

15.5 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.

16 Complaints

16.1 Any student can submit a complaint about a candidate, their supporter, or about the election process until one hour 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 of the election rules.

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

16.3 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.

16.4 All complaints must be sent, in writing on the complaint form, to the Deputy Returning Officer. A complaints form will be available on the Union website.

- 16.5 Complaints will normally be heard within two 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.
- 16.6 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) Take no action by not upholding the complaint.
 - (b) Suspend elections for a specified period pending an investigation.
 - (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.
- 16.7 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.
- 16.8 The appeal must be made in writing to the Returning Officer within 24-hours of the Deputy Returning Officers decision.
- 16.9 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.
- 16.10 The Returning Officer will normally rule on the appeal within 3 working days. The decision of the Returning Officer is final.
- 16.11 If the Returning Officer ruled on the complaint, their decision is final.

17 Sanctions

- 17.1 Any student found in breach of the regulations during any stage of the election may be disciplined.
- 17.2 The penalty will be determined by the Returning Officer or Deputy Returning Officer.
- 17.3 Possible “minor sanctions” with no appeal to the Returning Officer shall include:
- (a) Penalty to your campaign budget (if applicable).
 - (b) Restriction applied to attendance at election events.
 - (c) Restriction on campaigning in a given area and or for a specific amount of time.
- 17.4 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.

- 17.5 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 9.
 - (b) The University under Senate Regulation Student Discipline.
 - (c) Be reported to the police.

Bye-Law 4: Student Officers

1 Student Officers of the Union

- 1.1 The Union shall have two types of Student Officers, including Sabbatical Officers and Assembly Members.
- 1.2 Where Student Officers are elected, they will be elected following the rules and procedures outlined in Bye-Law 3: Elections.
- 1.3 Where Student Officers are appointed, the rules and procedures outlined in this bye-law should be followed.

2 Sabbatical Officers

- 2.1 The Union should have up to four Sabbatical Officers agreed annually by the Board of Trustees.
- 2.2 For the avoidance of doubt these roles will be major office holders for the consideration of the Education Act 1994 and no individual can hold a Sabbatical Officer position for more than two years in total.
- 2.3 Sabbatical Officers shall start their elected position from 1st July each year until, and including 30th of June the following year, though this may be shortened or lengthened on a transitional basis as outlined in Article 19.3.
- 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 Sabbatical Officers are jointly employed by the Union and City, University of London and no Sabbatical Officer may continue in post should they have been dismissed as an employee of the organisation.
- 2.6 Any case involving misconduct or gross misconduct by a Sabbatical Officer shall be handled in accordance with the relevant Union and/or City disciplinary procedures for employees.
- 2.7 Sabbatical Officer remuneration will be agreed once a year by the Lay Trustees on the Board of Trustees and any Sabbatical Officers who are not eligible to stand for election in that year.
- 2.8 Should a Sabbatical Officer resign or otherwise leave employment while in the first five 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 if deemed necessary.
 - 2.8.1 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), then the duties of that Sabbatical Officer will be assigned to the other Officers as agreed among them.
 - 2.8.2 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.

2.9 The Sabbatical Officers do not have set portfolios. Portfolios will be agreed annually by the Sabbatical Officers at the start of their term of office and will ensure all major responsibilities are distributed.

2.9.1 All Sabbatical Officers will be responsible for:

- (a) Representing Student Members.
- (b) Campaigning on issues affecting Student Members.
- (c) Delivering the Priorities of the Assembly.
- (d) Attending Union, University and external meetings and engagements as required.

2.10 One elected Sabbatical Officer will hold the position of President and all other Sabbatical Officers will be known as Deputy Presidents.

2.10.1 The President role shall be offered to the candidate who has the most votes when elected. If the candidate who has the most votes does not accept the post of President, it shall be offered to the candidate with the next highest number of votes, and so on. If no candidates wish to accept the post of President, the role will by default be held by the candidate with the most votes.

2.10.2 The President has additional responsibilities set out in the Memorandum and Articles of Association, Bye-Laws and Union Policy. The President is also the lead representative to the University and a member of University Council.

2.10.3 In the event the President is no longer in post or is unavailable, the Deputy President who had the second most votes when elected will act as the President.

2.11 The candidate who has the most votes when elected will also be a delegate for NUS National Conference.

3 Assembly Members

3.1 The Union should have up to 46 Assembly Members in addition to the up to four Sabbatical Officers who collectively form the Assembly.

3.2 Assembly Members will either be elected or co-opted to the Assembly.

3.2.1 A fair and transparent process will be defined by the Union for how co-opted Assembly Members, who are not elected, will be appointed. All appointments will require the approval of the Assembly.

3.3 Assembly Members will be proportionally distributed across the Schools of the University with each School having at least the following:

- (a) Four Open Assembly Member positions which all registered students in the School can apply for.
- (b) One Postgraduate Assembly Member position co-opted at the first meeting following the start of Term 1. This position is reserved for students studying at a postgraduate taught or research level.
- (c) One First Year Assembly Member position co-opted at the first meeting following the start of Term 1. This position is reserved for undergraduate students studying in their first year of their studies.

- 3.3.1 One Open Assembly Member position will be reserved for students who do not formally sit within a School. All students who do not formally sit within a School will be able to apply for this position.
- 3.3.2 Remaining positions will be distributed between the Schools based on the number of students the School has as a proportion of the overall total number of students at the University. These positions will be Open Assembly Member positions and all students in the School will be able to apply for them.
- 3.4 Open Assembly Member positions will normally be elected at the same time as the Sabbatical Officers. If all the positions have not been filled at the end of the election, or a vacancy arises before the second meeting of the Assembly, the Assembly can co-opt a new member who meets the criteria of the vacant position as long as at least two thirds of all eligible positions have been elected.
- 3.5 All Assembly Members will be responsible for:
 - (a) Representing the views of the Student Members within their School.
 - (b) Fully participating in meetings of the Assembly, including setting the Union Priorities and holding the Sabbatical Officers to account.
 - (c) Supporting the Sabbatical Officers to deliver the Union Priorities.
 - (d) Attending Union, University and external meetings and engagements as required.
 - (e) Communicating the work of the Assembly to the Student Members within their School.
- 3.6 The Union will provide a bursary to Assembly Members who are not Sabbatical Officers for attending meetings of the Assembly. This bursary will be agreed annually by the Board of Trustees.

Bye-Law 5: Trustees of the Union

(See Articles Part 3). 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: 4 Student 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 an Appointments Committee.

3 Appointments Committee Membership and Frequency

- 3.1 The Membership of the Appointments Committee will be the President, the Chief Executive, two Sabbatical Officer 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 can 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 6: Assembly

1 Purpose of the Assembly

1.1 The purpose of the Assembly is:

- (a) to represent the voice of the students.
- (b) to set the Priorities of the Union and review progress, subject to Article 27.3.
- (c) to refer Priorities to a Referendum (All Student Vote) of the Student Members (in accordance with the Bye-Laws);
- (d) to make, repeal and amend the Bye-Laws jointly with the Board of Trustees in accordance with Article 45;
- (e) to approve the list of affiliations of the Union; and
- (f) to receive a quarterly report from the Trustees.

2 Frequency and Format of the Assembly

2.1 The Assembly will normally meet four times and dates will be communicated ahead of the of the following academic year.

2.1.1 The first meeting of the year will take place shortly after the elections and will set Union Priorities for the academic year.

2.2 The remaining meetings will take place in the subsequent academic year.

2.3 Meetings of the Assembly will normally last between a half and a full day, and may take place at a weekend

2.4 Additional meetings of the Assembly can be called in three ways:

- (a) By a majority decision of the Sabbatical Officers.
- (b) By 40% of Assembly Members writing to the Assembly Speaker.
- (c) By a Secure Signed petition signed by at least 200 Student Members.

2.4.1 Notice for the meeting will be sent out at least one week in advance to all Assembly Members and shall include the time, date, venue of the meeting, agenda, and papers.

2.5 The Assembly Speaker, upon a written request from a minimum of 40% of Assembly Members at least one week ahead of the meeting, may dedicate a section of an Assembly as a Student Members' Meeting. This would be for the purpose to discuss and agree a priority, stance or statement on a matter that requires wider student consultation. In the event a section of an Assembly is known as a Student Members' Meeting, all Student Members present for that section of the meeting will be able to vote.

3 Business of the Assembly

3.1 The Assembly shall decide the direction of the Union for the year, and the Sabbatical Officers will be responsible for acting on the Assembly's priorities.

3.1.1 When setting the priorities for the year, the Assembly will rank each one in order of greatest importance.

- 3.1.2 The Assembly may from time-to-time decide a stance or a statement on a particular issue that impacts Student Members, subject to Article 27.3.
- 3.2 Assembly Members will scrutinise the action of Sabbatical Officers and support them on the delivery of the agreed priorities.
- 3.2.1 Sabbatical Officers deemed not to be delivering the priorities or fulfilling the responsibilities of their role will be given an agreed period to improve their performance, with an accompanying support plan in place. If at the end of this period, their performance is not deemed satisfactory the Assembly Speaker will inform the Board of Trustees or follow the removal process defined in the Memorandum and Articles of Association.
- 3.3 Sub-committees may be established by the Assembly to support the delivery of the priorities.
- 3.4 The Assembly will annually consider the priorities from the previous year and may decide to continue some, or all the priorities to the following year.
- 3.5 The agenda for Assembly meetings will be prepared by the Assembly Speaker with the support of the Chief Executive or their nominee. The agenda will be prepared to ensure there is fair debate, effective review and scrutiny, free-flowing discussion and that meetings are action-based. Meetings should be conducted in good nature and positively.

4 Agenda Items

- 4.1 The Union will provide opportunities for all Student Members to submit agenda items ahead of the circulation of papers.
- 4.2 Any papers relating to the meeting will be circulated at least one week before the meeting to ensure Assembly Members are informed and can participate in the discussion.
- 4.3 The Assembly Speaker at their discretion may accept late papers in extraordinary circumstances.
- 4.4 Meetings must be conducted in accordance with the powers outlined within the Memorandum and Articles of Association, Bye-Laws, regulations, the Law, Union policies and procedures.
- 4.5 Decisions shall normally be made by consensus, unless stated differently in the Memorandum and Articles of Association or Bye-Laws.
- 4.5.1 Where the Assembly Speaker, or at least 40% of present Assembly Members do not feel a consensus has been reached, a vote of the Assembly Members will take place. The Assembly Speaker shall not normally have a vote in the meeting but may in the case of an equal number of votes for and against, in which case they will have the casting vote.
- 4.6 Quoracy for meetings shall be 60% of Assembly Members.
- 4.7 The Assembly is subject to administrative oversight from the Board of Trustees.

5 The Assembly Speaker

- 5.1 Assembly Members will elect an Assembly Speaker at their first meeting from amongst their own, not including the Sabbatical Officers.
- 5.2 A Deputy Assembly Speaker will be elected at the second meeting from amongst their own, not including the Sabbatical Officers.
- 5.3 The role of the Assembly Speaker is as follows:
- (a) To be the lead member of the Assembly and ensure that the body fulfils its responsibilities.
 - (b) To manage the discussion at the meetings.
 - (c) To lead on the monitoring of Sabbatical Officer performance.
- 5.4 The Assembly Speaker can be removed by a vote of no confidence which must be submitted to the President and Chief Executive or their nominee. The Speaker will be removed if at least 75% of the Assembly vote in favour of removal.
- 5.5 The Deputy Assembly Speaker will resume the role of Assembly Speaker if the Speaker is absent, has a conflict of interest, or has been removed by a vote of no confidence.

6 Membership

- 6.1 The Assembly shall be made of up of 50 Assembly Members. This will include up to four Sabbatical Officers and up to 46 Assembly Members. Assembly Members will be proportionally distributed across the Schools of the University.
- 6.1.1 Further details of proportional distributions and details of Assembly Member appointments can be found in Bye-Law 5 Elected Officers.
- 6.2 Assembly Members selected to join the Assembly will be elected in accordance with Bye-Law 4 Elections.
- 6.3 All Student Members of the Union are allowed to attend and take part in the discussion at Assembly Meetings.

7 Removal from the Assembly

- 7.1 Sabbatical Officers can be removed in accordance with Article 25.
- 7.2 Assembly Members, who are not Sabbatical Officers can be removed from the Assembly if:
- (a) They miss two consecutive meetings of the Assembly.
 - (b) They breach the Assembly Code of Conduct.
 - (c) A vote of no confidence is passed.
- 7.2.1 Assembly Members can be removed by a vote of no confidence which must be submitted to the Assembly Speaker. The Assembly Member will be removed if 75% of the Assembly vote in favour of removal.

Bye-Law 7: Student Groups

1 General

- 1.1 The Union will create opportunities and provide support for students to organise and run student groups around their interests, such as societies, student media and Raising and Giving (RAG).
- 1.2 In addition to this bye-law, there will be Student Group Handbook which support the running and oversight of all student groups. The Student Group Handbook will be reviewed annually and approved by the Union's Senior Leadership Team.

2 Affiliating a Student Group

- 2.1 Members of the Union can apply to affiliate a new student group in accordance with the Student Group Handbook.
- 2.2 New student groups must have a Development Plan which defines:
 - (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.
 - (b) At least three founding Student Members who can perform the duties of the student group organisers until such time as the student group leaders and other officers can be elected.

3 Maintaining Affiliation

- 3.1 Student groups must demonstrate that they are active to maintain affiliation to the Union.
 - 3.1.1 All student groups must meet the following requirements to be deemed active:
 - (a) Annually elect three student group leaders in accordance with the Student Group Handbook.
 - (b) Have an up-to-date Development Plan that is reviewed annually.
 - (c) Be able to demonstrate the student group is working towards its aims and objectives as defined in its Development Plan.
 - (d) Comply with the Student Group Handbook and the Memorandum and Articles of Association, Bye-Laws and Union Policy.
 - (e) Maintain a credited subs and grants account.

4 Disaffiliation

- 4.1 The designated Sabbatical Officer, with guidance from the Chief Executive or their nominee may disaffiliate or suspend some, or all the support given to a student group upon evidence of one or more of the following:
 - (a) It being inactive for a period of four months or longer.
 - (b) There being financial mismanagement.
 - (c) There being a violation of the Student Group Handbook, the Union's Memorandum and Articles of Association, Bye-laws, and/or Union Policies.
 - (d) A contravention of their own Development Plan.

- 4.2 Upon disaffiliation, or suspension of support, the student group has ten working days within which to appeal to the President of the Union. In the event the President is the designated Sabbatical Officer for student groups or has a conflict of interest, another Sabbatical Officer will fulfil the role of the President for disaffiliation appeals. The President or nominee will then have the responsibility for investigating the appeal. The student group concerned will be allowed to also present their case. The President will then decide one of three options:
- (a) To lift the suspension.
 - (b) Continue the suspension.
 - (c) Disaffiliate the student group.
- 4.3 If the President 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 for eight weeks.
- 4.3.1 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.

5 Members

- 5.1 All Student Members of the Union can be full members of any student group and stand to be an elected student group leader.
- 5.2 All Associate Members of the Union can hold associate membership of any student group.
- 5.4 There is no minimum membership fee to join a student group. When a student group decides to set a membership fee this must be purchased through the Union.
- 5.5 The Union will maintain an up-to-date record of memberships sold for each society. The membership lists held by the Union are definitive.
- 5.6 Student group members must adhere to the Union's Student Group Handbook, Memorandum and Articles of Association, Bye-Laws and Union 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.
- 5.6.1 A student group member wishing to appeal having their membership removed can make a complaint in accordance with Bye-Law 9 Complaints and Disciplinary Procedure.

6 Elected Student Group Leaders

- 6.1 All student groups must annually elect at least three student group leaders to the positions listed in the Student Group Handbook.
- 6.2 The Union will communicate to all student groups the process and timeline for which these elections must take place.
- 6.3 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 Student Group Handbook and their student group Development Plan.
- (d) They violate the Union's Memorandum and Articles of Association, Bye-Laws, Union Policies or Student Group Handbook.
- (e) A motion of no confidence is passed by a two thirds majority of the student groups members at a General Meeting of their student group.

6.3.1 The designated Sabbatical Officer with support from the Chief Executive or their nominee is responsible for removing elected student group leaders in accordance with the reasons stated in 6.3.

6.3.2 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. Interim measures may be put in place until this election is possible.

6.4 Student group leaders will normally be in office from the 1 August to 31 July unless stated differently at the point of election.

6.5 The elected student group leaders and other positions defined in the individual student groups Development Plan should form the committee for the student group.

7 Student Group Management and Activities

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

7.1.1 The Student Group Handbook will detail how General Meetings should be run, including the quorum, how a meeting can be called and the role responsible for being Chair.

7.2 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, this will include training on how to run your student group and Equality, Diversity and Inclusion.

7.3 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 Student Group Handbook, but the Union will not provide funding for this.

7.4 Student groups must adhere to university regulations, including those concerning freedom of speech.

7.5 The designated Sabbatical Officer 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.

- 7.6 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.
- 7.7 Student groups must ensure their activities are appropriately insured.
- 7.8 Student groups must never sign contracts. Contracts shall be signed by the Chief Executive or their nominee.
- 7.9 Student groups planning to work with children or vulnerable adults must notify the Chief Executive or their nominee and ensure that relevant student group members joining the activity complete a Disclosure and Barring Service (DBS) Check. Members with an existing DBS Check can show this to the Chief Executive or their nominee for review.
- 7.9.1 Further details of student volunteers working with children and vulnerable adults is detailed in the Union's Safeguarding Children and Vulnerable Adults Policy and Procedure.
- 7.10 All student group affiliations must be compliant with Bye-Law 8: Affiliations.
- 7.11 Student media groups 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.
- 7.11.1 All student groups must comply with the Union Publishing Policy.

8 Finance

- 8.1 Student Groups will have a subs account and a grants account.
- 8.1.1 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.
- 8.1.2 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.
- 8.2 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.
- 8.2.1 The designated Sabbatical Officer and the Chief Executive or their nominee will jointly be responsible for allocating the agreed funding in accordance with the process set out in the Student Group Handbook. Where the designated Sabbatical Officer has a conflict of interest, another Sabbatical Officer will fulfil this role for the relevant student group.

- 8.2.2 Any student group that is deemed active can apply for funding from the Union. Student groups that have not received funding within the academic year will receive priority.
- 8.2.3 Awarded funding from the Union which has been unspent within an agreed timeframe may be redistributed by the Union to other student groups.
- 8.2.4 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.
- 8.2.5 The Union will not normally allocate funds for alcohol, soft drinks, and food.
- 8.3 Student groups are not permitted to operate an external bank account under any circumstances.
- 8.4 Student groups are subject to VAT in accordance with relevant legislation.
- 8.5 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.
- 8.6 Sponsorship contracts should not conflict with the Union's Memorandum and Articles of Association, Bye-Laws and Union Policy. All sponsorship contracts must be authorised by the Union.
- 8.7 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.
- 8.7.1 If a new student group is affiliated with a similar name and aims, then the designated Sabbatical Officer with support from the Chief Executive or their nominee will decide whether this is the continuation of the former student group and whether the funds will transfer to the new group.
- 8.8 All expenditure by a student group must be compliant with the relevant regulations.

9 Complaints and Disciplinary

- 9.1 All complaints and disciplinary matters will be dealt with under Bye-Law 9: Complaints and Disciplinary Procedure.

Bye-Law 9: 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) Assembly Meeting; or
 - (b) a Referendum (All Student Vote).
- 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: Referendum (All Student Vote).

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) Assembly 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 9: Complaints and Disciplinary Procedure

1 Complaints

- 1.1 In accordance with the Education Act 1994, this document outlines the Union 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 Chief Executive.
 - (b) to take up any complaint they may have in relation to other Union services, initially with relevant service manager and, if necessary, with the Chief Executive.
 - (c) to take up any complaint they may have in relation to the Assembly, initially with the Assembly Speaker; 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 the Chief Executive or their nominee.
- 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 several 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 3 Elections.
 - (b) If a complaint relates to the performance of elected Student 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 Assembly Speaker 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 Chief Executive, unless the complaint relates the Chief Executive in which case they should seek advice from the Deputy Chair of the Board of Trustees.

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 Deputy 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 Deputy President."

2.1.1 If the President or Deputy President emailed has a conflict of interest with the complaint, the complaint will be dealt with by another Sabbatical Officer who does not have a conflict of interest.

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 and 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 themselves; 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 or University procedures as referred to above.

2.6 In case of referral to be dealt with under any other Union or University 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 them 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 or University 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 or University 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, Union Policy 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 decide 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 Disciplinary 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 three 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 Secretary of the Trustee Board 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 10: Amendments to the Memorandum and Articles 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 no 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 45, the Trustees and the Assembly 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 the Memorandum and Articles of Association.
- 2.2 In the event that a Bye-Law is made, repealed or amended it requires the majority approval of a quorate Assembly and in accordance with the arrangements set out in the Memorandum and Articles of Association for the Board of Trustees.