

# UNIVERSITY OF SHEFFIELD STUDENTS' UNION

## AMENDED CONSTITUTION (January 2012)

### 1. NAME

- 1.1 The name shall be the University of Sheffield Students' Union.

### 2. AIMS AND OBJECTIVES

- 2.1 The Students' Union shall advance the education of students at the University of Sheffield for the public benefit by:

- 2.1.1 representing the students of the University locally and nationally, organising services and activities to meet their needs, and providing opportunities for their involvement and personal development.

- 2.1.2 taking positive measures to encourage and build a student community which respects and celebrates the diversity of its membership, and seeking to create an environment in which individuals and groups of students are free from discrimination, harassment and intimidation on Students' Union premises or in events and activities organised by the Students' Union. In meeting the needs of all students, the Students' Union may provide services and activities for the exclusive use of specific groups.

### 3. MEMBERSHIP

#### 3.1 Full Membership

- 3.1.1 All persons who are registered students of the University, as full-time or part-time candidates for degrees, diplomas or certificates shall, subject to this Constitution, and except for students of the International Faculty, be Full Members of the Students' Union, provided that a candidate for a Higher Degree by research who is required to pay the University a writing up fee shall cease to be a Full Member on the expiry of twelve months from the date on which that fee first became payable.

- 3.1.2 All persons who are full-time registered students of the University for at least fifteen weeks at the English Language Teaching Centre or on Erasmus, visiting or study abroad programmes, shall, subject to the Constitution, be Full Members of the Students' Union.

- 3.1.3 All persons who are provisionally registered students of the University, as defined above, shall be deemed to be Provisional Members and shall be entitled to all the rights of Full Members for the period of their provisional registration.

- 3.1.4 Any student who wishes not to be a member, or who decides to withdraw from membership, of the Students' Union shall inform the President of the Students' Union and the Registrar and Secretary of the University in writing. Any such student shall not be entitled to take up, or renew, membership until the end of the academic session.

- 3.1.5 Students who are eligible for Full Membership, but who choose not to be members of the Students' Union shall be entitled to access to the services and activities provided by the Students' Union on the same basis as Full Members, except that they may be charged a differential rate for such services and activities as are agreed between the Students' Union and the University, and that they may not participate in the government of the Students' Union as defined in Clause 4 of this Constitution or hold office in any Students' Union working committee, club or society.

- 3.1.6 Full Members shall be entitled to participate in the government of the Students' Union, subject to any provision made in the Bye-Laws limiting eligibility to stand or vote in elections to specific categories of students.

- 3.1.7 Full Members who are employed by the Students' Union and who are registered as part-time students of the University, shall not be eligible to hold office as Students' Union Officers or members of Students' Union Council.

- 3.1.8 Full Members who are employed by the Students' Union and who are registered as full-time students of the University, may be required not to hold office on any Committee relating to their area of employment.

- 3.1.9 Full Members shall be entitled to participate in the activities, and use the facilities, of the Students' Union in accordance with the arrangements specified in the Bye-Laws.

- 3.1.10 Any rights of Full Members may be withdrawn, or suspended, in accordance with the disciplinary regulations specified in the Bye-Laws.
- 3.2 Other Membership**
- 3.2.1 The Bye-Laws may make provision for Associate, Extended, Honorary and Reciprocal Members.
- 3.2.2 Such members shall be entitled to participate in such activities, and use such facilities, of the Students' Union as are determined by the Students' Union Council or other Committees of the Students' Union.
- 3.2.3 Such members may not participate in the government of the Students' Union.
- 3.2.4 Such membership, or any rights of such membership, may be withdrawn, or suspended, in accordance with the disciplinary regulations specified in the Bye-Laws.
- 4. GOVERNMENT OF THE STUDENTS' UNION**
- 4.1 Referenda**
- 4.1.1 Referenda may determine the policy of the Students' Union, changes to the Students' Union's Constitution and Bye-Laws, the removal of Officers or other elected officials and the removal of specific duties from an Officer or other elected official and may resolve disputes between the Officers and Students' Union Council, subject to the Bye-Laws. Bye-laws shall specify the circumstances in which Referenda shall be organised. They shall be conducted by a secret ballot of all Full Members in accordance with the Bye-Laws.
- 4.1.2 Referenda shall have a quorum of 2,500 Full Members.
- 4.2 Committees and Students' Union Council**
- 4.2.1 Representative Committees shall represent, and organise services and activities for categories of Full Members as specified in the Bye-Laws.
- 4.2.2 Students' Union Council shall have authority over Representative and Working Committees, as specified in the Bye-Laws. Representative Committees shall be bound by any decision made by a two-thirds majority at Students' Union Council.
- 4.2.3 Students' Union Council shall have authority over clubs, societies, and other bodies established under the provisions of Constitution and Bye-Laws, although such responsibility may be delegated to appropriate Working and Representative Committees.
- 4.2.4 Students' Union Council may establish sub-committees and Select Committees, in accordance with the Bye-Laws.
- 4.3 Officers of the Students' Union**
- 4.3.1 The posts and duties of the Officers shall be specified in the Bye-Laws.
- 4.3.2 The posts shall be full-time for the period of office, and the postholders shall receive a salary determined by Students' Union Council, which shall be reviewed each year during the first semester. Unless s/he has completed her/his academic course before taking up office, the postholder must seek leave of absence from the University for the period of office.
- 4.3.3 All Full Members shall be eligible to vote in the elections for the posts.
- 4.3.4 Candidates for the posts shall be Full Members at the time of the election, and shall be deemed to be Full Members during their periods of office.
- 4.3.5 No Full Member shall be eligible to serve as a Students' Union Officer for more than one term of office or part thereof.
- 4.4 Policy**
- 4.4.1 Policy may be established by referenda, in accordance with the procedure outlined in Bye Law 2, or by Students' Union Council, in accordance with the procedure outlined in Bye Law 3. If there is a conflict between policy approved by referendum and that approved by Council, the decision of the referendum shall take priority.
- 4.4.2 Policy shall be binding on all Committees, Officers, Officials or employees acting on behalf of the Students' Union.
- 4.4.3 Policy shall remain valid until the first meeting of Students' Union Council convened in the third academic year following its adoption. It shall then lapse, unless re-affirmed in accordance with the procedure specified in the Bye-Laws.
- 4.4.4 A document detailing all valid policy shall be maintained by the President and shall be available to all Full Members.
- 4.5 Trustees of the Students' Union**
- 4.5.1 The Trustee Board of the Students' Union shall consist of the eight Students' Union Officers, as specified in Bye-Law 4, and

- three external trustees, as specified in Bye-Law 5.
- 4.5.2 The responsibilities of the Trustee Board and the method of selecting the external trustees shall be specified in Bye-Law 5.
- 4.6 **Elections**
- 4.6.1 Elections shall be conducted in accordance with regulations specified in the Bye-Laws and approved by the University Council.
- 4.6.2 The Students' Union Council shall appoint a Returning Officer, or Officers, who shall be responsible for all matters relating to the conduct of elections. Returning Officers shall not be candidates in any election for which they are responsible. Any decision of Returning Officers shall be subject to appeal to the Elections Appeals Committee. Any decision of the Election Appeals Committee shall be subject to appeal to Students' Union Council. Any decision of Students' Union Council shall be subject to appeal to the University Registrar and Secretary, whose decision shall be final.
5. **FINANCES AND AUTONOMY**
- 5.1 Subject to the provisions of this Constitution, the Students' Union shall be entitled to act independently of the University; and the University, its officers and employees, shall have no authority to intervene in the conduct of the affairs of the Students' Union or management of its services and activities.
- 5.2 Subject to the provisions of this Clause, the Students' Union shall be entitled to determine the use of its own funds.
- 5.3 Subject to the provisions of this Clause and the terms of any lease, licence or other agreement between the Students' Union and the University, the Students' Union shall have full authority to manage and control the use of all premises of the Students' Union.
- 5.4 An annual budget for all activities of the Students' Union and its companies shall be prepared by the Students' Union Officers, and submitted to the Students' Union Council for consideration. Students' Union Council may then make amendments and shall submit a budget to the Trustee Board for approval. The budget shall then be submitted not later than one month before the commencement of the relevant financial year to the University Council for ratification, in accordance with the Education Act 1994. Any amendment to the budget subsequently made in

accordance with the Bye-Laws shall be submitted as soon as practicable to the Trustee Board for approval and to University Council for ratification.

- 5.5 Annual audited accounts of the Students' Union and its companies, including details of all affiliations to external bodies, shall be presented to the Trustee Board for approval, and subsequently shall be presented to the Students' Union Council and University Council.
- 5.6 The Students' Union shall take any action required by the University to comply with the Education Act 1994 or any subsequent amendment of that Act.

## 6. INDEMNITY INSURANCE

- 6.1 To further its objects, but not to further any other purpose, the Students' Union may pay out of the funds of the Students' Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Students' Union provided that no such insurance shall extend to:
- 6.1.1 any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
- 6.1.2 any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or
- 6.1.3 any liability incurred by the Trustees to the Students' Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Students' Union or in the case of which they did not care whether it was in the best interests of the Students' Union or not.
- 6.2 The Trustees shall have power to resolve pursuant to Clause 6.1 to effect trustees' indemnity insurance, despite their interest in such policy.

7. **LIMITATION ON PRIVATE BENEFITS:** provision shall not extend to the service of acting as Trustee;
- 7.1 The income and property of the Students' Union shall be applied solely towards the promotion of its objects. (c) if the person being remunerated is a Trustee the procedure described in Clause 8.1 (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
- 7.2 Except as provided below no part of the income and property of the Students' Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Students' Union. This shall not prevent any payment in good faith by the Students' Union of: (d) if the person being remunerated is a Connected Person the procedure described in Clause 8.2 (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person; and
- 7.2.1 any payments made to any Member in their capacity as a beneficiary of the Students' Union; (e) at all times the provisions of the Education Act are complied with;
- 7.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Students' Union provided that if such Member is a Trustee Clause 7.3 shall apply;
- 7.2.3 interest on money lent by any Member to the Students' Union at a reasonable and proper rate; and 7.3.4 interest on money lent by any Trustee or Connected Person to the Students' Union at a reasonable and proper rate;
- 7.2.4 any reasonable and proper rent for premises let by any Member to the Students' Union. 7.3.5 any reasonable and proper rent for premises let by any Trustee or Connected Person to the Students' Union;
- 7.3 Except as provided below no Trustee may sell goods, services or any interest in land to the Students' Union; be employed by, or receive any remuneration from, the Students' Union; or receive any other financial benefit from the Students' Union. This shall not prevent any payment in good faith by the Students' Union of: 7.3.6 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Clause 6;
- 7.3.1 any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Students' Union; 7.3.7 any payments made to any Trustee or officer under the indemnity provisions set out at Clause 9; and
- 7.3.2 reasonable and proper out of pocket expenses of the Trustees; 7.3.8 any payments authorised in writing by the Charity Commission.
- 7.3.3 reasonable and proper remuneration to any Officer Trustee or Connected Person for any goods or services supplied to the Students' Union on the instructions of the Trustees provided that: 7.4 In Clauses 7.2 and 7.3, references to the Students' Union shall be read as references to the Students' Union and/or any Subsidiary Company.
- (a) for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of the eight Officer Trustees and Connected Persons under contracts of employment with the Students' Union; 7.5 For any transaction authorised by Clause 7.3 or Clause 7.4, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Students' Union shall be disapplied provided the relevant provisions of Clause 7.3 or Clause 7.4 have been complied with.
- (b) subject to Clause 7.3.3(a), the authorisation under this 8. **CONFLICTS OF INTEREST**
- 8.1.1 Whenever a matter is to be discussed at a Trustee Board meeting and a Trustee has a Personal Interest in respect of that matter then he or she must:

- 8.1.2 declare his or her interest to the Trustees;
- 8.1.3 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
- 8.1.3 not be counted in the calculation of the quorum for that part of the meeting; and
- 8.1.4 withdraw during the vote and have no vote on the matter.
- 8.2 If any question arises as to whether a Trustee has a Personal Interest, the question shall be decided by a majority decision of the other Trustees.
- 8.3.1 In particular, Clause 8.1 shall apply to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be remunerated as an employee by the Students' Union.

**9. LIABILITY AND INDEMNITY**

- 9.1 No Officer, Official or employee of the Students' Union shall be liable for any loss, damage or misfortune which may be incurred by the Students' Union as a result of the proper execution of her/his duties, except where otherwise stated in the Bye-Laws.
- 9.2 This indemnity does not cover liability for the consequences of any act which is malicious, or contrary to the Constitution, Bye-Laws or policy of the Students' Union.
- 9.3 Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall and every other officer or auditor of the Students' Union may be indemnified out of the assets of the Students' Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Students' Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

**10. DISCIPLINE**

- 10.1 The Students' Union shall be responsible for maintaining discipline in the Students' Union premises and in relation to the

services and activities organised by the Students' Union.

- 10.2 Disciplinary regulations shall be specified in the Bye-Laws and approved by the University Senate.

**11. CONSTITUTION AND BYE-LAWS**

**11.1 Amendments**

- 11.1.1 Amendments to the Constitution, Bye-Law 1 Membership, Bye-Law 2 Referenda, Bye-Law 3 Students' Union Council, Bye-Law 4 Students' Union Officers, Bye-Law 5: Trustees of the Students' Union, Bye-Law 17 Election Regulations, Bye-Law 18 Policy and Bye-Law 19 Ethical Policy may only be made by referenda in accordance with the procedure outlined below.

- 11.1.2 Proposals for the amendment of the Constitution and Bye-Laws specified above may be submitted by petition of 1,000 Full Members, or by the Students' Union Council in accordance with the Bye-Laws.

- 11.1.3 A proposal for amendment shall require a two-thirds majority in a Referendum to be approved.

- 11.1.4 Amendments to Bye-Laws other than those specified above may be made by Students' Union Council, in accordance with procedures outlined in Bye-Law 3, or by referenda as specified above. Any decision taken by referenda shall have precedence over a decision of Students' Union Council in relation to these Bye-Laws.

- 11.1.5 Amendments shall take immediate effect unless otherwise specified in the proposal approved in the Referendum, or in the case of those amendments requiring the approval of the University, as specified below.

- 11.1.6 Amendments to the Constitution, and to Bye-Laws concerning elections, shall be effective only when approved by University Council. Amendments to Bye-Laws concerning discipline shall be effective only when approved by University Senate. Other Bye-Law changes, dependent on amendments to Constitution or Bye-Laws specified in this Clause, shall only take effect when those amendments have received the necessary approval.

- 11.1.7 The University Council may at any time review this Constitution in accordance with the Education Act 1994 and make amendments by Regulation.

- 11.1.8 Amendments to the Students' Union's Aims and Objectives shall only be effective

- when approved by the Charity Commission.
- 12.2 **Interpretation**
- 12.2.1 Students' Union Council shall be responsible for the interpretation of the Constitution and Bye-Laws, subject to the Charter and statutes of the University.
- 12.2.2 In any matter of interpretation in which there may appear to be a conflict between clauses of the Constitution and clauses of the Bye-Laws, the clauses of the Constitution shall take precedence.
- 12.2.3 The President of the Students' Union shall have the authority to rule on any matter of interpretation of the Constitution and Bye-Laws, pending a meeting of Students' Union Council.
- 12.2.4 Voting shall be by simple majority unless otherwise stated.
- 12.3 **Definitions**
- 12.3.1 'Connected Person' shall mean any person falling within one of the following categories and where payment to that person might result in the relevant Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital;
- 12.3.2 'Day' shall mean a period of 24 hours, excluding Saturday, Sunday, Bank Holidays and any day outside the academic sessions of the University.
- 12.3.3 'Employee' shall mean any person employed by the Students' Union, except the Officers.
- 12.3.4 'Full Member' shall mean Full Member of the Students' Union.
- 12.3.5 'Officer' shall mean Officer of the Students' Union.
- 12.3.6 'Personal Interest' shall mean a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee
- 12.3.7 'Official' shall mean any person, other than a Students' Union Officer, who is a member of any Committee of the Students' Union or who represents the Students' Union to the University or any other body.
- 12.3.8 'Paid elected union office', for the purpose of the 1994 Education Act, shall mean only the positions of Students' Union Officers.
- 12.3.9 A paper 'petition' shall require the names, registration numbers and signatures of the appropriate number of full members. An electronic 'petition' shall be submitted on the Students' Union's website (or on another website specifically designated by the Students' Union) and shall require the names and registration numbers of the appropriate number of full members, which shall be submitted from the University computer accounts of the relevant students.
- 12.3.10 'Quorum' shall mean the least number of Full Members whose presence at a meeting, or participation in a Referendum, is necessary to make valid decisions. In a Referendum the quorum shall be determined by a count of votes cast for, against and in abstention, but shall not include spoilt papers.
- 12.3.11 'Simple majority' shall mean the greater number of votes cast, excluding abstentions.
- 12.3.12 'Two-thirds majority' shall mean at least two-thirds of the votes cast, excluding abstentions.
- 12.3.13 'Students' Union' shall mean the University of Sheffield Students' Union.
- 12.3.14 'University' shall mean the University of Sheffield.
- 12.3.15 'Publish' shall mean to place a notice on the Students' Union website, on a designated noticeboard in the Students' Union Building and in such other places as deemed appropriate.
- 12.3.16 'Women students' shall mean self-defining women students.

# THE UNIVERSITY OF SHEFFIELD STUDENTS' UNION

## BYE-LAWS

### Bye-Law 1 MEMBERSHIP

#### 1. FULL MEMBERSHIP

- 1.1 The provisions for Full Membership shall be as specified in the Constitution.

#### 2. ASSOCIATE MEMBERSHIP

- 2.1 Associate Membership may be granted to postgraduates registered as continuing students who are not considered as Full Members, students of the Institute of Lifelong Learning, or occasional students, individuals attending the University on a regular basis for research or study, and to the partners of Full Members, and other individuals in such numbers and on such conditions as may be determined by Students' Union Council.
- 2.2 Associate Membership will be granted on payment of a fee determined by Students' Union Council.

#### 3. LIFE MEMBERSHIP

- 3.1 Life Membership may be granted to former Full Members of the Students' Union for life or for other such periods as may be determined by Students' Union Council.
- 3.2 Life Membership will be granted on payment of a fee determined by Students' Union Council.

#### 4. HONORARY MEMBERSHIP

- 4.1 Honorary Membership shall be granted automatically to the Officers and staff of the University and permanent employees of the Students' Union, and may be granted to temporary employees of the Students' Union.
- 4.2 Honorary Life Membership shall be granted automatically to Officers of the Students' Union on completion of their term of office, and to other individuals as agreed by Students' Union Council. The Students' Union President shall invite nominations for Honorary Life Membership from any Full Member during Semester 1,

allowing 4 weeks for such nominations to be submitted. Students' Union Council shall then establish a Panel, consisting of the Students' Union President and 4 other members of Students' Union Council, to make recommendations on the nominations. No member under consideration for Honorary Life Membership shall serve on this Panel.

#### 5. RECIPROCAL MEMBERSHIP

- 5.1 Full Members of the National Union of Students shall be Reciprocal Members.
- 5.2 Reciprocal Membership may also be granted to Members of other student organisations of post-school education.

#### 6. GENERAL ARRANGEMENTS

- 6.1 Full membership shall be valid for the duration of registration as a student of the University. Other categories of membership shall be valid for such periods as are determined by Students' Union Council.
- 6.2 All members, with the exception of Honorary and Reciprocal Members, shall be issued with a membership card which bears a photograph of the member. Reciprocal members shall present a NUS or other students' union card, and Honorary Members shall present a staff identity card, as proof of status.
- 6.3 Reciprocal members under the age of 18 shall be required to carry cards which identify their age, so that the Students' Union may comply with licensing regulations.
- 6.4 All Members may be required to show their membership card, as proof of membership, and shall surrender it to an Officer or employee of the Students' Union on demand.

## Bye-Law 2 REFERENDA

### 1. ORGANISATION OF A REFERENDUM

1.1 The President should be responsible for organising a referendum when instructed:

1.1.1 By a petition of 1,000 Full Members, in relation to the policy of the Students' Union, changes to the Students' Union's Constitution and Bye-Laws, the removal of Officers or other elected officials and the removal of specific duties from an Officer or other elected official.

1.1.2 By a decision of the Students' Union Council, in relation to the policy of the Students' Union, changes to the Students' Union's Constitution and Bye-Laws, the removal of Officers or other elected officials and the removal of specific duties from an Officer or other elected official in accordance with Bye-Law 3. In the case of a referendum called to remove a Students' Union Officer or other elected official, the decision of Students' Union Council shall require a two thirds majority of those present.

1.1.3 By a decision of Student Executive Committee, in relation to a disagreement with Students' Union Council, in accordance with Clause 1.2 of Bye-Law 3.

1.1.4 By a decision of a Discipline Panel (convened under the procedures set out in the Employment Handbook) to recommend removal of an Officer or the removal of specific duties.

1.2 The Referendum shall be held not sooner than 12 days and not later than 22 days following the decision of the Students' Union Council, or receipt of the petition, or at such other time as may be mutually agreed by the proposers of the referendum and the President.

1.3 The referendum shall be arranged in accordance with the following timetable (of days prior to the first day of voting):

12 days: Publish the proposal and date(s) for the referendum, seeking any alternative or related proposals and statements for and against the proposals, within 5 days

7 days: Cease accepting alternative or related proposals

6 days: Publish the proposal, with any alternative or related proposals, and the arrangements for meetings required to debate it

1.4 An alternative or related proposal shall be considered on receipt of a petition of 500 Full Members. It shall be worded so that it can stand alone from, or alongside, the original proposal

1.5 In the case of any dispute regarding the wording of proposals, or if it deems necessary, Students' Union Council shall be empowered to revise the wording of proposals in order to ensure that those voting in referenda are presented with clear choices and decisions.

### 2. GENERAL ARRANGEMENTS

2.1 Any decision or petition for a Referendum shall specify a single proposal or separate proposals each of which shall not exceed 200 words, except in the case of Constitution or Bye-Law amendments.

2.2 In the case of proposed amendments to the Constitution or Bye-Laws the full wording of the amendments shall be clearly displayed adjacent to the Polling Station.

2.3 Students' Union Council shall determine the financial arrangements for publicising referenda. Such arrangements shall ensure that all referenda held within each academic year receive equal funding.

2.4 Prior to the Referendum, it shall be the responsibility of the President to organise at least one meeting, open to all Full Members, to debate the proposal.

2.5 A minimum of 2,500 Full Members shall be required to cast votes in the Referendum for the decision to be binding.

2.6 The Returning Officers shall actively seek statements for and against referenda proposals to assist those voting to consider the issues involved. If more than one statement is submitted, the Returning Officers shall decide upon which one is published, or may prepare a new statement combining different statements.

2.7 The proposers and opponents of a referendum shall be entitled to produce a statement of not more than 200 words, and proposers and opponents of alternative or related proposals a statement of not more than 100 words, for publication in accordance with Bye-Law 17.

**3. CONDUCT OF THE REFERENDUM**

- 3.1 The Referendum shall be conducted by means of a ballot open to all Full Members.
- 3.2 Polling shall be held on at least one day for at least 8 hours in the Students' Union Buildings, and at least 2 hours in such academic areas and halls of residence as may be determined by Students' Union Council.
- 3.3 The Referendum shall be conducted in accordance with the general regulations covering cross-campus ballots, as laid down in the Bye-Laws.

**4. NATIONAL UNION OF STUDENTS**

- 4.1 A referendum shall be held annually to consider the affiliation of the Students' Union to the National Union of Students.
- 4.2 This referendum shall normally be held concurrently with the elections for Students' Union Officers.

**Bye-Law 3  
STUDENTS' UNION COUNCIL**

**1. ROLE**

- 1.1 **Representation:** To represent the views of students within the University, locally and nationally
- 1.2 **Students' Union Officers:** To oversee the work of the Students' Union Officers, Student Executive Committee and Finance Committee, receiving minutes of Student Executive Committee/Finance Committee meetings and being empowered, by a vote of 2/3 of the members present, to:
  - 1.2.1 require reports from Student Executive Committee/Finance Committee and individual Students' Union Officers on any matter except staffing issues;
  - 1.2.2 be provided with papers considered at Student Executive Committee/Finance Committee, except if either body considers such papers to be confidential due to commercial or staffing considerations;
  - 1.2.3 mandate Student Executive Committee/Finance Committee or individual Students' Union Officers on any matter except staffing issues;
  - 1.2.4 censure or commend Student Executive Committee/Finance

Committee or individual Students' Union Officers;

- 1.2.5 suspend decisions of Student Executive Committee/Finance Committee on any matter except staffing issues and request that Student Executive Committee/Finance Committee reconsider them.
- 1.2.6 be provided with a record of votes taken at Student Executive Committee meetings.
- 1.2.7 The Student Executive Committee may, in the event of disagreement with a decision of Students' Union Council taken under Clause 1.2 of this Bye-Law, refer the matter to a referendum of all members. The referendum shall be held in accordance with Bye-Law 2. The decision of Council shall take precedence over that of Student Executive Committee/Finance Committee pending the outcome of the referendum. Any decision taken by referendum shall have precedence over the decisions of Students' Union Council, Student Executive Committee and Finance Committee.

- 1.3 **Finance:** To consider budget proposals from the Finance Committee and to make recommendations to the Students' Union Trustees; and to receive the annual audited accounts of the Students' Union.
- 1.4 **Government:** To appoint Returning Officers to run elections and referenda, to establish financial arrangements for publicity and to rule on any complaints, in accordance with the relevant Bye-Laws. At the first meeting following Students' Union Council elections, the Students' Union Council shall review its membership and consider whether to organise Bye-Elections to fill outstanding vacancies.
- 1.5 **Committees:** Students' Union Council may request minutes of meetings of Representative and Working Committees.
- 1.6 **NUS:** Deal with matters relating to the National and Regional Conferences of NUS and to submit motions which have been approved in accordance with Clause 6.9 below.
- 1.7 **Policy:** To establish policy for the Students' Union, in accordance with Clause 4.
- 1.8 **Constitution and Bye-Laws:** To amend or consider amendments to the Students' Union Constitution and Bye-Laws, in accordance with the Constitution and Clause 5 (below).
- 1.9 **Select Committees:** To establish Select Committees to scrutinise the work of the Officers or other issues (except staffing issues) and report back to Council. Select

- Committees shall have the power to request papers from and request attendance of the Officers, officials and staff of the Students' Union.
- 1.10 **Students' Union Trustee Board:** to receive the minutes of the Students' Union Trustee Board.
- 1.11 Students' Union Officers' Conditions of Employment: To determine conditions of employment for future Students' Union Officers, in accordance with Clause 7
- 2. MEMBERSHIP**
- 2.1 **Students' Union Officers:** 8 members as defined in Bye-Law 4.
- 2.2 **Departmental Councillors:** One member elected by and from the students of each academic department or school listed in Annex A, in accordance with Bye-Law 17. Each student shall be eligible to stand and vote for the departmental councillor only in their home department, as defined by the University, except that students on dual degree courses shall be eligible to stand and vote in either, but not both, of the departments responsible for their degree programme.
- 2.3 **Representative Councillors:** one member elected by and from each of the following groups, in accordance with Bye-Law 17:
- women students
  - black students
  - lesbian, gay, bisexual and trans students
  - international students
  - postgraduate research students
  - postgraduate taught students
  - mature undergraduate students
  - students with disabilities.
- 2.4 Students' Union Council may amend the list of departments and schools in Annex A, but any such amendment shall not take effect until the next opening of nominations for Council.
- 3. MEMBERS' RESPONSIBILITIES AND TRAINING**
- 3.1 **Departmental Councillors** shall:
- 3.1.1 Attend meetings of Students' Union Council.
- 3.1.2 Represent students from their academic department at Students' Union Council.
- 3.1.3 Attend meetings of the Councillors' Forum.
- 3.1.4 Inform students in their academic department of the work of the Students' Union, and in particular of the work of Students' Union Council.
- 3.1.5 Inform the Students' Union of issues affecting students in their academic department.
- 3.1.6 Attend meetings of their academic department's staff-student committee.
- 3.1.7 Support student representation within their academic department.
- 3.2 **Representative Councillors** shall:
- 3.2.1 Attend meetings of Students' Union Council.
- 3.2.2 Represent students from their representative group at Students' Union Council.
- 3.2.3 Attend meetings of the Councillors' Forum.
- 3.2.4 Inform students from their representative group of the work of the Students' Union, and in particular of the work of Students' Union Council.
- 3.2.5 Inform the Students' Union of issues affecting students from their representative group.
- 3.2.6 Attend meetings of their Representative Committee and of its Executive Committee.
- 3.2.7 Be responsible for recruiting members to the Executive Committee and actively encourage participation in the Executive and Representative Committees.
- 3.3 Any Departmental Councillor who is absent, without written apologies, from two meetings of Students' Union Council or the Councillors' Forum shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.
- 3.4 Any Representative Councillor who is absent, without written apologies, from two meetings of Students' Union Council or Councillors' Forum shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.
- 3.5 The President shall inform Students' Union Council members of those parts of the Constitution and Bye-Laws that relate to their role and responsibilities, within 10 days of their election.
- 3.6 The President shall arrange induction training for all members prior to the first meeting of Students' Union Council following elections.
- 3.7 All members shall be required to attend induction training before participating in meetings of Students' Union Council.
- 3.8 The Trustee Board may make arrangements to make a payment to Councillors. The payment shall be

dependent on attendance at meetings of Students' Union Council and the Councillors' Fora. The amount of the payment, and the specific requirements for payment, shall be determined by the Trustee Board and shall be published prior to the opening of nominations for Students' Union Council.

#### **4. POLICY**

- 4.1 Any member of Students' Union Council may submit a proposal in writing to the President for the establishment of Policy. Any such proposal shall not exceed 200 words and shall be supported by one other member of Council. A proposal for the establishment of policy, not exceeding 200 words, may also be submitted in writing to the President by 50 Full Members.
- 4.2 The President shall publish notice of any such proposal in a Students' Union e-newsletter and on the Students' Union's website, with the full text published on the Students' Union's website and circulated to Working and Representative Committees and members of Students' Union Council within 10 days, inviting alternative or related proposals of no more than 200 words within 5 days following publication. Alternative or related proposals shall be submitted in writing to the President by any Full Member, with the support of ten other Full Members.
- 4.3 The original proposal, and any alternative or related proposals, shall be published in a Students' Union e-newsletter and on the Students' Union's website and circulated to student groups and Representative Committee members 10 days prior to the meeting of Students' Union Council at which it is to be considered.
- 4.4 Proposals shall require the approval of two-thirds of the members of Council to be carried and established as policy of the Students' Union. The Student Executive Committee may however refer any such decision to a referendum for decision by the membership. If a proposal achieves a two thirds majority of Council and is referred to referendum by Student Executive Committee the policy shall be effective from the decision of Council, pending the outcome of the referendum. Any proposal that is supported by over half, but less than two-thirds, of members present may be submitted to a referendum by a decision of Council.
- 4.5 Council may submit any policy proposal to referendum with a simple majority, but only after the procedure set out in Clauses 4.1 to 4.3 has been followed.

#### **5. BYE-LAW AMENDMENTS**

- 5.1 Any member of Students' Union Council may submit a proposal in writing to the President for the amendment of any Bye-Laws over which Council has jurisdiction in accordance with Clause 8.1 of the Constitution.
- 5.2 Any such proposals shall be considered in accordance with the procedure outlined in Bye-law 21.

#### **6. ARRANGEMENTS FOR MEETINGS**

- 6.1 **General Arrangements:** Meetings shall be held in accordance with Bye-Law 9 with the additional provisions outlined below.
- 6.2 **Chairing of Meetings**
- 6.2.1 At the first meeting of Council the Chair shall be taken by the outgoing Chair from the previous Council, the President of the Students' Union, or another member appointed by the meeting, pending the election of a Chair and Vice-Chair.
- 6.2.2 An election for a Chair and Vice-Chair shall be held as the last item of business at the first meeting following the election of Council, and thereafter shall be held at the first meeting of each academic term. Subsequent meetings shall be chaired by the Chair or Vice-Chair or, in their absence, by another member elected by the meeting.
- 6.2.3 The Chair shall:
- be impartial and shall not participate in debate;
  - ensure the debate is orderly, conducted in accordance with the standing orders and may suspend debate for 5 minutes if the meeting becomes disorderly;
  - not call the same speaker twice on a proposal except to sum up;
  - not permit more than one motion or amendment to be placed before the meeting concurrently;
  - be required to rule on any part of the Constitution or Bye-Laws relating to the conduct of the meeting;
  - be competent to move procedural motions alone when there is no dissent;
  - advise the meeting, where necessary, of the law relating to students' unions, the Constitution and Bye-Laws, the protocol regarding employees or disciplinary provisions and on the implications of Procedural Motions, as appropriate;

- vacate the Chair, when her/his ruling has been challenged or a motion of 'no confidence' in his/her ability to Chair is being considered or to participate in debate.
- 6.2.4 The Vice Chair shall chair meetings of the Councillors' Forum.
- 6.3 **Organisation of meetings**
- 6.3.1 A schedule of meetings and dates for the submission of business shall be agreed at the first meeting of the Council and published for all Full Members.
- 6.3.2 Additional meetings shall be convened by the Chair or on the written request of 30% of members.
- 6.3.3 The Chair of Council and the President shall prepare an agenda, outlining the order and timing of business, which shall be agreed at the start of each meeting.
- 6.3.4 Any item submitted in writing to the President by any member of Council or by 50 Full Members before the closing time for the submission of business shall be included on the agenda.
- 6.3.5 Council shall normally meet fortnightly during the first twelve weeks of each University semester.
- 6.4 **Quorum**
- 6.4.1 Two-thirds of the members shall be present for any business to be conducted. Vacancies shall not be included in determining the quorum.
- 6.4.2 The Chair shall ensure that a quorum is present before opening the meeting and may, at her/his discretion delay opening the meeting by up to ten minutes.
- 6.4.3 Any member may request a quorum count at any time in the meeting.
- 6.4.4 In the event of a count revealing less than a quorum present, the Chair shall close the meeting immediately, without considering any outstanding business.
- 6.5 **Debate**
- 6.5.1 In considering any proposals, the order of speeches shall be:
- a speech for the proposal;
  - a speech against the proposal;
  - an equal number of speeches for and against the proposal;
  - speeches around the proposal;
  - a speech summing on the proposal.
- 6.5.2 Where an amendment has been submitted there shall be the following order of speeches, taken immediately following the speech proposing the motion:
- a speech proposing the amendment;
  - a speech against the amendment;
  - an equal number of speeches for and against the amendment;
  - speeches around the amendment;
  - a speech summing on the amendment.
- 6.5.3 This procedure shall be followed for any other amendments. After all amendments have been debated, there shall be:
- a speech against the proposal as amended;
  - an equal number of speeches for and against the proposal;
  - a speech summing on the proposal.
- 6.5.4 If an amendment substantially changes the effect of a proposal, the Chair shall rule that it has become the proposal and speaking rights shall transfer to the proposer of the amendment.
- 6.5.5 Speeches shall first be given to members of Council, but may be granted by the meeting to observers.
- 6.5.6 Unless the meeting decides otherwise, speakers shall speak for up to 2 minutes.
- 6.5.7 The proposer shall have the right to make or waive the summation speech.
- 6.5.8 The summation speech shall contain no new information and may be given immediately before the vote.
- 6.5.9 Points of information may be requested by members from speakers, but shall be taken at the discretion of the speaker and may not be made on procedural motions. These shall relate only to matters raised by the speaker.
- 6.5.10 Points of order may be made by members on one of the following:
- a ruling from the Chair;
  - a breach of the Constitution, Bye-Laws or other regulations;
  - the conduct of the meeting.
- 6.6 **Presentation of Papers**
- 6.6.1 Papers may be submitted by the Officers or members of Council.
- 6.6.2 The Chair shall determine the arrangements for debating papers, subject to the approval of the meeting. Such arrangements shall ensure that debate on any proposals follows the procedure outlined in clause 6.5 above.
- 6.6.3 There shall be a speech introducing each report, followed by questions for the period allotted in the agenda. Procedural motions may be moved relating to the report. After the time allotted the mover of the report shall sum up and there shall be a vote to

accept the report, providing that the entire report has not already been rejected.

shall not go beyond the closing time of the meeting;

## 6.7 Procedural Motions

6.7.1 A procedural motion may be moved between speeches by one member. If supported by 5 other members, there shall be one speech, of not more than one minute, for and against all procedural motions followed by a vote. Procedural motions may not be moved after the summation speech has taken place.

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

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

- (a) that the meeting move immediately to the summation and the vote on the main motion or amendment;
- (b) that specified points of an item or motion be debated and/or voted on in parts;
- (c) that specified sections of a report be rejected and/or referred back to be re-written and re-submitted to the next Council Meeting;
- (d) that the meeting move into closed session with members of Council and other named individuals invited to remain;
- (e) that a guest speaker be invited to address the meeting for a specified period at a specified point in the meeting.
- (f) that the agenda be amended to take a specified item on the agenda at a specified point (This procedural motion may only be moved at the start of the meeting, prior to discussion of any business);
- (g) that a specified number of extra speeches be taken for and against the proposition;

6.7.4 The following procedural motions shall require a two-thirds majority to be effected:

- (h) that the matter be not discussed, and the next item be considered;
- (i) that the motion or question be referred to a named body, Official or Officer of the Students' Union for consideration;
- (j) that the meeting challenges the Chair's ruling, which shall be reconsidered so that the Chairperson may take the speech against;
- (k) that the discussion or debate on an item be extended for a period not exceeding 10 minutes except that this

- (l) that this meeting has no confidence in the Chair and that s/he shall therefore be removed from the chair for the remainder of the meeting.

## 6.8 Voting

6.8.1 Voting shall take precedence over everything except a point of order concerning the vote. Each member shall have one vote.

6.8.2 The Chair shall have a second and casting vote, which shall be used when a vote remains tied after a recount, and which shall be cast against the proposal.

6.8.3 A simple majority shall be required in all votes, except that a two-thirds majority shall be required to:

- decide policy of the Students' Union,
- mandate the Student Executive Committee or individual Students' Union Officers,
- block decisions of the Student Executive Committee,
- censure or commend individual Students' Union Officers ,
- call a referendum seeking to remove a Students' Union Officer or elected official,
- overturn the decision of a Working or Representative Committee or to instruct such a Committee on a matter for which it is responsible as defined in Bye-Laws 6 and 7.

6.8.4 A Call Vote may be requested by any member and shall require all present to declare a vote for, against or in abstention on any matter.

6.9 **NUS Conference Motions:** Students' Union Council shall ensure that the opportunity to submit motions to the Conference has been publicised to all students, normally within 7 days of the receipt of the notice of Conference. Proposals for NUS Conference motions shall be submitted in writing 5 days prior to the meeting of Students' Union Council at which they are to be considered, and shall be circulated in advance to all members of the Council with the agenda of the meeting

## 7. CONDITIONS OF EMPLOYMENT OF STUDENTS' UNION OFFICERS

7.1 Students' Union Council shall elect a Remuneration Committee, which shall consist of five members of Students' Union Council, normally including the Vice-Chair. The Students' Union General

Manager (or his or her nominee) shall attend as a non-voting member. No Students' Union Officer or Officer-elect shall be a member of the Committee. The Committee shall consider the conditions of employment of future Students' Union Officers, including salary levels, and make recommendations to Students' Union Council.

- 7.2 The Students' Union Officers and Officers-elect may attend the Remuneration Committee at the request of the Committee, only for such part of the meeting as in the view of the Committee is necessary to inform the debate. They shall not be present for all of the Committee's discussions and must not be present during any vote.
- 7.3 In any consideration at Students' Union Council of the report of the Remuneration Committee, or of the conditions of employment of Students' Union Officers, the Students' Union Officers and Officers-elect may remain, only for such part of the meeting as is necessary to inform the debate. They shall not be counted in the calculation of the quorum for that part of the meeting and must withdraw before any vote and have no vote on the matter.

**Bye-Law 4:  
OFFICERS OF THE  
STUDENTS' UNION**

- 1. **GENERAL ARRANGEMENTS.**
- 1.1 Officers of the Students' Union shall be the President, Education Officer, Finance Officer, International Students' Officer, Sports Officer, Activities Officer, Welfare Officer, and Women's Officer. All of these posts shall be full time for the period of one year in accordance with clause 4.3.5 of the Constitution.
- 1.2 The Officers' period of office shall run for one year from the fourth Monday following the end of the academic year.
- 1.3 Immediately following their election, successful candidates shall be designated the President-elect, Education Officer-elect, Finance Officer-elect, International Students' Officer-elect, Sports Officer-elect, Activities Officer-elect, Welfare Officer-elect and Women's Officer-elect. As Officers-elect they shall be invited to attend Students' Union Council and the committees on which they will be members when they assume office.
- 1.4 Students' Union Council may make arrangements to pay a salary to the Officers-elect during any formal induction period which shall normally take place for

the two weeks immediately preceding their term of office.

- 1.5 Students' Union Council may determine conditions of employment for future Students' Union Officers in accordance with Bye-Law 3, and shall publish any such conditions as an appendix to the Constitution or as part of the Employment Handbook. In any consideration of their conditions of employment, the Students' Union Officers may contribute to discussion subject to Bye-Law 3, but shall not be present for, or participate in any vote.
- 1.6 Officers shall act in accordance with the conditions of employment and the Employment Handbook agreed by Students' Union Council
- 1.7 An Officer who is unable to carry out her/his duties due to absence may appoint one of the other Officers to act for her/him. The Acting Officer shall assume all responsibilities of that post for the period specified by the post holder.
- 1.8 A review of the Students' Union Officer posts and their roles and duties shall be carried out at least every three academic years, starting in 2010/2011.
- 1.9 Before the start of each review, Students' Union Council shall establish an Officer Roles Review Committee, to oversee the process. The Committee shall consist of the President, the Chair of Students' Union Council, three members elected from Students' Union Council (at least two of whom shall not be Students' Union Officers) and the General Manager or his or her nominee in attendance as a non-voting member. Other Students' Union Officers may attend the Committee as non-voting members.
- 1.10 The President and the General Manager shall ensure that any review includes adequate consultation with the Students' Union's membership. In particular, any proposals to change the roles of the Officers shall be published 10 days prior to the meeting of Students' Union Council at which they are to be considered.
- 2 **STUDENT EXECUTIVE COMMITTEE**
- 2.1 The Officers shall form the Student Executive Committee, which shall be responsible for student representation and democracy and for overseeing the non-commercial services of the Students' Union.
- 2.2 The Student Executive Committee shall:
  - 2.2.1 oversee the Students' Union's relationship with the University, and the representation of students' views at departmental, faculty and institutional levels;

- 2.2.2 oversee the Students' Union's relations with other students' unions, the National Union of Students, the local community and other external bodies;
- 2.2.3 promote student involvement in Students' Union democracy and oversee the organisation of Students' Union elections;
- 2.2.4 oversee the implementation of Students' Union Policy;
- 2.2.5 approve, and review implementation of, individual and team objectives, prior to consideration by Students' Union Council;
- 2.2.6 agree spending for those budgets relating specifically to Officer objectives;
- 2.2.7 consider strategic options, determine those to be pursued and approve appropriate business plans for all non-commercial services and activities;
- 2.2.8 monitor the performance of the non-commercial services and activities in the achievement of business plans, budgets and key performance objectives;
- 2.2.9 monitor students' use of services, and involvement in activities, to ensure that all sections of students receive full value from their membership of the Students' Union;
- 2.2.10 agree attendance of Students' Union Officers at external events and conferences
- 2.3 Minutes of all meetings shall be published for all students and circulated to members of the Students' Union Council with the exception of any minutes deemed by the Committee to be confidential which shall be reworded as an 'in camera' minute with an 'ex camera' report in the published minutes.
- 2.4 Meetings shall be chaired by the President or, in her/his absence, another Officer appointed by the meeting
- 2.5 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained and published as part of the minutes.

### 3. POWERS OF THE OFFICERS

- 3.1 During the University vacation, in exceptional circumstances, or if it appears to the Officers that any body of the Students' Union is failing to fulfil its responsibility or acting contrary to the interests of its members or the Students' Union, the Officers shall be empowered to

take such action as they consider necessary on behalf of Students' Union Council, or any Committee, subject to ratification of their decision by the appropriate body at the first opportunity.

- 3.2 The Officers may, by a majority decision, be empowered to instruct the President to suspend her/his work on a specific matter, pending consideration of that matter by the appropriate committee.

### 4. GENERAL DUTIES OF THE OFFICERS

- 4.1 The Officers shall represent students of the University to the University and to local and national bodies.
- 4.2 The Officers shall campaign for the rights and interests of students of the University locally and nationally.
- 4.3 The Officers shall represent students on University bodies, sharing these responsibilities among themselves at the start of their year of office. They shall report on meetings to the relevant Students' Union Committee(s).
- 4.4 The Officers shall act in accordance with decisions taken by Referenda and Students' Union Council, and shall act in accordance with decisions taken by Representative Committees on issues for which they have responsibility as defined in Bye-Laws 4 and 6
- 4.5 Each Officer shall be responsible for ensuring that each Representative Committee for which s/he is responsible meets at least three times each semester. S/he shall ensure that notice is circulated for meetings, minutes are produced and Committees operate in accordance with Bye-law 9, and that Committee Charters are produced in accordance with Bye-law 6.
- 4.6 The Officers shall undertake additional responsibilities determined by Students' Union Council, or by Representative Committees on issues for which they have responsibility as defined in Bye-Law 6.
- 4.7 The Officers shall allocate responsibilities for each current Union policy and prepare proposals for action to be taken in support of the policy, which shall be submitted for approval to the first meeting of the academic year, and produce a report on action taken for meetings of Students' Union Council by Week 12 of Semester 1, Week 6 of Semester 2 and Week 12 of Semester 2.
- 4.8 The Officers shall meet to prepare proposals on their individual and team objectives for the academic year, which shall be submitted, along with copies of each Officer's election manifesto, for approval at the first meeting of Students' Union Council, and the Representative

Committees on which they serve, held that year. These proposals should include the allocation of responsibilities for all areas of the Students' Union's activities not prescribed in Clause 5 below and shall include the responsibility for support for Mature Students' Committee and all matters relating to mature undergraduate students (including attendance at meetings).

Those Officers responsible for clubs, societies and working committee forums, as defined in Bye-Laws 7 and 10, shall present the report on their priorities to the appropriate forums at the first meeting of the academic year.

4.9 The Women's Officer shall normally be responsible for:

support for Lesbian, Gay, Bisexual and Trans Students' Committee and all matters relating to lesbian, gay, bisexual and Trans students (including attendance at meetings);

support for Black Students' Committee and all matters relating to black students (including attendance at meetings);

support for Disabled Students' Committee and all matters relating to disabled students (including attendance at meetings).

However, Student Executive Committee may allocate one or more of these responsibilities to another Officer, provided that the Officer is a member of the relevant group and that the Officer agrees to take on that responsibility.

4.10 The Officers shall publish reports on the implementation of their individual and team objectives to Students' Union Council three times each semester and regularly on the Students' Union's website.

4.11 Ensure that arrangements are made for the induction and training of incoming Students' Union Officers, individually and as a team.

## 5. DUTIES OF INDIVIDUAL OFFICERS

5.1 **The President** shall:

5.1.1 Co-ordinate the work of the Officers ensuring that they fulfil the duties outlined in this Bye-Law. S/he shall be empowered to instruct any Officer to undertake or suspend work on a specific matter, pending consideration of that matter by the appropriate committee.

5.1.2 Ensure that the Officers prepare team and individual annual objectives for approval by Students' Union Council, and for review at appropriate periods by Student Executive Committee and Students' Union Council.

5.1.3 Arrange Officers' team meetings to co-ordinate the implementation of team and individual objectives, ensuring the effective allocation of duties.

5.1.4 Oversee the representation of student views and interests to the University, locally and nationally, except in relation to departmental and faculty bodies.

5.1.5 Oversee communication between the Students' Union and its membership, with the exception of those publications constituted under Bye-law 7.

5.1.6 Liaise with the senior management of the Students' Union to ensure effective planning of Union services and activities.

5.1.7 Be responsible for staffing matters and chair Staffing Committee.

5.1.8 Jointly with the Welfare Officer promote and maintain the benefits that students bring to the local area by liaising with local community groups, and campaign on issues affecting students in the local area.

5.1.9 Co-ordinate measures to encourage a student community which respects the diversity of its membership, in accordance with Clause 2 of the Constitution.

5.1.10 Oversee the implementation and upholding of Students' Union's Policy in accordance with Clause 4 of the Constitution.

5.1.11 Organise nominations and other arrangements for Honorary Life Membership and Honorary President, in accordance with Bye-law 1 and Bye-law 4.

5.1.12 Oversee the Students' Union's relations with the media, in accordance with Bye-Law 13.

5.1.13 Oversee disciplinary matters, in accordance with Bye-Law 15.

5.1.14 Promote the democratic structure of the Students' Union and oversee the organisation of elections and referenda in accordance with the relevant Bye-laws.

5.1.15 Be responsible for all matters in relation to the Students' Union's Ethical Policy, in accordance with Bye-Law 19.

5.1.16 Oversee the Students' Union's activities within the National Union of Students, serving as a delegate to the Annual Conference of the NUS.

5.1.17 Organise and help to ensure that the Students' Union leads challenging campaigns on student issues which aim to make change happen for students at the University, locally and nationally.

5.1.19 Represent students at, and report to Student Executive Committee on, meetings of University Court, Council, Senate and such other bodies as required.

- 5.2 **The Activities Officer shall:**
- 5.2.1 Ensure that an annual budget is prepared for societies, with the exception of national societies, in consultation with Societies Committee, and work with staff to monitor expenditure against agreed budgets.
- 5.2.2 Ensure arrangements are made for societies, except national societies, to make applications for capital expenditure, and make appropriate recommendations to Societies Committee on such applications.
- 5.2.3 Advise students on the organisation of activities, making recommendations to Societies Committee on new societies and other initiatives as appropriate.
- 5.2.4 Co-ordinate the organisation of an event during Intro Week to provide all societies and working committees with the opportunity of promoting their activities to new students.
- 5.2.5 Support the Societies Committee by promoting elections to the Committee, organising and attending regular meetings, and ensuring that agendas are prepared and minutes are taken.
- 5.2.6 Ensure that a regular programme of recreational activities is available and promoted to students to participate on a casual basis.
- 5.2.7 Oversee the charitable activities of the Students' Union, advising students on charitable appeals and organising a collection for the University Southern African Scholarship Fund at the Intro meetings.
- 5.2.8 Oversee the volunteering activities of the Students' Union and in particular attend meetings of the Sheffield Volunteering Board.
- 5.2.9 Ensure the organisation and promotion of inter-faith initiatives and activities, in liaison with the Multi-Faith Chaplaincy Service
- 5.2.10 Work with the Societies Committee to coordinate meetings of the Activities Forum and Working and Representative Committees Forum as required.
- 5.2.11 Represent students at, and report to Student Executive Committee on, University and other meetings as required.
- 5.2.12 Support and co-ordinate the arrangements for student activities in all accommodation provided by the University, both directly and through other organisations.
- 5.3 **The Education Officer shall:**
- 5.3.1 Represent students on educational and teaching quality issues in the University, locally and nationally, reporting regularly to relevant Students' Union committees.
- 5.3.2 Lead the Students' Union's work on issues of national higher education policy in consultation with the other officers
- 5.3.3 Oversee the recruitment, training and work of Course Representatives and Faculty Representatives, producing information, and holding regular forums and other events to support their work.
- 5.3.4 Support individual students on academic issues that have wider policy implications, in consultation with the Student Advice Centre.
- 5.3.5 Support the Education Committee by promoting student participation in the committee, organising and attending regular meetings and ensuring that agendas are prepared and minutes are taken.
- 5.3.6 Co-ordinate and implement relevant campaigns on issues of educational and teaching quality with the support of the Education Committee with the aim of improving the experience of students at the university.
- 5.3.7 Support the Postgraduate Students Committee, working with the relevant Representative Councillors, to promote postgraduate student participation in the Students' Union and the provision of services and events relevant to postgraduate students.
- 5.3.8 Represent students at, and report to Student Executive Committee on, meetings of University Senate and such other bodies as required, particularly those concerned with teaching and learning, academic quality and postgraduate matters.
- 5.4 **The Union Development Officer shall:**
- 5.4.1 Oversee the Students' Union's commercial services, Marketing and Communications department, Entertainments department and Facilities Department, working with managers to develop new ideas, initiatives and business plans and representing student interests.
- 5.4.2 Represent students' views and interests on matters relating to commercial services, ensuring that effective procedures for market research and student feedback are in place.
- 5.4.3 Ensure that the Student Executive Committee prepares a budget in advance of each financial year, for submission to Students' Union Council and University Council.
- 5.4.4 Monitor the financial performance of the Students' Union, communicating variances and action plans to other team members.
- 5.4.5 Chair Students' Union Finance Committee.
- 5.4.6 Coordinate and take a lead role in the Students' Union's work on innovation and development of new services and income streams.
- 5.4.7 Ensure that all Committees, Officers and officials of the Union comply with the

- financial regulations. In conjunction with the Activities department, ensure that appropriate training is developed and delivered for committees, societies and clubs.
- 5.4.8 Have responsibility for all budgets covering the work of Students' Union Officers, Working and Representative Committees, Democratic costs and Committed Spends.
- 5.4.9 In consultation with the Director of Resources, ensure audited accounts for the preceding financial year are submitted to Students' Union Council for approval as soon as possible within each financial year.
- 5.4.10 Coordinate and lead the Students' Union's work on student-led businesses and enterprise.
- 5.4.11 Oversee the Student Union's Advertising & Sponsorship Policy, consulting with relevant groups and other Student Officers to review it annually at the start of each academic year.
- 5.4.12 Be responsible for liaison with NUS Services Ltd and be a delegate to NUSSL Conferences.
- 5.4.13 Be responsible for all matters relating to external affiliations, as required by the 1994 Education Act.
- 5.4.14 Support the Union Development Committee in their work by promoting student participation in the committee, organising and attending regular meetings and forging links between the committee and commercial managers.
- 5.4.15 Represent students at, and report to Student Executive Committee on, meetings of University Finance Committee, University Council and other bodies as appropriate.
- 5.5 The International Students' Officer shall:**
- 5.5.1 Represent the views and interests of international students within the University, locally and nationally.
- 5.5.2 Work with the University to promote the interests and welfare of international students.
- 5.5.3 Oversee the organisation of Union services and activities for international students, keeping them under review, making proposals to develop such services and ensuring that all services and activities of the Students' Union have an internationalisation perspective.
- 5.5.4 Oversee the organisation of events for international students.
- 5.5.5 Raise awareness about the benefits of international students and internationalisation and support the process of integration on campus.
- 5.5.6 Represent the views and interests of international students on educational issues within the University, in particular in relation to the development of an inclusive learning and teaching curriculum, and work to bring an international aspect to the University experience of all students.
- 5.5.7 Support national societies, in particular in preparing an annual budget, and providing advice on resources, equipment and facilities in conjunction with the Activities Officer.
- 5.5.8 Organise meetings of National Societies Forum as required.
- 5.5.9 Liaise with other students' unions to promote the interests of international students.
- 5.5.10 Represent international students within the NUS, UKCISA (UK Council for International Student Affairs) and other relevant national organisations.
- 5.5.11 Oversee activities for international students in University accommodation, working with international students in University and Partnership accommodation.
- 5.5.12 Assist individual international students, in consultation with the Student Advice Centre.
- 5.5.13 Support the International Students' Committee, working with the relevant Representative Councillor, to promote student participation in the committee, organise and attend regular meetings and ensure that agendas are prepared and minutes are taken.
- 5.5.14 Represent students at, and report to Student Executive Committee on, meetings of the University and other bodies as required, particularly those concerned with international student matters.
- 5.6 The Sports Officer shall: -**
- 5.6.1 Encourage students to become involved in recreational, intra-mural and club sport.
- 5.6.2 Represent the views and interests of students on sporting matters to the University, locally and nationally.
- 5.6.3 Organise an event during Intro Week to promote all sporting opportunities within the University to new students.
- 5.6.4 Serve as a member of the Usport Board, reporting on meetings to Student Executive Committee.
- 5.6.5 Ensure that the interests of all participants in sport – and particularly those involved in recreational, intra-mural and club sport – are considered in allocating resources and facilities.
- 5.6.6 Support sports clubs, organising training and providing advice on resources, equipment and facilities.

- 5.6.7 Prepare an annual budget for sports clubs in consultation with Sports Committee, for approval by the Usport Board, and monitor expenditure against budgets.
- 5.6.8 Ensure arrangements are made for sports clubs to make applications for capital expenditure, and make appropriate recommendations to Sports Committee and the Usport Board.
- 5.6.9 Represent sports clubs within British Universities and Colleges Sports (BUCS).
- 5.6.10 Support the promotion and development of the Usport intra-mural and recreational programmes, and represent the views and interests of students involved in intra-mural sport and recreational sport.
- 5.6.11 Support the Sports Committee, by promoting elections to the committee, organising and attending regular meetings and ensuring that agendas are prepared and minutes are taken.
- 5.6.12 Organise and support meetings of representatives of all recognised sports clubs.
- 5.6.13 Jointly with the Welfare Officer, promote student healthy living and the benefits of sporting activity in achieving that.
- 5.6.14 Oversee and develop links between sport in the University and the local community.
- 5.6.15 Represent students at, and report to Student Executive Committee on, University and other meetings as required.
- 5.7 **The Welfare Officer shall:**
- 5.7.1 Represent student views and interests on welfare matters in the University, locally and nationally.
- 5.7.2 Be responsible for overseeing activities in relation to student funding, hardship and employment issues.
- 5.7.3 Be responsible for overseeing activities and representation on matters in relation to student accommodation within the University and student housing within the city.
- 5.7.4 Support, coordinate and organise where relevant campaigns and activities on welfare issues including mental health, sexual health, personal safety, safety in the home, in conjunction with relevant working and representative committees.
- 5.7.5 Oversee the organisation of an annual housing event, in liaison with the Student Advice Centre, to raise awareness of issues in relation to University and private sector accommodation for students.
- 5.7.6 Oversee the Students' Union's welfare services, in particular the Student Advice Centre and Children's Services.
- 5.7.7 Jointly with the President, promote and maintain the benefits that students bring to the local area by attending meetings and liaising with local community groups, and campaign on issues affecting students in the local area.
- 5.7.8 Be responsible for supporting Nightline.
- 5.7.9 Support the Welfare Committee by promoting student participation in the committee, organising and attending regular meetings and ensuring that agendas are prepared and minutes are taken.
- 5.7.10 Work with the Sports Officer to promote student healthy living and the adoption of healthy lifestyle choices.
- 5.7.11 Represent students at, and report to Student Executive Committee on, meetings of University Senate and such other bodies as required, particularly those concerned with student welfare matters.
- 5.8 **The Women's Officer shall:**
- 5.8.1 Represent the views and interests of all women students in the University, locally and nationally.
- 5.8.2 Organise and co-ordinate initiatives and campaigns to create an environment within the University and the Students' Union which is inclusive, and free from sexism and discrimination.
- 5.8.3 Organise and co-ordinate initiatives with the University Harassment Network.
- 5.8.4 Organise awareness campaigns on institutional sexism, discrimination, equality, harassment, women's safety, equal pay, violence against women and other issues of concern to women students.
- 5.8.5 Oversee the organisation and publicity of services to enhance women's safety, including the night safety bus, provision of safety alarms and the production of information.
- 5.8.6 Assist individual women students, acting as an advocate where appropriate, in consultation with the Student Advice Centre.
- 5.8.7 Liaise with other students' unions to promote the interests of women students.
- 5.8.8 Represent women students within the National Union of Students and other relevant national organisations.
- 5.8.9 Support the Women's Committee, working with the relevant Representative Councillor, to promote student participation in the committee, organise and attend regular meetings and ensure that agendas are prepared and minutes are taken.
- 5.8.10 Support the Disabled Students Campaign working the relevant Representative Councillor and Committee to promote student participation in the committee and campaign and to organise and attend regular meetings (subject to Clause 4.9 of this bye-law).

- 5.9.11 Support the Black Students campaign working the relevant Representative Councillor and Committee to promote student participation in the committee and campaign and to organise and attend regular meetings (subject to Clause 4.9 of this bye-law).
- 5.9.12 Support the Lesbian, Gay, Bisexual and Trans Students campaign working the relevant Representative Councillor and Committee to promote student participation in the committee and campaign and to organise and attend regular meetings (subject to Clause 4.9 of this bye-law).
- 5.8.13 Oversee Biteback in conjunction with the South Yorkshire Eating Disorders Association (SYEDA), the University Health Service and the University Counselling Service and liaise with SYEDA to organise and promote sessions for students.
- 5.8.14 Represent students at, and report to Student Executive Committee on, meetings of the University and such other bodies as required, particularly those concerned with women and with equality issues.

**6. HONORARY PRESIDENT**

- 6.1 An Honorary President of the Students' Union may be elected in accordance with the following procedure:
  - 6.1.1 The President shall invite nominations for the post of Honorary President in accordance with the timetable for inviting nominations to Students' Union Officers as specified in Bye-Law 16, in the academic year when the post falls vacant.
  - 6.1.2 A nomination proposed by Students' Union Council or 2% of Full Members, including a citation of not more than 500 words, shall be submitted to the President.
  - 6.1.3 The President shall organise an election for the post in accordance with the arrangements outlined in Bye-Law 16 including provision for equal funding of campaigns.
- 6.2 Nominees shall have indicated in writing, if possible, that they are willing to be nominated.
- 6.3 No Full Member shall be eligible to be nominated.
- 6.4 The Honorary President shall hold office from the first day of Semester 1 following her/his election for a period of 3 years unless removed by a referendum.
- 6.5 The Students' Union shall provide travelling expenses for the Honorary President to visit the University where

reasonable, as decided by Students' Union Council.

**Bye-Law 5  
TRUSTEES OF THE  
STUDENTS' UNION**

**1. TRUSTEE BOARD**

- 1.1 The Students' Union Officers and External Trustees shall form the Trustee Board, which shall be responsible for the financial and strategic management of the Students' Union.
- 1.2 The Trustee Board shall:
  - 1.2.1 ensure that the Students' Union operates in accordance with its aims and objectives;
  - 1.2.2 ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Students' Union services and activities;
  - 1.2.3 annually review the Students' Union's mission and values statement;
  - 1.2.4 consider and approve annual departmental plans and budgets;
  - 1.2.5 oversee the finances of the Students' Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
  - 1.2.6 consider and make decisions on capital expenditure;
  - 1.2.7 approve the financial regulations of the Students' Union;
  - 1.2.8 ensure comprehensive research is undertaken to identify members' views on Students' Union services and activities, and on the external environment, and to make recommendations accordingly;
  - 1.2.9 oversee matters relating to the management of the Students' Union buildings;
  - 1.2.10 oversee Students' Union staffing arrangements in accordance with Clause 5 below.
- 1.3 The Trustee Board shall be chaired by the President or, in her/his absence, another Officer appointed by the meeting.
- 1.4 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained as part of the minutes.

<p><b>2. APPOINTMENT OF EXTERNAL TRUSTEES</b></p> <p>2.1 The External Trustees shall be nominated by a Nominations Committee, with any nominations subject to the approval of Students' Union Council.</p> <p>2.2 External Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as finance, property and human resources.</p> <p>2.3 External Trustees shall not have been registered students of the University of Sheffield or Students' Union Officers for at least three years at the date of their appointment.</p> <p>2.4 The Nominations Committee shall consist of two Students' Union Officers (appointed by the Officers), two non-Officer members of Students' Union Council (appointed by the Council) and one external Trustee (appointed by the external Trustees).</p> <p>2.5 External Trustees shall be appointed for a three year term of office and may be re-appointed for a second three year term of office. They shall not be appointed for any further terms.</p>	<p>4.2.1 consider strategic options, determine those to be pursued and approve appropriate business plans for all commercial services;</p> <p>4.2.2 submit annual budget forecasts for the Students' Union to the Trustee Board for approval;</p> <p>4.2.3 monitor the performance of the commercial services in the achievement of business plans, budgets and key performance objectives;</p> <p>4.2.4 prepare recommendations to the Trustee Board on capital expenditure for the Students' Union's services;</p> <p>4.2.5 ensure investigations are undertaken into new commercial opportunities and make recommendations to Trustee Board on these matters.</p> <p>4.3 The minutes of all meetings shall be published for all students and circulated to Students' Union Council with the exception of any minutes deemed by the Committee to be confidential which shall be reworded as an 'in camera' minute with an 'ex camera' report in the published minutes.</p> <p>4.4 Meetings shall be chaired by the Finance Officer or, in her/his absence, another Officer appointed by the meeting</p> <p>4.5 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained and published as part of the minutes.</p>
<p><b>3. RESIGNATION AND REMOVAL OF OFFICE</b></p> <p>3.1 An external Trustee may resign from post by writing to the President of the Students' Union.</p> <p>3.2 External Trustees may be removed from office by a resolution of the Students' Union Officers and the Students' Union Council. The resolution shall require a simple majority of the Students' Union Officers and a two thirds majority of Students' Union Council to be carried. The resolution may be considered first by the Officers or by Council. The relevant External Trustee shall be given at least five days notice of the meetings at which the resolution is due to be considered and shall be given the opportunity to attend the meetings in order to put her/his case, to nominate a representative to attend and speak on her/his behalf or to submit a written statement. The external Trustee shall leave the meeting before a vote on the resolution is taken.</p>	<p><b>5. STAFFING MATTERS</b></p> <p>5.1 All matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of the Senior Management Team shall be the responsibility of the Trustee Board and:</p> <p>5.1.1 shall be considered 'in camera';</p> <p>5.1.2 shall not be discussed at, or considered in, any other Committee, Students' Union Council or Referenda;</p> <p>5.1.3 shall not be mentioned in any publication of the Students' Union.</p> <p>5.2 There shall be a Staffing Committee, consisting of the Students' Union Officers, with the Students' Union General Manager in attendance as a non-voting member.</p> <p>5.3 All matters relating to the responsibilities, conditions of employment, performance or conduct of any other individual members of staff shall be the responsibility of Staffing Committee and:</p> <p>5.3.1 shall be considered 'in camera';</p>
<p><b>4. FINANCE COMMITTEE</b></p> <p>4.1 The Officers shall form the Finance Committee, which shall be responsible for overseeing the Students' Union's finances and commercial services, and which shall report to the Trustee Board.</p> <p>4.2 Finance Committee shall:</p>	

- 5.3.2 shall not be discussed at, or considered in, any other Committee, Students' Union Council or Referenda; except that Staffing Committee may refer them to the Trustee Board for consideration,
- 5.3.3 shall not be mentioned in any publication of the Students' Union

## Bye-Law 6 REPRESENTATIVE COMMITTEES

### 1. ROLE AND GENERAL ARRANGEMENTS

- 1.1 **Role:** Representative Committees exist to promote the views and interests of, and organise activities for, specific sections of the Full Members of the Students' Union.
- 1.2 **Committee Charters:** The Committee shall produce a Charter within seven days of their AGM, which shall be submitted to the Students' Union and which shall be available to students on request at the Activities Information Point. The charter shall outline the Committee's role, objectives and membership and responsibilities of each member.
- 1.3 **General Meetings :** All Committees shall convene an Annual General Meeting (AGM), and may convene other General Meetings by decision of the Executive Committee or at the request of any 50 Full Members of the relevant group. All Full Members of the relevant group represented by the Committee shall be eligible to fully participate in General Meetings, which shall be convened in accordance with clause 2 of this Bye-Law.
- 1.4 **Executive Committee:** The AGM shall elect, or determine the method of election of, an Executive Committee, as outlined in clause 3 below.
- 1.5 **Rules of the Committee:** The Committee may adopt any rules to regulate its affairs. Such rules shall be consistent with the Constitution and Bye-Laws.
- 1.6 **The Committees** shall be as listed in this Bye-Law.
- 1.7 **Constitution, Bye-Laws and Policy:** All Committees shall operate in accordance with the Constitution, Bye-Laws and policy of the Students' Union.
- 1.8 **Minutes:** Minutes shall be taken of all meetings and available upon request from the committee secretary. Action may only be taken to implement decisions which are recorded in the minutes.

### 2. GENERAL MEETINGS

#### 2.1 Notice

- 2.1.1 The relevant Representative Councillor, in consultation with the relevant Officer, shall call an Annual General Meeting, not later than 13 months following the previous AGM.
- 2.1.2 Notice shall be published at least 10 days before the meeting prominently in the Students' Union building and in any regular publication of the Students' Union, stating that all full members of the relevant group may attend, listing all business and seeking nominations for all posts open for election at the meeting.
- 2.1.3 Notice shall specify the time and place of the meeting, which shall be held in one of the meeting rooms of the Students' Union.
- 2.1.4 Full members of the relevant group must be given at least 5 days notice of by-elections to fill vacant committee position.

#### 2.2 Elections

- 2.2.1 Any Full Member of the Students' Union belonging to the relevant group represented by the Committee may stand for any Executive Committee post.
- 2.2.2 Nominations may be in writing or made at the AGM.
- 2.2.3 Voting may be by show of hands, secret ballot or by cross-campus ballot, as determined by the AGM.
- 2.2.4 Notice of the election shall be published prominently in the Students' Union Building and in any regular publication of the Students' Union, stating that all Full Members of the relevant group may vote.

### 3. EXECUTIVE COMMITTEE

- 3.1 The Executive Committee shall consist of a Chair, Secretary, Treasurer and Inclusion Officer and such other members as set out below, agreed by the AGM or determined by the Executive Committee.
- 3.2 Only Full Members belonging to the relevant group represented by the Committee may serve on the Executive Committee, subject to Clause 3.3 below.
- 3.3 The Women's Officer shall be a member of the Women's Executive Committee and the International Students' Officer shall be a member of the International Students' Executive Committee. The Students' Union President and Education Officer, the Chair of the Education Committee and the academic representative from Progress shall be members of the Executive Committee of the Postgraduate Students' Committee. An Officer of the Students' Union shall be a non-voting

- member of the Executive Committee of each of the other Representative Committees.
- 3.4 Each Representative Councillor shall be a member of the relevant Executive Committee. S/he shall be the Chair of the Committee, unless s/he declines to accept the position or unless the AGM or a General Meeting decides otherwise. S/he shall be responsible for recruiting members to the Executive Committee and shall actively encourage participation in the Executive and Representative Committee. Both the Postgraduate Research Students' Councillor and the Postgraduate Taught Students' Councillor shall be members of the Postgraduate Students' Executive Committee. The Chair of this Committee shall be elected at the AGM. Chairs of Representative Committees (and the Representative Councillor if not also the chair) shall attend Students' Union Training.
- 3.5 The Chair shall chair all meetings and be spokesperson for the Committee. S/he shall be responsible to Students' Union Council for the work of the Committee
- 3.6 The Secretary shall be responsible for all matters relating to the organisation of meetings.
- 3.7 The Treasurer shall be responsible for maintaining the accounts of the Committee and authorising all expenditure.
- 3.8 The Inclusion Officer shall be responsible for ensuring that the Committee and its activities are inclusive to all students, allowing any student who wants to get involved to do so.
- 3.9 Other Officers may be elected by the AGM, or from within the Committee, to undertake specific duties.
- 3.10 The Executive Committee shall be responsible for organising training for its successors.
- 3.11 The International Students' Executive Committee shall include 7 international students, drawn from the following regions, but elected by all students:
- 1 from Africa
  - 1 from the Americas
  - 1 from East Asia
  - 1 from Europe
  - 1 from the Middle East
  - 1 from South Asia
  - 1 from South East Asia/Australasia
- and one British student, elected by all students

#### **4. MEMBERSHIP**

- 4.1 Throughout this Bye-Law, the specified membership shall constitute the core membership of the Committee, and shall have the responsibility for ensuring the effective representation of students represented by the Committee.
- 4.2 Each Committee may make its own arrangements to establish such other committees and groups as it deems necessary to carry out activities and organise services for the students represented by the Committee.

#### **5. BLACK STUDENTS' COMMITTEE**

##### **5.1 Role**

- 5.1.1 To promote the views, and interests of, and organise activities for, all students who define themselves as Black.
- 5.1.2 To counter prejudice and discrimination against Black students.
- 5.1.3 To work within the broader Black movement, to forge links based on shared aims, objectives and ideas.

##### **5.2 Membership**

- 5.2.1 Students who define themselves as Black;
- 5.2.2 An Officer of the Students' Union in attendance as a non-voting member;

#### **6. DISABLED STUDENTS' COMMITTEE**

##### **6.1 Role**

- 6.1.1 To promote the views and interests of, and organise activities for, students with disabilities.

##### **6.2 Membership**

- 6.2.1 Students with disabilities;
- 6.2.2 An Officer of the Students' Union in attendance as a non-voting member.

#### **7. INTERNATIONAL STUDENTS' COMMITTEE**

##### **7.1 Role**

- 7.1.1 To promote the views and interests, locally and nationally, of all students whose nationality is other than British.
- 7.1.2 To co-ordinate the activities and oversee the finances of national societies which have been established for specific national groups and for those interested in that particular region or country.

7.1.3 To organise activities for all students whose nationality is other than British and to promote the integration between international and home students.

7.1.4 To allocate funding and deal with all matters relating to national societies.

7.1.5 To introduce new international students to the Students' Union and the University.

7.1.6 To promote the importance of international students within the University and the wider community.

7.1.7 To liaise with other organisations interested in, or representing, international students.

7.1.8 To promote multi-culturalism within the Students' Union and the University.

## 7.2 **Membership**

7.2.1 All students who are full members of the Students' Union;

7.2.2 The International Students' Officer.

## 8. **LESBIAN, GAY, BISEXUAL AND TRANS STUDENTS' COMMITTEE**

### 8.1 **Role**

8.1.1 To promote the views and interests of, and organise activities for, lesbian, gay, bisexual and trans students.

8.1.2 To provide support and advice for students who identify as lesbian, gay, bisexual or trans on a self-determining basis, or who are questioning aspects of their sexual or gender identity.

8.1.3 To counter prejudice and discrimination against lesbian, gay, bisexual and trans students.

8.1.4 To co-ordinate the activities of recognised groups representing lesbian, gay, bisexual and trans students.

### 8.2 **Membership**

8.2.1 Students who identify as lesbian, gay, bisexual or trans on a self-determining basis, or who are questioning aspects of their sexual or gender identity. The confidentiality of all members standing and voting shall be protected by such regulations as may be recommended by the Lesbian, Gay, Bisexual and Trans Committee.

8.2.2 An Officer of the Students' Union, in attendance as a non-voting member.

## 9. **MATURE STUDENTS' COMMITTEE**

### 9.1 **Role**

9.1.1 To promote the views and interests of, and organise activities for, mature undergraduate students.

## 9.2 **Membership**

9.2.1 Mature undergraduate students;

9.2.2 An Officer of the Students' Union, in attendance as a non-voting member.

## 10. **POSTGRADUATE STUDENTS' COMMITTEE**

### 10.1 **Role**

10.1.1 To promote the views and interests of, and organise activities for, postgraduate students.

### 10.2 **Membership**

10.2.1 Postgraduate students;

10.2.2 The Students' Union President

10.2.3 The Education Officer

10.2.4 Chair of Education Committee.

## 11. **WOMEN'S COMMITTEE**

### 11.1 **Role**

11.1.1 To promote the views and interests of, and organise activities for, women students.

11.1.2 To work within the women's movement to increase awareness among students on issues that are important to women and of the problems that women can face due to gender inequality.

11.1.3 To counter discrimination and prejudice against women students and promote equality.

11.1.4 To promote services which enhance women's welfare and safety.

### 11.2 **Membership**

11.2.1 Women students;

11.2.2 The Women's Officer.

## 12. **WORKING AND REPRESENTATIVE COMMITTEES FORUM**

12.1 **Role:** Working and Representative Committees Forum shall provide a forum between Representative Committees, Working Committees and Societies Committee.

12.2 **Responsibility:** Working and Representative Committee Forum shall be responsible to Societies Committee.

- 12.3 **Membership:** There shall be one voting member per Working and Representative Committee, the Activities Officer and Representative(s) of Societies Committee and other such non-voting members as may be agreed.
- 12.4 **Meetings:** Meetings shall be convened annually by Societies Committee or at the request of 15% of working and/or representative committees. The meeting shall be facilitated by the Working and Representative Committee Liaison from Societies Committee.”
- 12.5 Representative Committees shall send a representative(s) to Working and Representative Committee Forum and to Activities Forum

## Bye-Law 7 WORKING COMMITTEES

### 1. ROLE AND GENERAL ARRANGEMENTS

- 1.1 **Role:** Working committees exist to provide services and activities for all students of the University, or which benefit the wider community, and are open to all Full Members except where specified otherwise in this Bye-Law.
- 1.2 **Committee Charters:** The Committee shall produce a Charter within seven days of their AGM, which shall be submitted to the Students’ Union and which shall be available to students on request at the Activities Information Point. The charter shall outline the committee’s role, objectives and membership and responsibilities of each member.
- 1.3 **Responsibilities:** Working Committees shall operate in accordance with this Bye-Law.
- 1.4 **Executive Committee:** The AGM shall elect an Executive Committee, as outlined in clause 3 below.
- 1.5 **Rules of the Committee:** The Committee may adopt any rules to regulate its affairs. Such rules shall be consistent with the Constitution and Bye-Laws, and be approved by Students’ Union Council.
- 1.6 **Students’ Union Council** shall be responsible for all matters related to Working Committees, and shall be empowered to instruct them on any matter relating to their activities. This responsibility shall normally be exercised through Societies Committee, or as specified in this Bye-Law.
- 1.7 **Service Level Agreement:** Each working committee shall prepare an annual service

level agreement and an inventory of all items of equipment valued at more than £100 when purchased, alongside its budget submission, for approval by Societies Committee or Finance Committee as appropriate

1.8 **The Committees** shall be as listed in this Bye-Law.

1.9 **Constitution, Bye-Laws and Policy:** All Committees shall operate in accordance with the Constitution and Bye-Laws of the Students’ Union, and the policy determined by Referenda.

### 2. GENERAL MEETINGS

#### 2.1 Notice

2.1.1 The Secretary of the Committee shall call an Annual General Meeting, not later than 13 months following the previous AGM.

2.1.2 Notice shall be published at least 10 days before the meeting prominently in the Students’ Union building and in any regular publication of the Students’ Union, stating that all full members of the relevant group may attend, listing all business and seeking nominations for all posts open for election at the meeting.

2.1.3 Notice shall specify the time and place of the meeting, which shall be held in one of the meeting rooms of the Students’ Union.

2.1.4 Full members of the Students’ Union must be given at least 5 days notice of by-elections to fill vacant committee positions.

#### 2.2 Elections

2.2.1 Any Full Member of the Students’ Union may stand for any Executive Committee post,

2.2.2 Nominations may be in writing or made at the AGM.

2.2.3 Voting may be by show of hands or secret ballot, as determined by the AGM, or by cross-campus ballot if decided by Students’ Union Council.

### 3. EXECUTIVE COMMITTEE

3.1 The Executive Committee shall consist of a Chair, Secretary and Treasurer and Inclusion Officer and such other members as may be agreed by the AGM.

3.2 Only Full Members may serve on the Executive Committees.

3.3 The Chair shall chair all meetings and be spokesperson for the Committee. S/he shall be responsible to Students’ Union Council for the work of the Committee.

- 3.4 The Secretary shall be responsible for all matters relating to the organisation of meetings and elections.
- 3.5 The Treasurer shall be responsible for maintaining the accounts of the Committee and authorising all expenditure.
- 3.6 Other Officers may be elected by the AGM, or from within the Committee, to undertake specific duties.
- 3.7 The Executive Committee shall organise training for its successors.
- 3.8 The Executive Committee of the Welfare Committee shall normally include representatives of LGBT students, disabled students and international students.
- 4. COMMERCIAL SERVICES COMMITTEE**
- 4.1 Role**
- 4.1.1 To represent students' views on matters relating to the Students' Union's commercial services.
- 4.1.2 To consider market research in relation to commercial services.
- 4.1.3 To advise the Finance Officer on developments in commercial services.
- 5. CONSERVATION VOLUNTEERS**
- 5.1 **Role:** To maintain and improve the rural and urban environment, and to keep countryside skills alive, by organising practical conservation work for students.
- 5.2 **Responsible** to Students' Union Council through Societies Committee.
- 6. EDUCATION COMMITTEE**
- 6.1 **Role:** To organise campaigns on academic issues.
- 7. ENTERTAINMENTS COMMITTEE**
- 7.1 **Role:** To advise the Students' Union's Entertainments Manager on the entertainments programme and to assist in the organisation of events.
- 7.2 **Responsible** to Students' Union Council through Commercial Services Committee.
- 8. ETHICAL AND ENVIRONMENTAL COMMITTEE**
- 8.1 **Role:** To campaign on and raise awareness of ethical and environmental issues.
- 8.2 To advise the President on developments in ethical and environmental issues.
- 9. EXCHANGE COMMITTEE**
- 9.1 **Role:** To provide events with a speaker focus for the student body, the university, and also members of the public and wider community. The Exchange Committee will remain politically unbiased and will make a clear statement that no political affiliation is made.
- 9.2 **Responsible** to Students Union Council through Societies Committee
- 10. FILM UNIT**
- 10.1 **Role:** To promote interest in, and to show, films.
- 10.2 **Responsible** to Students' Union Council through Societies Committee.
- 11. FORGE ONLINE COMMITTEE**
- 11.1 **Role:** To provide a platform for Forge Radio, Forge TV and Forge Press to publish content and to produce unique content in addition.
- 11.2 **Editor:** The Chair of the Committee shall also act as Editor-in-Chief of Forge Online. The Editor-in-Chief will be responsible for all items published by the Committee and shall be empowered to include, edit or exclude any material submitted for publication, in line with the agreed rules and regulations.
- 11.3 **Code of Conduct:** All members of the Committee shall operate in accordance with the National Union of Journalists Code of Conduct. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it.
- 11.4 **Freedom of Expression:** The Students' Union shall ensure that Forge Online is able to maintain the principle of freedom of expression, in accordance with the Law and the Constitution and Bye-Laws. The main page shall bear a statement clearly showing that the views expressed in the newspaper are solely those of the author(s) or, if unsigned, the section editor, and does not represent the views of the Students' Union in any way.
- 11.5 **Students' Union Elections and Referenda :** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 11.6 **Complaints:** Any complaint by any Full Member regarding any item within Forge

- Online shall be considered by Students' Union Council in accordance with Bye-Law 16.
- 11.7 **Responsible** to Students' Union Council through Societies Committee.
12. **FORGE PRESS COMMITTEE**
- 12.1 **Role:** To produce and distribute a newspaper.
- 12.2 **Editor:** The Chair of the Committee shall be Editor of the newspaper. The Editor shall be responsible for all items published within the newspaper and shall be empowered to include, edit or exclude any item submitted for publication. In exercising this responsibility, s/he shall act in accordance with guidance from the Managing Editor on matters relating to legal issues, the NUJ Code of Conduct and the Students' Union Constitution
- 12.3 **Code of Conduct:** All members of the Committee shall operate in accordance with the National Union of Journalists Code of Conduct. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it.
- 12.4 **Freedom of Expression:** The Students' Union shall ensure that the newspaper is able to maintain the principle of freedom of expression, in accordance with the Law and the Constitution and Bye-Laws. Each issue shall bear a statement that each article represents only the views of the author(s) or, if unsigned, the Editor and does not represent the views of the Students' Union.
- 12.5 **Students' Union Elections and Referenda :** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 12.6 **Complaints:** Any complaints by any Full Member regarding any item in the newspaper shall be considered by Students' Union Council in accordance with Bye-Law 16.
- 12.7 **Responsible** to Students' Union Council through Societies Committee.
13. **FORGE RADIO COMMITTEE**
- 13.1 **Role:** To run a radio station.
- 13.2 **Station Manager:** The Chair of the Committee shall be the Station Manager, and shall be responsible for all items broadcast by the radio station and shall be empowered to include, edit or exclude any item to be broadcast. The Station Manager should also be empowered to ban any individual from access to the radio station, subject to that individual having a right of appeal against this decision to Societies Committee.
- 13.3 **Code of Conduct:** All members of the Committee and other presenters shall operate in accordance with the National Union of Journalists Code of Conduct and the terms and conditions of Licences. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it.
- 13.4 **Freedom of Expression:** The Students' Union shall ensure that the Forge Radio Committee is able to maintain the principle of freedom of expression, in accordance with the law and the Constitution and Bye-Laws. Broadcasts on restricted service licence shall include regular statements that views expressed do not represent the views of the Students' Union.
- 13.5 **Students' Union Elections and Referenda :** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 13.6 **Complaints:** Any complaints by any Full Member regarding any item broadcast by the Forge Radio Committee shall be considered by Students' Union Council in accordance with Bye-Law 16.
- 13.7 **Responsible** to Students' Union Council through Societies Committee.
14. **FORGE TV COMMITTEE**
- 14.1 **Role:** To produce and distribute televisual programmes.
- 14.2 **Station Manager:** The Chair of the Committee shall be the Station Manager, and shall be responsible for all items broadcast and shall be empowered to include, edit or exclude any item to be broadcast. The Station Manager should also be empowered to ban any individual from access to televisual equipment, subject to that individual having a right of appeal against this decision to Societies Committee.
- 14.3 **Code of Conduct:** All members of the Committee and other presenters shall operate in accordance with the National Union of Journalists Code of Conduct and the terms and conditions of Licences. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it.
- 14.4 **Freedom of Expression:** The Students' Union shall ensure that the Forge TV Committee is able to maintain the principle of freedom of expression, in accordance

- with the law and the Constitution and Bye-Laws. Broadcasts on restricted service licence shall include regular statements that views expressed do not represent the views of the Students' Union.
- 14.5 **Students' Union Elections and Referenda:** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 14.6 **Complaints:** Any complaints by any Full Member regarding any item broadcast by the Forge TV Committee shall be considered by Students' Union Council in accordance with Bye-Law 16.
- 14.7 **Responsible** to Students' Union Council through Societies Committee
- 15. NIGHTLINE**
- 15.1 **Role:** to provide a telephone listening and information service.
- 15.2 **Advisory Board:** There shall be an Advisory Board constituted by Welfare Committee, including representatives of Nightline, external professionals and staff of the Students' Union, which shall oversee the provision of the service.
- 15.3 **Responsible** to Students' Union Council through Welfare Committee.
- 16. SHEFFIELD DEBATING**
- 16.1 **Role:** To organise a programme of debates.
- 16.2 **Responsible** to Students' Union Council through Societies Committee.
- 17. SHEFFIELD RAG COMMITTEE**
- 17.1 **Role:** To organise charitable fundraising activities.
- 17.2 **Details of Beneficiaries:** The Committee shall submit full details of charities to benefit from Rag activities to Students' Union Council.
- 17.3 **Responsible** to Students' Union Council through Societies Committee.
- 18. SHEFFIELD VOLUNTEERING COMMITTEE**
- 18.1 **Role:** Promote student involvement in projects of benefit to the local community.
- 18.2 **Responsible** to Students' Union Council through Societies Committee.

## **19. SOCIETIES COMMITTEE**

- 19.1 Role**
- 19.1.1 To promote and support student activities.
- 19.1.2 To co-ordinate the activities of, and oversee the finances of, societies, with the exception of national societies.
- 19.1.3 To allocate funding to all recognised societies, with the exception of national societies.
- 19.1.4 To consider applications from students for funding projects.
- 19.1.5 To report to Students' Union Council on all matters relating to funding.
- 19.2 Membership**
- 19.2.1 The Activities Officer;
- 19.2.2 Students elected at the third Activities Forum of the academic year (the Societies Committee AGM).

## **20. SPORTS COMMITTEE**

- 20.1 Role**
- 20.1.1 To represent the interests of recognised sports clubs and advise the U Sport Board on all matters relating to club activities and funding issues
- 20.1.2 In consultation with U Sport clubs, to prepare recommendations for the annual sports budget and allocation of funds to clubs.
- 20.1.3 To award Full, Half, Club and Administrative Colours.
- 20.2 Membership**
- 20.2.1 The membership of the Committee shall be determined by the U Sport Board, to reflect the different interest groups among sports clubs .
- 20.2.2 Members representing clubs shall be elected at a meeting to which all sports clubs shall be entitled to send two representatives.
- 20.2.3 The Sports Officer shall be a member of the Committee.

## **21. TECHNICAL SERVICES COMMITTEE**

- 21.1 **Role:** To provide technical equipment for entertainments and other Students' Union events.
- 21.2 **Technician:** The Students' Union technician shall approve the competence of members and arrange their duties.

21.3 **Responsible** to Students' Union Council through Commercial Services Committee.

## 22. THEATRE COMPANY

22.1 **Role:** To encourage interest in all forms of theatre, through the organisation of live performances, workshops and other activities.

22.2 **Responsible** to Students' Union Council through Societies Committee.

## 23. WELFARE COMMITTEE

23.1 **Role:** To represent student views, promote the views and interests of students, and organise activities and campaigns, on all welfare issues.

## 24. WORKING AND REPRESENTATIVE COMMITTEES FORUM

24.1 **Role:** Working and Representative Committees Forum shall provide a forum between Representative Committees, Working Committees and Societies Committee.

24.2 **Responsibility:** Working and Representative Committee Forum shall be responsible to Societies Committee.

24.3 **Membership:** There shall be one voting member per Working and Representative Committee, the Activities Officer and Representative(s) of Societies Committee and other such non-voting members as may be agreed.

24.4 **Meetings:** Meetings shall be convened annually by Societies Committee or at the request of 15% of working and/or representative committees. The meeting shall be facilitated by the Working and Representative Committee Liaison from Societies Committee.

24.5 Working Committees shall send a representative(s) to Working and Representative Committee Forum and to Activities Forum.

# Bye-Law 8 RESIGNATION AND REMOVAL OF OFFICE OR DUTIES

## 1. PERIODS OF OFFICE

1.1 The period of office for Officers shall be specified in Bye-Law 4.

1.2 The period of office for Officials shall begin immediately following their election and

shall continue until their successors have been elected, which shall normally be within 12 months.

## 2. RESIGNATION

2.1 An Officer or Official may resign from any post or duties by writing to the secretary of the relevant committee, or to the President.

2.2 Unless otherwise stated, resignations shall take immediate effect and all entitlements of office shall be withdrawn.

## 3. ABSENCE FROM MEETINGS

3.1 Any Official who is absent, without written apologies, from 2 meetings of a body to which s/he has been elected, shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.

3.2 Any Official who has been absent from a meeting without acceptable apologies, shall be advised, with the notice of the next meeting, that a further absence without acceptable apologies will result in her/him being deemed to have resigned.

3.3 Any member who is deemed to have resigned in accordance with Clause 3.1 or 3.2 above shall be entitled to appeal in writing to the Students' Union Council and shall not be present during the consideration of the appeal.

## 4. REMOVAL OF DUTIES OR OFFICE

4.1 Any Official may be removed from office, or may have specific responsibilities removed, by a resolution of the body that appointed her/him to that office or duties.

4.2 In the case of Officers or Officials elected by cross-campus ballot, the resolution shall be submitted for a Referendum in accordance with Bye-Law 2.

4.3 Resolutions seeking to remove an Officer or Official shall specify that there is no-confidence in the person concerned and s/he shall be deemed to have resigned. Resolutions seeking to remove specific duties shall specify those duties. The resolutions shall require a simple majority to be carried.

4.4 If carried, the resolution shall take effect immediately.

4.5 If a resolution of 'no-confidence' is carried, the vacancy shall be filled in accordance with the arrangements outlined in the Bye-Laws and duties shall be re-allocated pending a Bye-election.

4.6 Any person deemed to have resigned following a resolution of no-confidence shall be eligible to stand for re-election to complete her/his term of office.

## 5. SALARY OF OFFICERS

5.1 The salary of an Officer shall cease from the day of resignation, unless otherwise agreed by Students' Union Council.

5.2 If an Officer is deemed to have resigned as a result of a resolution of no-confidence, her/his salary shall continue to be paid for one calendar month.

## 6. VACANCIES

6.1 Students' Union Council shall be responsible for re-organising the duties of Students' Union Officers or arranging a bye-election, in the event of a vacancy created by resignation or removal of office.

6.2 The arrangements for filling vacancies for Representative Committee members shall be specified in Bye-Law 6.

6.3 Vacancies for any other officials shall be filled through a Bye-election, held in accordance with the arrangements for the original election, unless otherwise decided by the body responsible for the election of that Official.

# Bye-Law 9 GENERAL RULES FOR COMMITTEES AND MEETINGS

## 1. APPLICATION OF RULES

1.1 These rules shall apply to all meetings of committees, societies, clubs and their committees, and other bodies of the Students' Union, except where otherwise specified in the Bye-Laws.

1.2 The President shall rule on any issue of interpretation of the rules, subject to Students' Union Council.

## 2. MEETINGS

2.1 Notice of meetings shall be published for all those Full Members who are current members of the relevant body.

2.2 Meetings shall normally be open to all Full Members to attend, without speaking or voting rights. Meetings may, by simple majority, decide to move into closed session and exclude Full Members who are not members of the committee, club or society.

2.3 Representative Committees shall be entitled to hold meetings that are only open to the section of students that they are constituted to represent in accordance with Bye-Law 6.

2.4 Voting shall be by a simple majority of members present, unless otherwise specified in the Bye-Laws.

2.5 Unless otherwise specified within these Bye-laws, meetings shall have a quorum of at least half of the members eligible to attend.

## 3. CHAIRING OF MEETINGS

3.1 The Chair shall be taken by the nominated Chair or another member appointed by the meeting.

3.2 The Chair shall be responsible for ensuring the proper conduct of meetings. In any dispute, the Standing Orders applicable to General Meetings shall apply, except that a Procedural Motion may be moved by any one member.

3.3 The Chair shall be considered a member of the meeting and have a vote on all matters. In the case of a tied vote, the Chair may have a second and casting vote which shall be used in favour of the 'status quo'.

## 4. MINUTES

4.1 Minutes shall be maintained of all meetings, and presented to the next meeting for approval. Minutes of Annual General Meetings shall be presented to the next AGM.

4.2 Minutes shall be available to all Full Members with the exception of minutes of Disciplinary Panels and Tribunals, Staffing Committee, and other discussions in which Committees vote, by simple majority, to move 'in camera' for reasons of confidentiality.

## 5. SUPPLEMENTARY RULES FOR REPRESENTATIVE COMMITTEES AND STUDENTS' UNION COUNCIL

5.1 **Notice** of meetings shall normally be circulated to Committee members and published 3 days prior to meetings.

5.2 **Minutes** of meetings shall detail members present/absent with apologies/absent without apologies, decisions taken, and the results of all votes. Minutes shall normally be published within 10 days of meetings, and shall be available to all Full Members from the President.

- 5.3 **Meetings** shall be called by the Chair or at the request of 30% of Committee members.
- 5.4 **Non-attendance:** Any member unable to attend meetings or duties outlined above shall provide written apologies explaining the reason for absence. Failure to provide apologies acceptable to the committee shall result in removal from office in accordance with the provisions of Bye-Law 8.
- 5.5 **Committee responsibilities:** If any Committee is unable to fulfil its responsibilities, for any reason, the Students' Union Officers shall assume those responsibilities until such time that the Committee is properly functioning.
- 5.5 **Financial liability:** Members of all Committees shall be held individually and severally liable for any costs consequent upon implementation of decisions for which they voted, made contrary to the declared policy or Constitution and Bye-Laws of the Students' Union.

**Bye-Law 10  
SOCIETIES**

- 1. GENERAL ARRANGEMENTS**
- 1.1 Societies Committee shall be responsible for all matters relating to recognised societies of the Students' Union, except in relation to national societies established for specific national groups, for which International Students' Committee is responsible.
- 1.2 In the case of any dispute between Societies Committee and International Students' Committee on the definition of a national society, the issue shall be referred to Students' Union Council whose decision shall be final.
- 1.3 Responsibilities assigned to Societies Committee, throughout Clauses 1 and 2 of this Bye-Law, shall be taken by International Students' Committee in relation to national societies
- 2. RECOGNITION OF SOCIETIES**
- 2.1 Any members seeking to establish a recognised society shall apply to Societies Committee.
- 2.2 Societies Committee may grant recognition provided that it is satisfied that:  
  
the society does not duplicate the role of an existing society;

- the society has the minimum number of Full Members required by Societies Committee;
- the society is not in conflict with the Students' Union's aims and objectives and values;
- the society's proposed activities do not constitute a sport recognised by British Universities and Colleges Sport ;
- the society's proposed activities are deemed acceptable in relation to the Students' Union's insurance requirements and health and safety policy for societies and working committees;
- that it submits a constitution, approved by the members of the society, which:
  - 2.2.1 entitles all Full Members, and such other persons as may be approved by Societies Committee, who subscribe to the aims of the Society, to be members on payment of the appropriate subscription.
  - 2.2.2 ensures that all of the voting membership, and 50% of the whole membership, shall be Full Members of the Students' Union.
  - 2.2.3 provides for an Annual General Meeting at which Society Officers shall be elected, and at which a handover report and annual accounts are submitted for approval and for Society General Meetings to be called by a Society officer or an appropriate number of Society members to discuss any matter relating to the conduct of the Society.
  - 2.2.4 requires that the Society Officers shall include a Chairperson, Secretary, Treasurer and Inclusion Officer, who shall be Full Members of the Students' Union, and that no person may occupy more than one of the positions of Chairperson, Secretary and Treasurer.
  - 2.2.5 provides for membership of the Society to be refused, suspended for a specified period or withdrawn, with the approval of a two-thirds majority of the Society Committee and a two-thirds majority of a Society General Meeting, subject to appeal to Societies Committee which may uphold, amend or annul the decision of the Society.
  - 2.2.6 provides for the proper accounting of Society funds, in accordance with the Students' Union's financial regulations, which shall only be used in furtherance of the aims and objectives of the Society, as defined in the constitution of the Society.
  - 2.2.7 provides for the funds of the Society to revert to the Students' Union should the Society cease to exist.

- 2.3 In considering an application for recognition, Societies Committee may make amendments to any constitution submitted by a Society.
- 2.4 Societies Committee shall be empowered to withdraw or suspend recognition of any society.
- 2.5 Notwithstanding any decision of Societies Committee, Students' Union Council shall be empowered to withdraw or suspend recognition of any Society.
- 2.6 All publications of societies shall include a statement that the views expressed in the publication do not necessarily represent the views of the Students' Union
- 2.7 A recognised society shall be required to send a representative to all meetings of Activities Forum. It shall also be required to provide the Students' Union with a full list of the committee members of the societies within seven days of their AGM.
- 3. SOCIETY REGISTRATION AND FINANCES**
- 3.1 A recognised Society will automatically be registered as a Students' Union Society for the academic year in which it is recognised by Societies Committee.
- 3.2 All recognised societies shall be required to provide information about their accounts and expenditure to the Activities Officer on request. Any society which fails to do so, shall be suspended until it has submitted the report and accounts.
- 3.3 Funding applications shall be made to the Societies Committee by the date specified by the Committee, providing any financial information required.
- 3.4 No members of a recognised Society shall receive any direct or indirect payment, other than legitimate expenses incurred in connection with the business of the Society, except with the approval of Societies Committee.
- 3.5 Any expenditure on social activities shall be in accordance with regulations approved by the Societies Committee.
- 3.6 All balances on Society accounts at the end of the financial year shall be accounted for to Societies Committee, and shall be carried forward to the next financial year.
- 3.7 Societies Committee shall require any society carrying forward a deficit to recoup the money within one financial year and shall be empowered to suspend any society which fails to do so for a period of up to two years.
- 3.8 The balances on the accounts of any society which has been inactive for two

academic years, or part thereof, shall be transferred to the Students' Union for the benefit of other societies.

- 3.9 All recognised societies shall comply with the requirements stated in the Students' Union Societies Safety Guide and with other requirements of the Students' Union.

#### **4. ACTIVITIES FORUM**

- 4.1 **Role:** Activities Forum shall provide a forum for communication between recognised societies, working committees and representative committees and the Societies Committee.
- 4.2 **Responsibility:** Societies Committee shall organise and publicise the Activities Forum.
- 4.3 **Membership:** Activities Forum shall consist of one representative of each recognised society and working and representative committee, Societies Committee and the Activities Officer.
- 4.4 **Chair:** Meetings shall be chaired by the Chair of Societies Committee.
- 4.5 **Voting:** Each society and committee in attendance at the forum will have one vote on any issues which are deemed as a voting issue.
- 4.6 **Election:** One of the forums during the second semester will include the Societies Committee AGM and will elect representatives who will make up the Societies Committee for the next academic year. The Activities Officer shall be the returning officer of this election. The number and type of positions available during the elections will be determined by the Societies Committee Charter.
- 4.7 **Meetings** of the Activities Forum shall be called by the Societies Committee three times during the academic year. Alternatively upon the written request of 15% of registered societies an Activities Forum will be convened. Notice of meetings shall be circulated to Society Secretaries at least 10 days before the meeting. Working and representative committees will not be required to attend one of the forums but will instead be required to attend a Working and Representative Committee Forum.
- 4.8 **Failure to attend:** Societies Committee may deduct up to 10% of the money from the A account of any society which fails to attend an Activities Forum. Any such deduction shall be transferred to the SEF account for the benefit of all societies. Students' Union Council may deduct up to 5% of the budget allocation of any working or representative committee which fails to

attend an Activities Forum or the Working and Representative Committee Forum.

## 5. NATIONAL SOCIETIES' COUNCIL

- 5.1 **Role:** National Societies' Council shall provide a forum for communication between recognised societies and the International Students' Committee.
- 5.2 **Responsibility:** National Societies' Council shall be responsible to International Students' Committee, to which minutes of all Council meetings shall be submitted.
- 5.3 **Membership:** National Societies' Council shall consist of 2 representatives of each recognised National Society, the eight regional representatives on International Students' Executive Committee and the International Students' Officer.
- 5.4 **Meetings:** There shall be at least one meeting of the Forum in each semester. The International Students' Officer shall circulate notice of meetings to all members of the Forum at least five days before the meeting.
- 5.5 **Chair:** Meetings shall be chaired by the International Students' Officer.
- 5.6 **International Students' Committee:** Members of International Students' Committee may attend the forum.

## Bye-Law 11 STUDENTS' UNION REPRESENTATIVES

### 1. APPOINTMENT OF REPRESENTATIVES

- 1.1 Student Executive Committee shall be responsible for appointing all representatives of the Students' Union to the University and other bodies, except where specified below.
- 1.2 Subject to Students' Union Council, Representative Committees shall be responsible for appointing representatives relating to their areas of work.
- 1.3 A delegation to the NUS Regional Conferences shall be elected by Students' Union Council at the start of each academic year, by a secret ballot conducted under the rules for the X-voting system, as set out in Bye-Law 17. Nominations shall be invited at least 10 days prior to the meeting at which elections are to be held and shall close at the start of the meeting. Any Full Member

may nominate her/himself for election.

- 1.4 Delegates to other Conferences of the NUS shall be elected by such arrangements as are agreed by Students' Union Council. Representatives to conferences for sections of the Students' Union's membership shall normally be elected by and from that section of the membership.

### 2. RESPONSIBILITIES OF REPRESENTATIVES

- 2.1 Representatives shall attend meetings to which they are appointed and present written reports as required.
- 2.2 Any representative who fails to attend, or report on, successive meetings of the body to which s/he has been appointed, without reasons acceptable to Students' Union Council, or the Representative Committee which appointed her/him, shall be deemed to have resigned.
- 2.3 Representatives shall act in accordance with Students' Union policy or specific instructions of Students' Union Council by a two thirds majority.

### 3. RESPONSIBILITIES OF NUS DELEGATES

- 3.1 Delegates may only leave the floor of Conference with the permission of the delegation leader. Delegates shall ensure that they are present on the floor of Conference for policy votes.
- 3.2 Delegates shall vote in accordance with Students' Union policy, which shall be available to the delegation at the Conference. The delegation shall decide on any matter relating to the interpretation of policy, by a simple majority.
- 3.3 The delegation shall meet prior to the conference to elect a leader from within its membership, who shall be responsible for all matters relating to the organisation and conduct of the delegation.
- 3.4 The delegation leader shall convene meetings of the delegation, in which s/he shall have one vote only. In the case of a tied vote, the delegation shall abstain.
- 3.5 Students' Union Council or the Representative Committee which appointed her/him shall consider any breach of clause 3.1 and 3.2 above, for which it shall be empowered to withdraw any expenses due to a delegate or refer the matter to a Disciplinary Panel, constituted in accordance with Bye-Law 15.
- 3.6 Delegates shall be required to present a written report to Students' Union Council or the Representative Committee which

appointed her/him, failing which their expenses shall be withdrawn.

## **Bye-Law 12 FINANCES OF THE STUDENTS' UNION**

### **1. ACCOUNTS**

- 1.1 The Students' Union's financial year shall run from 1 August to 31 July and all committees and bodies of the Students' Union shall maintain accounts for this period.
- 1.2 Students' Union Council shall appoint Auditors, who shall be Chartered or Incorporated Accountants, and shall not be Officers, members or employees of the Students' Union and who shall be approved by the University.
- 1.3 All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors.
- 1.4 Audited accounts, together with the Auditors report, for each financial year shall be submitted to the first possible Students' Union Council meeting of the subsequent academic year.
- 1.5 The Auditors may attend the meeting of Students' Union Council considering the accounts to comment or answer questions.

### **2. BUDGET**

- 2.1 An annual budget for all activities of the Students' Union and its companies shall be prepared by the Students' Union Officers, and submitted to the Students' Union Council for consideration. Council may then make amendments and shall submit a budget to the Trustee Board for approval. The budget shall then be submitted not later than one month before the commencement of the relevant financial year to the University Council for ratification, in accordance with the Education Act 1994. Any amendment to the budget subsequently made in accordance with the Bye-Laws shall be submitted as soon as practicable to the Trustee Board for approval and to University Council for ratification.
- 2.2 Periodic reports of income and expenditure compared with agreed budgets shall be prepared, and submitted quarterly to the University.

### **3. GRANTS TO SOCIETIES AND OTHER BODIES**

- 3.1 The Students' Union may make grants to recognised Societies, and other bodies as agreed by the Representative Committee responsible for that body.
- 3.2 Such grants shall only be made for activities consistent with the Aims and Objectives of the Students' Union.
- 3.3 Societies requiring a grant shall apply to Societies Committee or International Students' Committee in accordance with Bye-Law 10.

### **4. AUTHORISATION OF EXPENDITURE**

- 4.1 **Orders:** Committees, clubs and societies shall only order goods and services on a properly completed order form, except as otherwise agreed by the Finance Officer, which shall be signed by officials or staff authorised to do so under the Financial Regulations of the Students' Union. Any person who places an order, except by this procedure, will be personally liable for any costs incurred by the Students' Union in relation to the order.
- 4.2 **Contracts:** All contracts and agreements which involve financial undertakings must be signed by the Finance Officer, or a duly authorised senior member of the Students' Union staff.
- 4.3 **Approval of expenditure:** All expenditure shall be authorised by the Treasurer of the relevant Committee or body, or by the Officer or staff member responsible for the relevant budget.
- 4.4 **Capital Expenditure:** No commitment shall be made to capital transactions in excess of £50,000 involving land or buildings without the prior approval of the University.
- 4.5 **Guarantees and Indemnities:** All guarantees and indemnities incurring contingent liabilities shall be approved by the Finance Officer or authorised staff member, and shall only be so approved in the normal course of business.
- 4.6 **Payments:** All cheques shall be signed by an Officer, and a duly authorised senior member of the Students' Union staff.

### **5. RECEIPT OF MONIES**

- 5.1 All monies received on behalf of the Students' Union shall be paid into the Students' Union.
- 5.2 All monies shall be paid in full, together with unsold tickets and other relevant documentation to verify income. Expenses or payments shall not be

deducted from monies, but shall be processed separately in accordance with this Bye-Law.

## **6. PAYMENTS TO MEMBERS**

6.1 Students' Union Council shall approve arrangements for the payment of expenses to members.

6.2 No payments, other than such expenses as authorised in accordance with Clause 7.1 and wages paid in respect of employment within the Students' Union, may be made directly or indirectly to any member.

## **7. ESTABLISHMENT OF COMPANIES**

7.1 Students' Union Council shall be empowered to establish any companies that it considers necessary for the operation of any activities of the Students' Union, subject to the provisions outlined below.

7.2 The structure and board membership of any company shall be agreed by Students' Union Council.

7.3 The Boards of any companies established under this Bye-Law shall each include one External Director, appointed according to Clause 8 and subject to removal according to Clause 9 of this Bye-Law.

7.4 All transactions of such companies shall be incorporated into the main Students' Union accounts. This requirement is in addition to any statutory accounts the Company may have to produce as a separate legal entity.

7.5 The company shall be wholly accountable to the Students' Union.

7.6 No person shall receive any dividend or other payment, except in respect of employment or expenses in accordance with this Bye-Law.

7.7 In the event of dissolution of a company established by Students' Union Council all monies and assets shall revert to the Students' Union.

## **8. APPOINTMENT OF EXTERNAL DIRECTOR**

8.1 The External Director shall be nominated by a Nominations Committee, with any nominations subject to the approval of Students' Union Council.

8.2 The External Director shall be selected on the basis of her/his skills, knowledge and experience as appropriate to the company in question.

8.3 External Directors shall not have been registered students of the University of Sheffield or Students' Union Officers for at least three years at the date of their appointment.

8.4 The Nominations Committee shall consist of two Students' Union Officers (appointed by the Students' Union Officers), two non-Officer members of Students' Union Council (appointed by Council) and one external Director.

8.5 External Directors shall be appointed for a three year term of office and may be re-appointed for a second three year term of office. They shall not be appointed for any further terms.

## **9. RESIGNATION AND REMOVAL OF OFFICE**

9.1 An external Director may resign from post by writing to the President of the Students' Union.

9.2 An external Director may be removed from office by a resolution of the Students' Union Officers and the Students' Union Council. The resolution shall require a simple majority of the Students' Union Officers and a two thirds majority of Students' Union Council to be carried. The resolution may be considered first by the Officers or by Council. The relevant External Director shall be given at least five days notice of the meetings at which the resolution is due to be considered and shall be given the opportunity to attend the meetings in order to put her/his case, to nominate a representative to attend and speak on her/his behalf or to submit a written statement. The external Director shall leave the meeting before a vote on the resolution is taken.

## **Bye-Law 13 RELATIONS WITH THE MEDIA**

1. The President shall be responsible for co-ordinating all liaison, and shall seek to develop positive relations, with the media external to the Students' Union, in liaison with the Media Committee.

2. All communication with the external media by any Committee or body of the Students' Union shall be approved by the President, subject only to Students' Union Council.

3. All communication with the Students' Union media on behalf of Student Executive Committee, Finance Committee or the Officers as a team shall be approved by the President. Any individual Officer making a statement to the Students' Union media which is contrary to

the agreed position of the Officers shall make it clear that they are speaking in an individual capacity.

4. Any Officer acting contrary to this Bye-Law shall be liable to disciplinary action.

## **Bye-Law 14 DOCUMENTS AND PUBLICATIONS**

1. All correspondence, publications and other documents issued in the name of the Students' Union shall be the property of the Students' Union.
2. All correspondence issued in the name of any Committee or body of the Students' Union shall be signed, or approved, by the Chair, Secretary or Club Captain.
3. An English translation shall be provided for any language other than English used in any documents or material published by any Committee, Club, Society, Officer or official of the Students' Union, or displayed in Students' Union premises, unless otherwise agreed by the President.

## **Bye-Law 15 DISCIPLINE REGULATIONS**

### **1. GENERAL PROVISIONS**

- 1.1 The Students' Union shall consider complaints made by any person against any member in respect of:
  - 1.1.1 misconduct on Students' Union premises or at events or activities organised by the Students' Union elsewhere;
  - 1.1.2 sexual, racial, homophobic or any other form of personal harassment;
  - 1.1.3 misconduct on premises of organisations associated with the Students' Union under reciprocal or other agreements.
  - 1.1.4 actions contrary to the Constitution and Bye-Laws
- 1.2 Any Students' Union Officer, or a duly authorised member of Students' Union staff, may exclude any persons from the Students' Union premises in respect of misconduct or other actions outlined in 1.1 above, and shall make a complaint arising from the exclusion to the President and Officer responsible for disciplinary matters.

- 1.3 Full Members may only be excluded in accordance with 1.2 above pending consideration of the complaint by the President or other designated Officer. It shall be the responsibility of the member or members excluded to arrange to meet the President, or other designated Officer, regarding the complaint.

- 1.4 Complaints against Full Members, and students of the University who are eligible for Full Membership but have exercised the right not to be a member in accordance with the Education Act 1994, shall be considered in accordance with the procedure outlined below.

- 1.5 Complaints against all other classes of members shall be considered by the Officers, and their decision shall be final.

- 1.6 Complaints against employees of the Students' Union shall be considered in accordance with Bye-Law 20, and under such procedures as are agreed between the Students' Union and staff trade unions.

- 1.7 The President shall have overall responsibility for all matters relating to the administration of the disciplinary regulations.

- 1.8 In considering any complaint regarding a matter in which the President has been involved, s/he shall appoint a Students' Union Officer who has not been involved in the matter to fulfil the responsibilities outlined within this Bye-Law. If no such Officer is available, the President shall appoint a member of Students' Union Council to fulfil the responsibilities.

### **2. COMPLAINTS**

- 2.1 Complaints concerning Full Members shall be made in writing to the President.

- 2.2 On receipt of a complaint, the President shall refer the matter to the Students' Union General Manager or her/his nominee.

- 2.3 The Students' Union General Manager or her/his nominee may decide to dismiss the complaint, or to investigate it further, or to require the President to convene a Discipline Panel to consider it or to refer it to the University for consideration under their disciplinary regulations. If s/he decides to dismiss the complaint, s/he shall inform the complainant in writing within 5 days. The complainant may challenge this decision, in writing to the President, within 5 days. The President shall then convene a Discipline Panel to consider the complaint.

- 2.4 If the Students' Union General Manager or her/his nominee decides to investigate the complaint further, s/he shall write to the complainant and respondent requiring them to meet with her/him, giving at least

- 5 days notice of the meeting unless otherwise agreed with both parties or to refer it to the University for consideration under their disciplinary regulations. S/he may also gather other information to assist in considering the matter. If the respondent fails to attend the meeting, the Students' Union General Manager or her/his nominee may decide to consider the matter in her/his absence. If the complainant fails to attend, or to be represented, the meeting shall only proceed with the agreement of the respondent.
- 2.5 At the meeting, the Students' Union General Manager or her/his nominee shall inform the respondent of the terms of the complaint and the content of any other information on the matter obtained by the Students' Union General Manager or her/his nominee, and provide her/him with an opportunity to comment. The Students' Union General Manager or her/his nominee shall then decide whether to uphold or dismiss the complaint, or to require the President to convene a Discipline Panel to consider the matter.
- 2.6 If the Students' Union General Manager or her/his nominee decides to uphold the complaint, s/he shall give the respondent the opportunity to make a statement, and shall then impose one or more of the following penalties:
- caution the respondent(s) on future conduct;
  - require compensation to be paid to make good any loss or damage arising from the offence;
  - levy a fine of up to £100;
  - exclude the respondent(s) from all or any premises, services or activities of the Students' Union for up to one year;
  - remove the respondent's right to stand as a candidate for all or any of the Students' Union Officer posts, Representative Committees, Students' Union Council, NUS Conference delegates and NUS Women's Conference delegates.
- 2.7 If the Students' Union General Manager or her/his nominee considers that a penalty of exclusion from candidacy for elected office may be appropriate, he or she shall consult with the Students' Union President before reaching a decision on this matter
- 2.8 The complainant and respondent shall be given written confirmation of the Students' Union General Manager or her/his nominee's decision, and of the right to refer the complaint for consideration by a Discipline Panel, within 5 days of the meeting.
- 2.9 Either the complainant or the respondent shall have the right to require the President to convene a Discipline Panel to reconsider the complaint, on the grounds that the Students' Union General Manager or her/his nominee has reached an incorrect decision on the complaint or imposed an inappropriate penalty. This right may be exercised by writing to the President within 15 days of the meeting.
- ### 3. DISCIPLINE PANEL
- 3.1 The President shall convene a Discipline Panel when requested by a Students' Union Officer or an appellant, as outlined in Clause 2 above. The Panel shall normally be convened within 15 days of the request being received by the President, and notice shall be given 10 days in advance of the hearing.
- 3.2 The Panel shall consist of a Students' Union Officer who has not been involved in the matter (in the Chair) and one man and one woman drawn by lot from the pool constituted in accordance with Clause 5.1 of this Bye-Law. No member of the Panel shall have been involved in the matter under consideration.
- 3.3 The nominated Students' Union Officer 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. It shall be the responsibility of the complainant or respondent to make arrangements for the attendance of any witnesses that they wish to call.
- 3.4 Any written statements, evidence, and names of witnesses who are to be called, shall be given to the nominated Officer 6 days prior to the hearing and should be made available to all parties 3 days prior to the hearing.
- 3.5 A summary of proceedings and the decision of the Panel shall be recorded by a member of Students' Union staff, who shall attend the Panel. The summary shall be made available to the complainant or respondent on request.
- 3.6 If the respondent and/or her/his representative fails to attend the hearing, the Panel may consider the complaint in her/his absence. If the complainant or her/his representative fails to attend, the Panel shall decide to consider the appeal in her/his absence, dismiss the appeal or to adjourn for not more than 5 days.
- 3.7 The Panel shall operate in accordance with the following procedure to be followed:

- the Chair shall introduce all present, outline the procedure, and state the complaint against the respondent;
  - the Chair shall ask the respondent whether s/he accepts the complaint as outlined. If s/he does accept the complaint the Panel should move immediately to the stage of the procedure outlined in clause 3.9. If s/he does not accept the complaint, the Panel shall continue as follows;
  - the complainant or her/his representative shall present details of the complaint, and introduce any supporting statements or witnesses.
  - the Panel, the respondent and her/his representative shall have an opportunity to question the complainant, her/his representative, or witnesses;
  - the respondent shall be given an opportunity to contest the complaint, and introduce any supporting statements or witnesses;
  - the Panel, the complainant and her/his representative shall have an opportunity to question the respondent, her/his representative, or witnesses;
  - the complainant shall be given the opportunity to make a final statement;
  - the respondent shall be given the opportunity to make a final statement;
  - the complainant and respondent shall withdraw;
  - the Panel will reach a decision on the complaint;
  - the complainant and the respondent shall be invited to rejoin the meeting and the Chair of the Panel will inform them whether the Panel has decided to dismiss or uphold the complaint.
- 3.8 The meeting of the Panel shall be adjourned for not more than 30 minutes if requested by the complainant, respondent or any member of the Panel. The meeting may be adjourned for not more than 5 days, in order to obtain further information or hear further witnesses, with the agreement of the Panel. Such agreement shall not be unreasonably withheld.
- 3.9 If the Panel decides to uphold the complaint, or the respondent accepts the complaint, it may be informed of any previous offences committed by the respondent (on which no information should have been given at an earlier stage). The respondent shall then be given the opportunity to make a statement, before a decision is reached on the penalty or penalties to be imposed. The Panel shall consider any statement and then decide, upon one or more of the following courses of action:
- to refer the complaint for consideration under the disciplinary procedures of the University;
  - to recommend to Students' Union Council that the President take legal action or the Students' Union support the complainant in taking legal action;
  - to impose one or more of the following penalties:
    - caution the respondent on future conduct;
    - require compensation to be paid to make good any loss or damage arising from the offence;
    - levy a fine of up to £100;
    - exclude the respondent from any, or all, premises, services or activities of the Students' Union for such period as deemed appropriate;
    - remove the respondent's right to stand as a candidate for all or any of the Students' Union Officer posts, Representative Committees, Students' Union Council, NUS Conference delegates and NUS Women's Conference delegates.
- 3.10 The complainant and respondent shall be given written notification of the Panel's decision, and of her/his right to appeal against that decision, within 5 days of the meeting.
- 3.11 The complainant or respondent may appeal against the decision of the Discipline Panel on one or more of the following grounds:
- there was a procedural irregularity which rendered the process leading to the decision unfair;
  - the penalty was inappropriate to the offence for which the respondent was found responsible;
  - new evidence which could not reasonably have been available at the time of the panel hearing;
  - other grounds for believing the panel decision to be unsafe or unsatisfactory.
- Notice of appeal, specifying on which of the above grounds the appeal is made, should be given in writing to the President within 15 days of notification of the panel decision. The President shall convene a Discipline Appeals Panel or may refer the notice to a member of academic staff of the School of Law, nominated by the Head of the School, who shall decide whether

there are sufficient grounds for an appeal and her/his decision shall be final.

3.12 If the member of academic staff of the School of Law decides that an appeal should be heard, it shall be referred to a Discipline Appeals Panel, convened in accordance with clause 4 below.

3.13 If the Students' Union General Manager or her/his nominee, or the Discipline Panel, has imposed a penalty of exclusion from candidacy for elected office, the respondent may appeal specifically against this penalty outside the normal time limits specified in Clauses 2.9 and 3.11 of this Bye-Law. An appeal outside the normal time limits may only be submitted on the grounds that the penalty was inappropriate to the offence for which the respondent was found responsible, and must be submitted in writing to the President at least 20 days before the close of nominations for the post(s) for which the respondent wishes to stand. Any such appeal shall be referred to the Discipline Appeals Panel.

#### 4. DISCIPLINE APPEALS PANEL

4.1 The President shall convene a Discipline Appeals Panel (referred to as the Panel throughout Clause 4) when requested in accordance with the procedure outlined above. The Panel shall normally be convened within 15 days of the request being received by the President.

4.2 The Panel shall consist of a member of the academic staff of the Faculty of Law, nominated by the Head of the School (in the Chair), and 2 men and 2 women drawn by lot from the pool constituted in accordance with Clause 5.1 of this Bye-Law. No member of the Panel shall have been involved in the matter under consideration or in the Discipline Panel against whose decision the appeal has been made.

4.3 The President shall ensure that the appellant, the Chair of the Discipline Panel whose decision is the subject of the appeal, and the other party to the original complaint are advised in writing of the time and place of the Appeals Panel meeting, and of their right to provide any written statements, evidence or witnesses. The Chair of the Discipline Panel whose decision is the subject of the appeal may appoint a representative to act for her/him at the Panel. It shall be the responsibility of the appellant, the Chair of the Discipline Panel whose decision is the subject of the appeal, and the other party to the original complaint to make arrangements for the attendance of any witnesses that they wish to call.

4.4 Any written statements, evidence, and names of witnesses who are to be called, shall be given to the President 6 days prior

to the hearing and should be made available to all parties 3 days prior to the hearing.

4.5 A summary of proceedings and the decision of the Panel shall be recorded by a member of Students' Union staff, who shall attend the Panel. The summary shall be made available to the complainant or respondent on request.

4.6 If the Chair of the Discipline Panel whose decision is the subject of the appeal or the other party to the original complaint whose decision is the subject of the appeal fails to attend the hearing, the Panel may consider the appeal in her/his absence. If the appellant or her/his representative fails to attend, the Panel shall decide to consider the appeal in her/his absence, dismiss the appeal or to adjourn for not more than 5 days.

4.7 The Panel shall operate in accordance with the following procedure to be followed:

- the Chair shall introduce all present, outline the procedure, and state the grounds for the appeal, in accordance with clause 3.11 above;
- the appellant or her/his representative shall present details of the appeal, and introduce any supporting statements or witnesses;
- the Panel, the Chair of the Discipline Panel whose decision is the subject of the appeal, and the other party to the original complaint shall have an opportunity to question the appellant, her/his representative, or witnesses;
- the Chair of the Discipline Panel whose decision is the subject of the appeal shall be given an opportunity to contest the appeal, and introduce any supporting statements or witnesses;
- the Panel, the appellant and her/his representative shall have an opportunity to question the Chair of the Discipline Panel whose decision is the subject of the appeal or witnesses;
- the other party to the original complaint shall be given an opportunity to make a statement and introduce any supporting statements or witnesses;
- the Panel, the appellant and her/his representative and the Chair of the Discipline Panel whose decision is the subject of the appeal or witnesses shall have an opportunity to question the other party to the original complaint;
- the appellant shall be given the opportunity to make a final statement;
- the Chair of the Discipline Panel whose decision is the subject of the

appeal or her/his representative shall be given the opportunity to make a final statement ;

- the other party to the original complaint shall be given the opportunity to make a final statement;
- the appellant, the Chair of the Discipline Panel whose decision is the subject of the appeal, the other party to the original complaint and the member of Students' Union staff recording proceedings shall withdraw;
- the Panel will reach a decision on the complaint;
- the appellant and the Chair of the Discipline Panel whose decision is the subject of the appeal and the other party to the original complaint shall be invited to rejoin the meeting and the

Chair of the Panel will inform them of the decision of the Panel.

4.8 The Panel may accept or reject the appeal in full or in part and, as a consequence, may remove, reduce or increase any penalties imposed by the Discipline Panel, except that any such penalties shall not exceed those specified in Clause 3.8 above.

4.9 The meeting of the Panel shall be adjourned for not more than 30 minutes if requested by the appellant, or the Chair of the Discipline Panel whose decision is the subject of the appeal, the other party to the original complaint or any member of the Panel. The meeting may be adjourned for not more than 5 days, in order to obtain further information or hear further witnesses, with the agreement of the Panel. Such agreement shall not be unreasonably withheld.

4.10 The complainant and respondent shall be given written notification of the Appeals Panel's decision within 5 days of the meeting.

4.11 The decision of the Appeals Panel shall be final.

## **5. SELECTION OF PANELS**

5.1 The members of Students' Union Council, Representatives Committees, Students' Union Officers and such other elected student officials as Students' Union Council may decide, shall form a pool from which Discipline and Discipline Appeals Panel members shall be drawn.

5.2 The President shall draw the Panel and Appeals Panel members by lot from available members of the pool.

5.3 The complainant or respondent may request reconsideration of any Panel or Appeals Panel member on grounds of partiality. Such a request shall be

considered by the Chair of the Panel or Appeals Panel, whose decision shall be final.

## **6. JURISDICTION OF THE PANELS**

6.1 If any member refuses to accept the jurisdiction of the Discipline Panel or Appeals Panel, the President may refer the matter to the appropriate University authority, for consideration under the University discipline regulations.

6.2 If any member breaches the terms of any exclusion from premises, services or activities of the Students' Union, the President shall be empowered to extend the exclusion for a period not exceeding the full length of the original exclusion, or impose a fine of not more than £50.

6.3 If any member breaches the terms of an exclusion on more than one occasion, the President may refer the matter to the appropriate University authority for consideration under the University discipline regulations.

## **7. GENERAL ARRANGEMENTS FOR PANELS**

7.1 In cases of a complaint of individual harassment or attack, the Panel may make such arrangements as it sees fit for the complainant not to come into direct contact with the respondent, but such arrangements shall ensure that both parties can hear evidence and be given an opportunity to ask questions of the other party.

7.2. Members may be accompanied by, or represented by, other Full Members at Panel hearings but may not have external or legal representation.

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

## **8. TEMPORARY EXCLUSION OF MEMBERS**

8.1 The President shall be empowered to exclude Full Members from all or any premises, services and activities pending consideration of:

- a complaint by a Students' Union Officer, Discipline Panel or Discipline Appeals Panel;
- misconduct under the University discipline regulations;
- a charge in a court of law.

- 8.2 The President may only take such action if, in her/his opinion, it is necessary to protect the Students' Union or any of its members or staff.
- 8.3 Any Full Member who is excluded may appeal against this decision to the Vice-Chancellor, whose decision shall be final.

<p><b>Bye-Law 16</b> <b>COMPLAINTS PROCEDURE</b></p>
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1. Any Full Member, or student eligible for Full Membership but who has exercised the right not to be a member in accordance with the Education Act 1994, shall be entitled to complain about unfair or unreasonable treatment by the Students' Union.

**2. PROCEDURE**

Complaints shall be dealt with in accordance with the following procedure:

- 2.1 Complaints shall be submitted in writing to the President, who shall respond, or who shall pass it to another Students' Union Officer to respond. A written response will be provided within 10 days of the receipt of the complaint by the President.
- 2.2 Complaints against the President may be submitted to any other Students' Union Officer, who shall follow the procedure outlined in this Bye-law fulfilling the responsibilities assigned to the President.
- 2.3 If the complainant or complainants are not satisfied with the response from the President or other Officer, they may request that the President convenes a Complaints Panel, outlining the reason that the response of the President or other Officer is not acceptable. Such a request should be submitted in writing within 10 days of receipt of the response.
- 2.4 The President should be required to convene a Complaints Panel within 15 days of receiving a request to do so in accordance with 2.2 above. The Panel shall consist of 3 members selected by lot in accordance with the provisions for the selection of Disciplinary Panels in Bye-Law 15. The President shall arrange for a member of the staff of the Students' Union to attend to record the proceedings.
- 2.5 The Panel shall operate in accordance with the following procedure:
- 2.5.1 appoint a Chair from within the membership of the Panel;
- 2.5.2 receive copies of the complaint, the response of the President or other

Officer, and the request for a Panel meeting;

- 2.5.3 the complainant shall present the details of the complaint;
- 2.5.4 s/he may then be questioned by members of the Panel, and by the President or other Officer;
- 2.5.5 the President or other Officer shall present the response to the complaint;
- 2.5.6 s/he may then be questioned by members of the Panel, and by the complainant;
- 2.5.7 further information may be considered in writing, or from other persons attending at the request of the complainant or the President or other Officer;
- 2.5.8 such information shall be open to comment by the complainant or the President or other Officer;
- 2.5.9 the complainant and the President or other Officer shall be given the opportunity to make a closing statement, which shall not introduce new information;
- 2.5.10 the complainant and the President or other Officer shall then withdraw and the panel shall decide on the complaint.
- 2.6 If the complaint is upheld, the panel shall be empowered to require any Officer, official, or committee of the Students' Union to take action to remedy the complaint.
- 2.7 The complainant and President shall be notified in writing of the decision of the panel within 5 days of the meeting.
- 2.8 If the complainant or President is not satisfied with the decision of the panel, s/he may appeal to the Registrar and Secretary of the University, who shall consider the complaint and respond in writing within 25 days.
- 2.9 If the complainant or President is not satisfied with the decision of the Registrar and Secretary, s/he may appeal to an independent person appointed by the University Council, whose decision shall be final.

**3. COMPLAINTS AGAINST STUDENTS' UNION STAFF**

Complaints against any member of Students' Union staff shall be considered in accordance with Bye-Law 20.

- 4. COMPLAINTS AGAINST STUDENTS' UNION MEDIA**
- 4.1 Complaints may be made by any person regarding any item published or broadcast by the Students' Union Forge Online, Forge Press Committee, Forge Radio Committee, Forge TV Committee, or such other written or broadcast media as may be deemed appropriate by Students' Union Council
- 4.2 Complaints made on grounds of inaccuracy, unfairness, intrusion into individual privacy, conflict with the provision on Equal Opportunities in the Constitution, actions contrary to the Code of Conduct produced by the National Union of Journalists, or action contrary to the OFCOM Guidelines, shall be considered under the following procedure.
- 4.3 Complaints should be submitted in writing to the President, who shall convene a Media Complaints Panel which shall normally be held within five days of receipt of the complaint.
- 4.4 The Media Committee against whom the complaint has been made shall be given three days notice of the meeting of the Panel.
- 4.5 The Media Complaints Panel shall be given all relevant material pertaining to the proceedings at least two days prior to the meeting of the Panel.
- 4.6 The Panel shall consist of five members drawn by lot from the pool of members agreed for discipline panels constituted in accordance with Bye Law 15. Any member who has had a personal involvement or has a vested interest in the case (for example by being named in the media article or broadcast about which the complaint has been made) shall not be included in the membership of the Panel. Any member who has had a personal involvement or has a vested interest who is selected for the Panel shall declare it and withdraw from the Panel. The President shall arrange for a member of the staff of the Students' Union to attend to record the proceedings.
- 4.7 The Panel shall operate in accordance with the following procedure:
- 4.7.1 appoint a Chair from within the membership of the Panel;
- 4.7.2 the complainant shall be given the opportunity to present the complaint;
- 4.7.3 s/he may then be questioned by members of the Panel or by the representative of the medium against which the complaint has been made;
- 4.7.4 a representative of the medium against which the complaint has been made shall then be given an opportunity to respond to the complaint;
- 4.7.5 s/he may then be questioned by members of the Panel and by the complainant;
- 4.7.6 further information may be considered or sought by the Panel;
- 4.7.7 such information shall be made available to, and open to comment by, the complainant and the representative of the media against which the complaint has been made;
- 4.7.8 the complainant and the representative of the media against which the complaint had been made shall be given the opportunity to make closing statements, which shall not introduce new information, and shall then withdraw;
- 4.7.9 the Panel shall then decide on the complaint.
- 4.8 The Panel shall be empowered to require that the Committee responsible shall publish a reply, statement or apology, drafted by the Panel, in a specified issue or programme of the medium concerned. Such reply, statement or apology shall normally be of equal size and position as the original item against which the complaint was made, unless the Panel decides that a lesser size or less prominent position is appropriate. In addition, the Panel may refer any member responsible for an item against which a complaint is upheld to a Discipline Panel convened in accordance with Bye Law 15.
- 4.9 The complainant and respondent shall be given written notification of the Panel's decision, and of her/his right to appeal against that decision, within 5 days of the meeting.
- 4.10 The complainant or respondent may appeal against the decision of the Discipline Panel on one or more of the following grounds:
- there was a procedural irregularity which rendered the process leading to the decision unfair;
  - a vested interest in the case not declared by a panel member.
- Notice of appeal, specifying on which of the above grounds the appeal is made, should be given in writing to the President within three days of notification of the panel decision. The President shall convene a Media Complaints Appeals Panel or may refer the notice to a member of academic staff of the School of Law, nominated by the Head of the School. The member of academic staff of the School of Law shall consult with the Students' Union General Manager and shall decide whether there are sufficient grounds for an appeal and her/his decision shall be final.

- 4.11 If the member of academic staff of the School of Law decides that an appeal should be heard, it shall be referred to a Media Complaints Appeals Panel, convened in accordance with clause 5 below.
- 5. MEDIA COMPLAINTS APPEALS PANEL**
- 5.1 The President shall convene a Media Complaints Appeals Panel (referred to as the Panel throughout Clause 5) when requested in accordance with the procedure outlined above. The Panel shall normally be convened within 5 days of the request being received by the President.
- 5.2 The Panel shall consist of a member of the academic staff of the Faculty of Law, nominated by the Head of the School (in the Chair), and 4 members drawn by lot from the pool constituted in accordance with Bye-Law 15. No member of the Panel shall have been involved in the matter under consideration or in the Media Complaints Panel against whose decision the appeal has been made.
- 5.3 The President shall ensure that the appellant, the Chair of the Media Complaints Panel whose decision is the subject of the appeal, and the other party to the original complaint are advised in writing of the time and place of the Appeals Panel meeting, and of their right to provide any written statements, evidence or witnesses. The Chair of the Media Complaints Panel whose decision is the subject of the appeal may appoint a representative to act for her/him at the Panel. It shall be the responsibility of the appellant, the Chair of the Media Complaints Panel whose decision is the subject of the appeal, and the other party to the original complaint to make arrangements for the attendance of any witnesses that they wish to call.
- 5.4 Any written statements, evidence, and names of witnesses who are to be called, shall be given to the President prior to the hearing and should be made available to all parties prior to the hearing.
- 5.5 A summary of proceedings and the decision of the Panel shall be recorded by a member of Students' Union staff, who shall attend the Panel. The summary shall be made available to the complainant or respondent on request.
- 5.6 If the Chair of the Media Complaints Panel whose decision is the subject of the appeal or the other party to the original complaint whose decision is the subject of the appeal fails to attend the hearing, the Panel may consider the appeal in her/his absence. If the appellant or her/his representative fails to attend, the Panel shall decide to consider the appeal in her/his absence, dismiss the appeal or to adjourn for not more than 5 days.
- 5.7 The Panel shall operate in accordance with the following procedure:
- 5.7.1 The Chair shall introduce all present, outline the procedure, and state the grounds for the appeal, in accordance with clause 4.10 above;
- 5.7.2 The appellant or her/his representative shall present details of the appeal, and introduce any supporting statements or witnesses;
- 5.7.3 The Panel, the Chair of the Media Complaints Panel whose decision is the subject of the appeal, and the other party to the original complaint shall have an opportunity to question the appellant, her/his representative, or witnesses;
- 5.7.4 The Chair of the Media Complaints Panel whose decision is the subject of the appeal shall be given an opportunity to contest the appeal, and introduce any supporting statements or witnesses;
- 5.7.5 The Panel, the appellant and her/his representative shall have an opportunity to question the Chair of the Media Complaints Panel whose decision is the subject of the appeal or witnesses;
- 5.7.6 The other party to the original complaint shall be given an opportunity to make a statement and introduce any supporting statements or witnesses;
- 5.7.7 The Panel, the appellant and her/his representative and the Chair of the Media Complaints Panel whose decision is the subject of the appeal or witnesses shall have an opportunity to question the other party to the original complaint;
- 5.7.8 The appellant shall be given the opportunity to make a final statement;
- 5.7.9 The Chair of the Media Complaints Panel whose decision is the subject of the appeal or her/his representative shall be given the opportunity to make a final statement ;
- 5.7.10 The other party to the original complaint shall be given the opportunity to make a final statement;
- 5.7.11 The appellant, the Chair of the Media Complaints Panel whose decision is the subject of the appeal, the other party to the original complaint and the member of Students' Union staff recording proceedings shall withdraw;
- 5.7.12 The Panel will reach a decision on the complaint;
- 5.7.13 The appellant and the Chair of the Media Complaints Panel whose decision is the subject of the appeal and the other party to the original

- complaint shall be invited to rejoin the meeting and the Chair of the Panel will inform them of the decision of the Panel.
- 5.8 The Panel may accept or reject the appeal in full or in part and, as a consequence, may make any decision set out in Clause 4.8 of this Bye-Law.
- 5.9 The complainant and respondent shall be given written notification of the Appeals Panel's decision within 5 days of the meeting.
- 5.10 The decision of the Appeals Panel shall be final.

## Bye-Law 17 ELECTION REGULATIONS

### 1. GENERAL REGULATIONS

- 1.1 Students' Union Council shall have overall responsibility for all elections and shall be empowered to rule on any matter relating to the conduct of elections.
- 1.2 The President shall be responsible to Students' Union Council for the organisation of elections held by cross-campus ballot. Students' Union Council shall appoint up to 3 Returning Officers, to be responsible for the conduct of these elections, and a Senior Returning Officer, who shall not be a Full Member of the Students' Union and who shall have relevant experience.
- 1.3 Elections shall only be held on weekdays during the academic terms defined by the University Senate.
- 1.4 Single vacancy elections shall be held by the Alternative Voting (AV) system and multi-vacancy elections normally be conducted by the X-voting system, with the number of votes equal to the number of vacancies. Students' Union Council may also decide to hold multi-vacancy elections by the Single Transferable Voting (STV) system.
- 1.5 Elections of delegates to the Annual Conference of the National Union of Students shall normally be conducted by the Single Transferable Vote system.
- 1.6 All elections, except for elections of delegates to the Annual Conference and Extraordinary Conferences of the National Union of Students, shall provide the opportunity to vote for "Re-open Nominations", in preference to one or more candidates
- 1.7 If insufficient nominations have been received to fill all vacancies at the close of

nominations, the election shall proceed as normal.

- 1.8 The Counting Officer shall be responsible for all matters relating to the counting of elections and shall be the Students' Union Manager or his/her nominee.

### 2. DUTIES OF THE SENIOR RETURNING OFFICER

- 2.1 To satisfy her/himself, on the basis of information provided by the Returning Officers and the Counting Officer, that the conduct of elections and referenda is in accordance with this Bye-law and is guided by the Representation of the People Acts as appropriate.
- 2.2 To advise the Returning Officers and Students' Union Council on any matter as s/he deems necessary.

### 3. DUTIES OF THE RETURNING OFFICERS

- 3.1 To decide any matter relating to the conduct of the election, subject to Students' Union Council. This shall include the power to penalise or exclude candidates in respect of any breach of election regulations and to postpone or nullify the result of an election in respect of any irregularity.
- 3.2 To ensure that the election is conducted in accordance with this Bye-Law and any regulations specified by Students' Union Council, and to be guided by the Representation of the Peoples Act on any other issue.
- 3.3 To seek advice from the Senior Returning Officer on any matter of interpretation of this Bye-Law or on the application of the Representation of the People Acts.

### 4. ELECTIONS COMMITTEE

- 4.1 Students' Union Council shall appoint an Elections Committee for each set of cross-campus elections. The Committee shall consist of up to 5 members elected by Students' Union Council (or by the Student Executive Committee for the election of Students' Union Council).
- 4.2 The Elections Committee shall consider and advise on the promotion and organisation of the election, on the regulations for publicity and on the rules for candidates.

### 5. ELIGIBILITY TO STAND AND VOTE

- 5.1 All Full Members shall be eligible to stand as candidates and vote in all elections, except as specified below.

- 5.2 Members shall not seek election for more than one post of Students' Union Officer, as constituted under Bye Law 4, or more than one post of Councillor, in any set of elections. Members who have stood for one post of Students' Union Officer in an academic year may not stand for any other post in that year, except where such a post is newly created or has been substantially changed and can be reasonably seen to being open for election for the first time.
- 5.3 The right to vote and stand as a candidate for Representative Committees shall be limited to students from those groups represented by each Committee, as defined in Bye-Law 6.
- 5.4 The right to vote and stand as a candidate for NUS Women's Conference shall be limited to women students.
- 5.5 The right to stand as a candidate for the posts of International Students' Officer and Women's Officer shall be limited to international students and women students respectively

## 6. ELECTION TIMETABLES

### 6.1 Ordinary Elections

- 6.1.1 Elections shall be held by cross-campus ballot for the Students' Union Officers, Students' Union Council, NUS Conference delegates.
- 6.1.2 Elections shall normally be held in accordance with the following timetable:

#### Students' Union Council

Semester 1, Week 1:

Publication of notice opening nominations and outlining the election timetable by 12 noon on Monday.

Semester 1, Week 2:

Nominations close at 5.00pm on Friday

Semester 1, Week 3

Publication of nominations by 5.00pm on Tuesday.

Semester 1, Week 4:

Publication of candidates' election statements by 12 noon on Monday.

Polling on 3 days, other than Monday.

Publication of full results by 5.00pm on Friday.

Students' Union Council shall be empowered to vary this timetable, subject to publishing an amended timetable before the end of Week 15 of Semester 2.

## Students' Union Officers and NUS Conference

Semester 1, Week 15 :

Publication of notice opening nominations and outlining the election timetable by 12 noon on Friday.

Semester 2, Week 1:

Nominations close at 12 noon on Friday.

Semester 2, Week 2:

Publication of nominations at 5.00pm on Friday.

Semester 2, Week 3 :

Hustings of candidates for the Students' Union Officers.

Semester 2, Week 4:

Publication of candidates' election statements by 12 noon on Monday.

Polling on 3 days, other than Monday.

Publication of full results by 5.00pm on Friday.

Students' Union Council shall be empowered to vary this timetable, subject to publishing an amended timetable before the end of Week 13 of Semester 1.

## 7. REGULATIONS FOR ELECTIONS BY CROSS-CAMPUS BALLOT

### 7.1 Notice of Elections

7.1.1 The President shall give notice of elections, which shall include:

details of posts for election;

the election timetable, in accordance with this Bye-Law;

the places for the collection/return of nomination forms and for polling.

7.1.2 This notice shall be published in the Students' Union Building, on the Students' Union website, in any regular publication of the Students' Union, and in such other places as Students' Union Council may determine.

### 7.2 Nominations

7.2.1 Nominations shall be made on a nomination form which shall require:

the title of the post to be contested;

the registered name, current address, Registration number and signature of the candidate; except where a nomination form is submitted electronically it shall be submitted from the Candidate's University email account, but shall not require a signature;

- alternative preferred name (by which the candidate is commonly known;
- a passport photograph bearing a genuine likeness of the candidate, as on her/his Students' Union card;
- a slogan of up to 6 words which the candidate may have placed by her/his name on the ballot paper;
- an election statement of no more than 100 words, or 250 words for candidates for Officer's posts. In addition to this statement, any candidate who will be absent from the University for a period exceeding 30 days during the period of office of the post to which s/he is seeking election shall add a statement specifying the dates and reason for such absence;
- 7.2.2 If any nomination is deemed to be invalid, in accordance with the Constitution and Bye-Laws the President shall inform the person nominated within one day, and publish the details at the time of publishing nominations.
- 7.2.3 Any Full Member may challenge the validity of a nomination, within 2 days following the publication of nominations, on the grounds that it does not comply with the Constitution and Bye-Laws. The Returning Officers shall rule on the challenge and their decision shall be final.
- 7.2.4 Any candidate may withdraw from an election, no later than 3 days prior to voting, only by writing to the President.
- 7.2.5 Candidates may specify an alternative preferred name, by which they are commonly known, on the nomination form, which may then be used on the voting paper and in any election publicity. The Returning Officers shall have discretion to rule on the appropriateness of any specified alternative names. If candidates do not specify an alternative preferred name, or if the Returning Officers rule that the name specified is inappropriate, then the candidate's registered name shall be used on voting papers.
- 7.3 Delegates to the Annual Conference of the National Union of Students (NUS) shall be elected by a ballot of all students, with the exception of the President who shall be an ex-officio delegate. An election shall be held for the full permitted number of delegates, conducted in accordance with Bye-Law 17. In the event of an insufficient number of delegates being elected, no further election shall be held and no other members appointed to the delegation. The President-elect shall be entitled to attend the Conference as an observer.
- 7.4 **Election Campaigns**
- 7.4.1 All candidates shall act in accordance with the regulations contained within this Bye-law and with any other regulations approved by Students' Union Council, and shall be required to sign an undertaking to this effect
- 7.4.2 No Students' Union Officer, as defined in Bye-Law 4, Students' Union Council or Representative Committee as defined in Bye-Law 6, shall endorse any candidate for election to any of the posts outlined in Clause 4 above in any written or published material.
- 7.4.3 Students' Union Council shall determine regulations for publicity, and arrangements for financial assistance towards publicity costs.
- 7.4.4 Hustings shall be arranged for the elections for Students' Union Officers, and for other elections as deemed appropriate, as determined by Students' Union Council.
- 7.4.5 Any Representative Committee may request a statement from any candidate for a post of Students' Union Officer on issues specific to that Committee. Such a request shall be submitted in writing and copied to the Returning Officers. Any statement produced in response to such a request shall not exceed 100 words, and shall be published on the Students' Union website by the Returning Officers within two days of its receipt.
- 7.4.6 Any complaints regarding the conduct of the election campaign shall be submitted in writing to the Returning Officers before the start of the count. The Returning Officers shall decide on any complaints, subject to Students' Union Council.
- 7.4.7 All student media provided by working committees constituted under Bye-law 7 shall ensure that their coverage of elections and referenda is unbiased and balanced. All published material or broadcasting plans shall be submitted to the Returning Officers for approval prior to publication or broadcast. The Returning Officers may require whatever action they deem necessary to be taken to prevent the publication or broadcast of any item that conflicts with this requirement.
- 8. POLLING**
- 8.1 **Location:** Polling stations shall be situated in the Students' Union Building and other places as determined by Students' Union Council.
- 8.2 Polling for ordinary elections shall be held over at least:
- 3 days for elections for Students' Union Officers and Students' Union Council
- 2 days for other elections.
- Polling for ordinary elections shall take place for at least 8 hours on each day in the Students' Union Building except on the

- final day of elections when polling shall take place for at least 6 hours.
- 8.3 Students' Union Council shall determine the location and duration of polling for bye-elections. Polling for referenda shall be conducted in accordance with Bye-Law 2: Referenda.
- 8.4 Polling dates shall be published before, and may not be altered after, the start of polling.
- 8.5 **Polling Officers:** Each polling station shall be staffed by at least one Polling Officer, who shall be responsible for ensuring the proper conduct of polling at her/his station. Polling Officers may appoint Assistant Polling Officers.
- 8.6 **Entitlement to vote:** On presentation of her/ his Students' Union membership card every Full Member shall be entitled to cast votes in elections open to all members, and in other elections as appropriate.
- 8.7 **Polling Records:** Each Polling Officer shall record the name and Registration number of every voter, and this record shall be reconciled with the votes cast at that polling station, to the satisfaction of the Returning Officers.
- 8.8 **Voting papers:** Shall specify the registered name or alternative preferred name (subject to Clause 6.2.5), of each candidate, and slogan if submitted, in an order determined by lot, and shall explain the method of election.
- 8.9 **Election Statements:** The Polling Officers shall display election statements of all candidates close to the polling station.
- 8.10 **Canvassing:** The Polling Officer shall ensure that there is no publicity relating to an individual candidate, or favouring/opposing a Referendum proposal within a 5 metre radius of the polling station, with the exception of the election/referendum statements. There shall be no canvassing within a 5 metre radius of the polling station, and the Polling Officer shall report any incident of canvassing to the Returning Officers.
- 8.11 **Special Voting Arrangements:** The Returning Officers may make such arrangements as they deem appropriate to enable Full Members studying abroad or away from Sheffield to participate in the elections, and shall report to Students' Union Council on any such arrangements.
- 8.12 **Postal Ballots and Electronic Voting:** Returning Officers may arrange for a postal ballot and electronic voting for all, or any section of, members in any election, subject to publishing the arrangements for such a ballot as part of the notice for elections. Such arrangements shall be in line with the general provisions of this Bye-Law.
- 8.13 **Complaints:** Any complaints regarding the conduct of polling shall be submitted in writing before the start of the count. The Returning Officers shall decide on any complaint, subject to appeal to Elections Appeals Committee and Students' Union Council.
- 8.14 **Elections Appeals Committee:** The Elections Appeals Committee shall consist of up to five full members of the Students' Union. The Appeals Committee members shall be drawn by lot from a randomly selected pool of available full members. The complainant or the respondent may appeal against a decision of the Returning Officers to the Elections Appeals Committee on any ground.
- 8.15 **Appeals to Students' Union Council:** The complainant or the respondent may appeal against a decision of the Elections Appeals Committee to Students' Union Council, but only on one of the following grounds:
- there was a procedural irregularity which rendered the process leading to the decision unfair;
  - the penalty was inappropriate to the offence for which the respondent was found responsible;
  - new evidence which could not reasonably have been available at the time of the appeal hearing.
- 9. REGULATIONS FOR REFERENDA**
- 9.1 Referenda shall be conducted in accordance with the regulations in this Bye-Law and Bye-Law 2, except where otherwise specified in this clause.
- 9.2 Voting papers shall provide for votes for, against and in abstention on a proposal or complementary proposals. Where there are more than 2 alternative proposals, voting papers shall provide for transferable voting, including the opportunity to vote against all proposals. The Returning Officers shall rule on any dispute on the method of voting and their decision shall be final.
- 9.3 All Full Members shall be able to vote.
- 9.4 Referenda shall be held concurrently with elections, whenever possible.
- 9.5 Proposers of a Referendum may not withdraw their names after it has been submitted to the President.
- 9.6 The proposers of a Referendum shall be entitled to produce a statement of not

more than 200 words, and proposers of amendments a statement of not more than 100 words, supporting their proposals. Opponents of a proposal, or of amendments shall be given equal opportunity to state their case. The Returning Officers shall rule on which Full Member(s) shall produce the statement, in case of any dispute. The statements shall be published as election statements.

## **10. ELECTIONS AT STUDENTS' UNION COUNCIL AND COMMITTEES**

- 10.1 Students' Union Council shall elect a Chair and a Vice-Chair, from within its membership, at the first meeting.
- 10.2 Students' Union Council and Committees may elect other Full Members from within their membership for specific duties as they determine.
- 10.3 Notice of such elections shall be circulated with the notice of the meeting at which the election is to be held.
- 10.4 Nominations shall be taken at the meeting.
- 10.5 The meetings may decide to invite candidates to speak in support of their nominations.
- 10.6 Voting for Committee Chairs and Representative Committee representatives to Students' Union Council shall be conducted by secret ballot under the Alternative Voting System.
- 10.7 Voting in other elections may be by show of hands or secret ballot, as decided by the meeting.

## **11. REGULATIONS GOVERNING COUNTING**

- 11.1 The Counting Officer shall be responsible to the Returning Officers, for the conduct of the count. S/he shall appoint Assistant Counting Officers, who shall not be candidates or have associated themselves in any way with the campaign of any candidate.
- 11.2 Each candidate shall be entitled to attend the count, or to appoint a Full Member as an agent to attend the count on her/his behalf.
- 11.3 Only the Returning Officers, the Counting Officer, Assistant Counting Officers and candidates or their agents shall be entitled to attend the count. The Counting Officer shall be empowered to exclude any person who conducts her/himself in a way which might interfere with the conduct of the count.

11.4 In considering complaints, or the reconciliation of voting papers and polling records, the Returning Officers shall be empowered to order the withdrawal of one or more candidates, or exclude one or more ballot boxes from the count, or deem an election invalid and suspend the count.

11.5 Any ballot paper which is marked in any way other than to indicate a preference shall be deemed to be spoiled and invalid.

11.6 'Re-open nominations' shall be considered as a candidate for counting purposes, and no other candidate shall be elected unless s/he obtains a higher vote than 'Re-open Nominations'.

11.7 The count shall be held within one day of the close of voting.

### **11.8 Alternative Voting System**

The Counting Officer shall ensure that elections under the Alternative Voting System are conducted as follows:

- (a) Sort the voting papers according to first preferences, setting aside any invalid papers.
- (b) Count the voting papers, to determine the first preferences cast for each candidate and, hence, the total valid vote.
- (c) If a candidate has an overall majority of the valid votes cast at this stage, s/he shall be deemed elected.
- (d) If no candidate has an overall majority of the valid votes cast, the candidate with the least votes shall be eliminated and her/his transferable votes shall be identified.
- (e) The transferable votes of the eliminated candidate shall be distributed between the remaining candidates, at full value, according to the second preference indicated on the voting paper. Such voting papers shall be transferred to the remaining candidates in identifiable bundles.
- (f) If a candidate has a majority of the valid votes cast at this stage, s/he shall be deemed elected.
- (g) If no candidate has a majority of the valid votes cast, the remaining candidate with the least votes shall be eliminated. Her/his transferable votes shall be identified from first preference votes, as in (e) above, and from transferred bundles according to the third preference indicated on the voting paper.
- (h) If a candidate has a majority of the valid votes cast at this stage, s/he shall be deemed elected.
- (i) If no candidate has a majority of the valid votes cast, the procedure

outlined above shall be repeated until an overall majority is achieved for one candidate, and that candidate shall be deemed elected

- (j) Publish an election result sheet.

### 11.9 X-Voting System

The Counting Officer shall ensure that elections under the X-Voting System are conducted as follows:

- (a) Sort the voting papers to exclude any invalid papers.
- (b) Count the votes cast for each candidate.
- (c) Rank the candidates in order of votes cast.
- (d) Deem to be elected the highest placed candidates sufficient to fill the vacancies.
- (e) Publish an election result sheet.

### 11.10 Single Transferable Voting System

The Counting Officer shall ensure that any elections under the Single Transferable Voting System are conducted in accordance with the rules laid down by the Electoral Reform Society.

### 11.11 Tied Votes

If the Returning Officers deem a vote to be tied at any stage of the counting process it shall be resolved by tossing a coin or by random electronic selection.

### 11.12 Glossary of Terms

- (a) **First preference:** the number '1' placed against only one candidate on a voting paper.
- (b) **Second and subsequent preferences:** the numbers '2', '3', etc., each placed against only one candidate on a voting paper.
- (c) **Valid voting paper:** a voting paper on which a preference or 'X' is unambiguously expressed.
- (d) **Invalid voting paper:** a voting paper on which the same preference is expressed for more than one candidate, more 'X's are expressed than the number of vacancies available or the intention of the voter is uncertain. Voting papers containing comments contrary to Clause 2.2 of the Constitution shall also be deemed invalid.
- (e) **Transferable paper:** a voting paper on which a next available preference for a continuing candidate is unambiguously expressed.

- (f) **Election result sheet:** a sheet showing the vote credited to each candidate and the non-transferable vote at each stage of the count.
- (g) **Stage of the count:** the determination of the first (or subsequent) preferences expressed for each candidate.
- (h) **Overall majority:** a majority over all other candidates.

## Bye-Law 18

### STUDENTS' UNION POLICY

#### 1. POLICY LAPSE

- 1.1 Policy shall remain valid until the first Students' Union Council Meeting convened in the third academic year following its adoption, after which it shall lapse unless renewed in accordance with the following procedure.
- 1.2 Student Executive Committee shall, at the start of each academic year, review policy due to lapse and shall prepare recommendations to Students' Union Council on whether such policy should lapse, be renewed or be amended.
- 1.3 In considering the recommendations from Student Executive Committee, Students' Union Council may:
  - 1.3.1 renew policy without amendment for a period up to the first Students' Union Council meeting in the third academic year subsequent to their decision;
  - 1.3.2 renew policy without amendment for any specified period of less than three years at the end of which it shall be further reviewed;
  - 1.3.3 submit a proposal for renewing policy in an amended form to a referendum. In such circumstances Students' Union Council may renew the additional policy for the period until the referendum at which the proposal is to be considered, after which it shall lapse;
  - 1.3.4 decide that the policy shall lapse with immediate effect.

#### 2. POLICY INTER-RELATIONSHIP

After new policy is passed by a Referendum the President shall assess the relationship between the new policy and previous policy. The President shall make a recommendation to Students' Union Council on a composited policy, or on which previous policy or part of policy

should be deleted as a result of the adoption of new policy. The decision of Students' Union Council shall be final, subject only to Referendum.

## **Bye-Law 19 ETHICAL POLICY**

1. The Students' Union may resolve to have no dealings with, or facilitate the promotion of, companies or organisations on the grounds of;
  - involvement in the arms trade.
  - use of animals for cosmetic or non-medical experimentation.
  - actions harmful to the environment.
  - actions which violate human rights.
  - unfair exploitation of Third World countries.
  - racist, homophobic, transphobic or sexist policies.
2. Any Full Member may submit a request, supported by the names and signatures of 100 members, in writing to the President that the Students' Union should have no dealings with specified companies or organisations on the grounds of one or more of the ethical criteria outlined above. Such a request must specify in what way it is believed that the companies or organisations contravene these criteria.

A request relating to a company or organisation shall not be considered further if a complaint has already been considered about the same company or organisation during that academic year, unless Student Executive Committee decides otherwise.
3. On receipt of such a request, the President shall seek:
  - advice from the Ethical Investment Research and Information Service (EIRIS), or another appropriate body, on the issues raised by the request;
  - comments from the specified companies or organisations concerned;
  - a report from the Students' Union General Manager outlining all the Students' Union's dealings with the companies or organisations concerned.
4. The President shall submit all the information detailed above to a meeting of Students' Union Council, to be held within 30 days of receiving the request, and shall publish arrangements for the meeting in a Students' Union e-newsletter and on the Students' Union's website
5. The President shall ensure that all the information is circulated to members of Students' Union Council and published for all students, at least 3 days in advance of the meeting.
6. At the meeting of Students' Union Council, the member submitting the request should be given the opportunity to explain her/his case and the discussion should be open to all other Full Members present.
7. Students' Union Council may decide, by a two-thirds majority, that the Students' Union should have no dealings with the company, or may decide, by a simple majority, to make a recommendation to a referendum, or may seek more information for a further discussion which shall follow the above procedures, or may decide to reject the request.
8. Any decision that the Students' Union should have no dealings with companies or organisations shall be considered as policy of the Students' Union and shall be subject for review in accordance with Bye-Law 19, but shall only take effect after the Students' Union has fulfilled all obligations to those companies or organisations under existing contracts and agreements, and shall be subject to all relevant legal requirements.
9. The decision of Students' Union Council shall be published to members through the Students' Union's website.
10. The President shall inform the companies or organisations concerned of the decision of the Students' Union, and invite them to inform the Students' Union of any developments relevant to this decision.
11. The President shall pass any subsequent information from companies or organisations to Students' Union Council, which shall be empowered to rescind any decision, whether taken by the Students' Union Council or by Referendum, on the grounds of a change in policies or activities of the companies or organisations.
12. The ethical policy should be published annually, listing details of all companies and organisations affected.

**Bye-Law 20**  
**STAFF OF THE STUDENTS' UNION**

1. The Students' Union shall be empowered to employ staff, who shall be responsible to the Students' Union Officers through an established management structure.
2. Staff who are not Full Members of the Students' Union shall not participate in, or publicly express their personal views on, decisions of the Students' Union. Staff who are Full Members of the Students' Union shall not express their personal views on decisions of the Students' Union during the course of their employment. Members of Students' Union Council and Students' Union committees, who are also employees of the Students' Union, shall declare an interest and not vote at Council or Students' Union committee meetings on any issue that directly affects their terms and conditions of employment.
3. Staffing matters shall be the responsibility of the Trustee Board, in accordance with Bye-Law 5
4. Any complaint or comment regarding any individual member of staff shall be directed to the President, as the Chair of the Staffing Committee, who will ensure that the matter is dealt with in accordance with the agreed grievance and disciplinary procedures.
5. Any complaint or comment of a member of staff regarding a member of the Students' Union shall be raised through the management structure, and dealt with in accordance with Bye-Law 15.
6. Any breach of this procedure by members or staff will be considered as a serious disciplinary matter.

**Bye-Law 21**  
**AMENDMENTS TO THE**  
**CONSTITUTION AND BYE-LAWS**

1. **CONSTITUTION AND BYE-LAWS**
  - 1.1 Amendments shall be made in accordance with clause 11.1 of the Constitution and Bye-laws.
  - 1.2 On receipt of a petition seeking a referendum to amend the Constitution and Bye-Laws, the President shall arrange a Referendum concurrently with any scheduled elections, or within 22 days, whichever is the sooner, or at such other time as may be mutually agreed by the

proposers of the Referendum and the President.

- 1.3 The referendum shall be arranged in accordance with the following timetable (of days prior to the first day of voting):
  - 12 days :Publish the proposed amendment and date(s) for the referendum, seeking any amendments to the amendment within 5 days
  - 7 days: Cease accepting amendments to the amendment.
  - 6 days: Publish the amendment, with any amendments to the amendment, and publicise arrangements for the meetings required to debate the proposal(s), in accordance with Bye-Law 2.
- 1.4 On receipt of a proposal to amend those Bye-Laws over which Students' Union Council has jurisdiction, as specified in Clause 11.1 of the Constitution:
  - 1.4.1 the President shall submit the proposal to Constitutional Committee for consideration within 10 days.
  - 1.4.2 The recommendation of Constitutional Committee shall be circulated to Students' Union Council, and to any student committees or bodies affected, 10 days prior to the meeting of Students' Union Council at which it is to be considered.
  - 1.4.3 Proposals shall require the approval of two-thirds of the members present to be carried. The Student Executive Committee may however refer any such decision to a referendum for decision by the membership. If a proposal achieves a two thirds majority of Council and is referred to referendum by Student Executive Committee the proposal shall be effective from the decision of Council, pending the outcome of the referendum. Any proposal that is supported by over half, but less than two-thirds, of members present may be submitted to a referendum by a decision of Council. Council may submit any proposals to referendum with a simple majority.
2. **CONSTITUTIONAL COMMITTEE**
  - 2.1 Students' Union Council shall establish a Constitutional Committee consisting of the President, the Chair of Students' Union Council and 2 members elected from Students' Union Council.
  - 2.2 The Committee shall be convened by the President:

- 2.2.1 When requested by any Full Member to advise on the submission of amendments to the Constitution or Bye-Laws.
- 2.2.2 On submission of any Constitution or Bye-Law amendments to the President, to prepare any consequential amendments which shall be submitted to Students' Union Council for submission as an amendment to the proposed amendment.
- 2.2.3 As required by Students' Union Council to consider any matter relating to the Constitution or Bye-Laws.
- 2.3 The Committee shall publish any proposals to change the Constitution or Bye-Laws 10 days prior to the meeting of Students' Union Council at which they are to be considered.