

# University of Sheffield Students' Union Bye Laws



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# Bye-Law 1 - MEMBERSHIP

## 1. FULL MEMBERSHIP

- 1.1. The provisions for Full Membership shall be as specified in and subject to the Constitution, and the following:
  - 1.1.1. To be eligible for full membership, the registered programme of study must run for at least fifteen weeks.
  - 1.1.2. Students on the Erasmus, visiting or study abroad programmes, shall be Full Members of the Students' Union.
- 1.2. Full membership shall be valid for the duration of registration as a student of the University, provided that:
  - 1.2.1. A candidate for a full time 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.
  - 1.2.2. A candidate for a part time 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 two years from the date on which that fee first became payable.
  - 1.2.3. All graduating full members, who are able to prove they will be eligible for Full Membership within 3 months of graduation, shall be deemed to be Provisional Members described in clause 3.1.2 of the Constitution.
- 1.3. To avoid potential conflicts of interest, Full Members who wish to be both employed by the Students' Union and to hold office on any Committee relating to their area of employment, or as a Trustee or member of Students' Union Council, should first seek approval from the President.

## 2. ASSOCIATE MEMBERSHIP

- 2.1. Associate Membership may be granted to the following:
  - 2.1.1. Postgraduates registered as continuing students who are not considered as Full Members,
  - 2.1.2. Students of the Department of Lifelong Learning,
  - 2.1.3. Occasional students, or those on courses of less than fifteen weeks,
  - 2.1.4. Individuals attending the University on a regular basis for research or study, and
  - 2.1.5. The partners of Full Members, and
  - 2.1.6. 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 Student Executive Committee.

## 3. HONORARY MEMBERSHIP

- 3.1. 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. HONORARY LIFE MEMBERSHIP

- 4.1. Honorary Life Membership shall be granted automatically to Officers of the Students' Union on completion of their term of office.
- 4.2. Honorary Life Membership may also be granted to other individuals or groups of individuals as agreed by Students' Union Council. The Procedure, Guidelines and Codes of Practice Handbook will contain details of how this process shall operate.

## **5. RECIPROCAL MEMBERSHIP**

- 5.1. Full Members of Students' Unions affiliated to the National Union of Students shall be Reciprocal Members.
- 5.2. The Students' Union Executive Committee may enter into Reciprocal agreements with other recognised Students' Unions, to allow their full members Reciprocal Membership.

## **6. GENERAL ARRANGEMENTS**

- 6.1. Categories of membership, other than Full membership, shall be valid for such periods as are determined by Student Executive Committee.
- 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 an NUS or other students' union card, and Honorary Members shall present a staff identity card, as proof of status.
- 6.3. All members shall be required to provide proof of age when requested, and to comply with age restricted limitations on activity in order that the Students' Union may comply with safeguarding and 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, or to remove specific duties from 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;
- 1.2. 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 1,000 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 16.

### **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 receiving minutes of Student Executive 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 and individual Students' Union Officers on any matter except staffing issues;
  - 1.2.2. be provided with papers considered at Student Executive Committee, except if either body considers such papers to be confidential due to commercial or staffing considerations;
  - 1.2.3. mandate Student Executive Committee/ or individual Students' Union Officers on any matter except staffing issues;
  - 1.2.4. censure or commend Student Executive Committee or individual Students' Union Officers;
  - 1.2.5. suspend decisions of Student Executive Committee on any matter except staffing issues and request that Student Executive 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 pending the outcome of the referendum. Any decision taken by referendum shall have precedence over the decisions of Students' Union Council, Student Executive Committee.
- 1.3. **Finance:** To consider budget proposals from the Student Executive 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 and support the Officers in implementing 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 employees.
- 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 16. Each student shall be eligible to stand as 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 in either, but not both, of the departments responsible for their degree programme, and may vote in both departments.
- 2.3. **Representative Councillors:** one member elected by and from each of the following groups, in accordance with Bye-Law 16:
  - women students
  - BME Students
  - LGBT+ Students
  - international students
  - postgraduate research students
  - postgraduate taught students
  - mature students
  - students with disabilities.
- 2.4. **Ethical and Environmental Councillor:** one member elected by and from all students.
- 2.5. **Societies Councillor:** one member elected by and from all students
- 2.6. **Sports Councillor:** one member elected by and from all students
- 2.7. 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 Council Workshop.
  - 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 Council Workshop.
  - 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. **The Ethical and Environmental Councillor shall:**
  - 3.3.1. Attend meetings of Students' Union Council.
  - 3.3.2. Represent students' views on ethical and environmental issues at Students' Union

- Council.
- 3.3.3. Attend meetings of the Council Workshop.
- 3.3.4. Attend meetings of the Ethical and Environmental Committee.
- 3.3.5. Report to Ethical and Environmental Committee on the work of Students' Union Council.
- 3.3.6. Facilitate communication between the Ethical and Environmental Committee and Students' Union Council.
- 3.3.7. Encourage participation in the Ethical and Environmental Committee.
- 3.3.8. Support Officers in implementing and monitoring relevant ethical and environmental policies.
- 3.3.9. Communicate ethical and environmental issues to students
- 3.4. The Societies Councillor shall:**
- 3.4.1. Attend meetings of Students' Union Council.
- 3.4.2. Represent students' views on matters relating to societies at Students' Union Council.
- 3.4.3. Attend meetings of the Council Workshop.
- 3.4.4. Attend meetings of the Societies Committee as an ex officio Committee member.
- 3.4.5. Report to Societies Committee on the work of Students' Union Council.
- 3.4.6. Facilitate communication between the Societies Committee and Students' Union Council.
- 3.4.7. Encourage participation in the Societies Committee.
- 3.4.8. Support Officers in implementing and monitoring relevant policies.
- 3.4.9. Communicate issues affecting societies to students.
- 3.5. The Sports Councillor shall:**
- 3.5.1. Attend meetings of Students' Union Council.
- 3.5.2. Represent students' views on matters relating to sport at Students' Union Council.
- 3.5.3. Attend meetings of the Council Workshop.
- 3.5.4. Attend meetings of the Sports Committee as an ex officio Committee member.
- 3.5.5. Report to Sports Committee on the work of Students' Union Council.
- 3.5.6. Facilitate communication between the Sports Committee and Students' Union Council.
- 3.5.7. Encourage participation in the Sports Committee.
- 3.5.8. Support Officers in implementing and monitoring relevant policies.
- 3.5.9. Communicate issues affecting sports to students.
- 3.6. Any Councillor (Departmental, Representative or Ethical and Environmental, Societies or Sports) who is absent, without acceptable written apologies, from two meetings of Students' Union Council or the Council Workshop shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.
- 3.7. A Committee consisting of the Students' Union President and Chair and Vice-Chair of Students' Union Council shall determine whether apologies submitted for Council meetings and workshops are considered to be acceptable. If the apologies are not considered to be acceptable then this will count as being absent without apologies.
- 3.8. 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.
- 3.9. The President shall arrange induction training for all members prior to the first meeting of Students' Union Council following elections.
- 3.10. All members shall be required to attend induction training before participating in meetings of Students' Union Council.
- 3.11. 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' Workshops. 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.

- 3.12. A Councillor who is unable to attend a Council meeting and who has submitted acceptable apologies may nominate a proxy to attend in their place, provided that such a request is submitted at least 48 hours prior to the meeting. The Councillor must meet with and brief the proxy in advance of the meeting and submit minutes of the meeting to the Students' Union Council. A proxy for a Departmental Councillor must be a member of the relevant department and where possible should be a course representative. A proxy for a Representative Councillor must be a member of the relevant representative group and where possible should be a member of the relevant Representative Committee. A proxy shall be treated as a member for the duration of that meeting, i.e. they shall be counted in the quorum and shall have speaking and voting rights.

## **4. POLICY**

- 4.1. Any member of Students' Union Council (with the exception of the Chair) may submit a proposal in writing to the President for the establishment of Policy or the amendment of an existing such 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 on the Students' Union's website and circulate it to members of Students' Union Council within 10 days, inviting alternative or related proposals of no more than 200 words within 10 days following publication. Alternative or related proposals shall be submitted in writing to the President by any member of Students' Union Council (with the exception of the Chair). They may also be submitted 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 on the Students' Union's website and circulated to members of Students' Union Council 5 days prior to the meeting of Students' Union at which they are 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.
- 4.6. At the first meeting of Council, Council shall establish Policy Action Groups, from amongst the members of Council, to support the Officers in implementing policy. Each Policy Action Group shall report to Council, alongside the relevant Officer, on action taken in support of policies.

## **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 13.1 of the Constitution.
- 5.2. Any such proposals shall be considered in accordance with the procedure outlined in Bye-Law 20.

## 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 semester. 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 their ruling has been challenged or a motion of 'no confidence' in their ability to Chair is being considered.

6.2.4. Following the election of the Chair at the first meeting of each semester, the Chair may then nominate a proxy to represent the views of their department or representative group for the remainder of that semester. The proxy must be a member of the relevant department or representative group. The proxy shall then be a member of Students' Union Council for the remainder of the semester and shall have speaking and voting rights.

### 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 25 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 their 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.

## **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:
- a. that the matter be not discussed, and the next item be considered;
  - b. that the motion or question be referred to a named body, Official or Officer of the Students' Union for consideration;
  - c. that the meeting challenges the Chair's ruling, which shall be reconsidered so that the Chairperson may take the speech against;
  - d. that the discussion or debate on an item be extended for a period not exceeding 10 minutes except that this shall not go beyond the closing time of the meeting;
  - e. that this meeting has no confidence in the Chair and that they 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 Chief Executive (or their 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, Union Development 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 5.4 of the Constitution.
- 1.2. Immediately following their election, successful candidates shall be designated the President-elect, Education Officer-elect, Union Development 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.
- 1.3. The Students' Union Council Remuneration Committee shall consider the conditions of employment of Students' Union Officers, including pay levels and duration & start date for their term of office and whether to pay the Officers-elect during any formal induction period. No Officers or Officers-elect may take part in any decisions affecting their own terms and conditions.
- 1.4. An Officer who is unable to carry out their duties due to absence may appoint one of the other Officers to act for them. The Acting Officer shall assume all responsibilities of that post for the period specified by the post holder.
- 1.5. 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 2010-11.
  - 1.5.1. 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 Chief Executive or their nominee in attendance as a non-voting member. Other Students' Union Officers may attend the Committee as non-voting members.
  - 1.5.2. The President and the Chief Executive 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.
  - 1.5.3. Each review shall start following the first Students' Union Council meeting of the academic year. The review and consultation process shall be concluded during the same academic year with any detailed recommendations being agreed by the final meeting of Students' Union Council of that year. Any recommendations shall then be put to referendum in the following semester (i.e. in the first semester of the next academic year), normally alongside the Students' Union Council elections in October. Any changes to the officer roles shall then take effect in the next set of Officer Elections.

## 2. STUDENT EXECUTIVE COMMITTEE

- 2.1. There shall be a Student Executive Committee, consisting of the Students' Union Officers, which shall be responsible for student representation, campaigning and democracy.
- 2.2. The Student Executive Committee shall:
  - 2.2.1. Oversee, coordinate and promote student representation, campaigning and democracy.
  - 2.2.2. Oversee the implementation of Students' Union policy.
  - 2.2.3. Oversee the Students' Union's relationship with the University, the National Union of Students, the local community and other external organisations.
  - 2.2.4. Approve and review implementation of Officer individual and team objectives, prior to

- consideration by Students' Union Council
- 2.2.5. Agree spending for those budgets relating specifically to Officer objectives, expenses, campaigning and policies
  - 2.2.6. Coordinate the work of the Officer team and Officer communication with members.
  - 2.2.7. Agree attendance of SU Officers at external committees, 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 their 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. The Officers may, by a majority decision, be empowered to instruct the President to suspend their work on a specific matter, pending consideration of that matter by the appropriate committee.
- 3.2. During University vacations, 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.

### **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. They shall report on meetings to the relevant Students' Union Committee(s) and Student Executive Committee.
- 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 is allocated lead responsibility to support Working and/or Representative Committees. This should include promoting student participation in the committee, organising and attending regular meetings and ensuring that agendas and minutes are prepared in accordance with procedures in the Bye Laws.
- 4.6. Every Officer shall take an active role in supporting and developing liberation, inclusion and access.
- 4.7. Every Officer shall promote student wellbeing and healthy living, and the benefits of the adoption of healthy lifestyle choices.
- 4.8. 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 the Bye-Laws.
- 4.9. 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 and update as determined in the Bye Laws.
- 4.10. The Officers shall submit their individual and team objectives for the academic year, along

- with copies of each Officer's election manifesto, for approval at the first meeting of Students' Union Council.
- 4.11. The Officer shall lead policy change which emerges from individual case experiences, as reported by Students' Union services.
  - 4.12. 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.
  - 4.13. The Officer shall represent students at, and report to Student Executive Committee on, meetings of University Senate and such other bodies as required.
  - 4.14. The Officers shall ensure that arrangements are made for the induction and training of incoming Students' Union Officers, individually and as a team.
  - 4.15. The Officers shall oversee the promotion of opportunities available within the Students' Union to new students.

## DUTIES OF INDIVIDUAL OFFICERS

### 5. THE PRESIDENT SHALL:

- 5.1. Oversee all external lobbying and student representation
  - 5.1.1. Oversee the representation of student views and interests to the University, locally and nationally, except in relation to university academic departmental and faculty bodies.
  - 5.1.2. 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.
  - 5.1.3. Oversee communication between the Students' Union and its membership, with the exception of those publications constituted under Bye-law 7.
  - 5.1.4. 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.
  - 5.1.5. Co-ordinate measures to encourage a student community which respects the diversity of its membership, in accordance with Clause 2 of the Constitution.
  - 5.1.6. Oversee the Students' Union's relations with the media, in accordance with Bye-Law 13.
  - 5.1.7. Oversee the Students' Union's activities within the National Union of Students, serving as lead delegate to the Annual National Conference of the NUS.
  - 5.1.8. Be responsible for all matters relating to external affiliations, as required by the 1994 Education Act.
- 5.2. Chair Students' Union Trustee Board
  - 5.2.1. Liaise with the senior Students' Union staff to ensure effective planning and delivery of Students' Union services and activities.
  - 5.2.2. Be ultimately responsible for staffing matters
  - 5.2.3. Promote democracy within the Students' Union and
    - a. oversees the organisation of elections and referenda in accordance with the relevant Bye-laws.
    - b. Oversee the implementation and upholding of Students' Union's Policy in accordance with Clause 5 of the Constitution.
    - c. Oversee the organisation of nominations and other arrangements for Honorary Life Membership and Honorary President.
    - d. Oversee disciplinary and complaints.
- 5.3. Lead and support the Officer team
  - 5.3.1. Co-ordinate the work of the Officers; ensuring that they fulfil the duties outlined in this

Bye-Law. They 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.

- 5.3.2. 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.
- 5.3.3. Arrange Officers' team meetings to co-ordinate the implementation of team and individual objectives, ensuring the effective allocation of duties.
- 5.4. To be a member of and responsible for the support of the following committees:
  - 5.4.1. All committees established by Council (except where specified).

## **6. THE ACTIVITIES OFFICER SHALL:**

- 6.1. Develop and support a range of student-led activities
  - 6.1.1. Ensure that an annual budget is prepared for societies, in consultation with Societies Committee, and monitor expenditure against agreed budgets.
  - 6.1.2. Ensure arrangements are made for societies to make applications for capital expenditure, and make appropriate recommendations to Societies Committee on such applications.
  - 6.1.3. Advise students on the organisation of activities, making recommendations to Societies Committee on new societies and other initiatives as appropriate.
  - 6.1.4. Oversee the charitable activities of the Students' Union.
- 6.2. Represent the interests of student-led activities and projects
  - 6.2.1. Oversee the volunteering activities of the Students' Union.
  - 6.2.2. Ensure the organisation and promotion of inter-faith initiatives and activities, in liaison with the University
- 6.3. Lead on the development of inclusion and access improvements
  - 6.3.1. Ensure that a regular programme of recreational activities is available and promoted to students to participate on a casual basis.
  - 6.3.2. Support and co-ordinate the arrangements for student activities in all accommodation provided by the University, both directly and through other organisations.
- 6.4. To be a member of and responsible for the support of the following committees:
  - 6.4.1. Conservation Volunteers,
  - 6.4.2. Forge Press Committee
  - 6.4.3. Forge Radio Committee
  - 6.4.4. Forge TV Committee
  - 6.4.5. Sheffield Debating
  - 6.4.6. Sheffield RAG Committee
  - 6.4.7. Sheffield Volunteering Committee
  - 6.4.8. Societies Committee
  - 6.4.9. Theatre Company
  - 6.4.10. Working & Representative Committees Forum
  - 6.4.11. Activities Forum

## **7. THE EDUCATION OFFICER SHALL:**

- 7.1. Represent student interests to create change on all relevant education issues
  - 7.1.1. Represent students on educational and teaching quality issues in the University, locally and nationally, reporting regularly to relevant Students' Union committees.
- 7.2. Develop and support an effective structure of academic representation

- 7.2.1. Oversee the recruitment, training and work of student academic representatives, producing information, and holding regular forums and other events to support their work.
- 7.2.2. Co-ordinate and implement relevant campaigns on issues of educational and teaching quality with the aim of improving the experience of students at the University.
- 7.3. Lead campaigns on all relevant education issues
  - 7.3.1. Lead the Students' Union's work on issues of national higher education policy in consultation with the other officers and students through regular open forums.
  - 7.3.2. To oversee the development of higher education issues nationally and ensure a co-ordinated Sheffield Students' Union response
- 7.4. To be a member of and responsible for the support of the following committees:
  - 7.4.1. Education Committee
  - 7.4.2. Postgraduate Students' Committee
  - 7.4.3. Mature Students' Committee

## **8. THE INTERNATIONAL STUDENTS' OFFICER SHALL:**

- 8.1. Represent and promote the views and interests, of international students.
  - 8.1.1. Work with the University to promote the interests and welfare of international students.
  - 8.1.2. Raise awareness about the benefits of international students and internationalisation and support the process of integration on campus.
  - 8.1.3. 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.
- 8.2. Develop and support activities that improve the welfare of international students
  - 8.2.1. 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.
  - 8.2.2. Represent international students within the NUS and other relevant national organisations and liaise with other students' unions to promote the interests of international students.
  - 8.2.3. Lead and support the Students' Unions work on migrant solidarity
- 8.3. Lead on the development activity to include international students in University life
  - 8.3.1. Oversee the organisation of events for international students.
  - 8.3.2. Support national societies, in particular in preparing an annual budget, and providing advice on resources, equipment and facilities in conjunction with the Activities Officer.
- 8.4. To be a member of and responsible for the support of the following committees:
  - 8.4.1. International Students' Committee
  - 8.4.2. National societies Forum

## **9. THE SPORTS OFFICER SHALL:**

- 9.1. Represent student athletes
  - 9.1.1. Represent the views and interests of students on sporting matters to the University, locally and nationally.
  - 9.1.2. Represent Sports Clubs within the British Universities and Colleges Sport (BUCS).

- 9.2. Encourage sport participation and communities
  - 9.2.1. Ensure the development of activities across all levels of the sporting continuum, from social to performance sport.
  - 9.2.2. Oversee the allocation of resources and facilities for sports.
  - 9.2.3. Promote and develop the sporting community throughout the University and into the Sheffield community.
- 9.3. Organise and oversee activity to develop sport
  - 9.3.1. Support the promotion and development of Union activities that are recognised as partners of the University of Sheffield.
  - 9.3.2. Organise and support meetings of representatives of all recognised Sports Clubs.
  - 9.3.3. Organise and promote an annual intra-city sporting competition with Sheffield Hallam University and promote University sport throughout the community.
- 9.4. To be a member of and responsible for the support of the following committees:
  - 9.4.1. Sports Committee

## **10. THE UNION DEVELOPMENT OFFICER SHALL:**

- 10.1. Lead the Students' Union's ethical, environmental and sustainability work.
  - 10.1.1. Be responsible for all matters in relation to the Students' Union's Ethical Policy, in accordance with the Bye-Laws.
  - 10.1.2. Oversee the Students' Union's advertising & sponsorship policy, consulting with students and seeking Student Executive Committee at least once a year.
- 10.2. Have oversight over SU social enterprise activities and performance and of the use and development of SU facilities
  - 10.2.1. Ensure the development of new ideas, initiatives and income streams for Social Enterprise and the use of SU facilities.
  - 10.2.2. Ensure students' views and interests are represented in developing services and that effective procedures for market research and student feedback are in place.
  - 10.2.3. Coordinate and lead the Students' Union's work on student-led businesses and enterprise.
- 10.3. Be the officer lead on all SU finances
  - 10.3.1. Ensure that the Student Executive Committee prepares a budget for the Students' Union in advance of each financial year, for submission to Students' Union Council, Trustee Board and University Council.
  - 10.3.2. Ensure that all Committees, Officers and officials of the Union comply with the financial regulations. Ensure that appropriate training is developed and delivered for student budget holders.
  - 10.3.3. Have responsibility for all budgets covering the student led work of Students' Union
  - 10.3.4. On behalf of Trustees, ensure audited accounts for the preceding financial year are submitted to Students' Union Council for approval as soon as possible within each financial year.
- 10.4. To be a member of and responsible for the support of the following committees:
  - 10.4.1. Sustainability Committee
  - 10.4.2. Events Management Committee
  - 10.4.3. Technical Services Committee
  - 10.4.4. Film Unit

## **11. THE WELFARE OFFICER SHALL:**

- 11.1. Represent all students' views and interests on welfare matters

- 11.1.1. Be responsible for overseeing activities in relation to student funding, hardship and employment issues.
- 11.1.2. Be responsible for overseeing activities and representation on matters in relation to student accommodation within the University and student housing within the city.
- 11.1.3. 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.
- 11.2. Support, organise and coordinate campaigns on welfare issues
  - 11.2.1. Support, coordinate and organise where relevant campaigns and activities on welfare issues, in conjunction with relevant working and representative committees.
  - 11.2.2. Lead the promotion of student wellbeing, student healthy living and the adoption of healthy lifestyle choices.
- 11.3. Develop programmes to ensure we have the best possible welfare services
  - 11.3.1. Oversee a programme of events on welfare and housing issues.
  - 11.3.2. Oversee the development and delivery of Students' Union's welfare related services.
- 11.4. To be a member of and responsible for the support of the following committees:
  - 11.4.1. Nightline
  - 11.4.2. Welfare Committee

## **12. THE WOMEN'S OFFICER SHALL:**

- 12.1. Represent the views, and promote the Interests, of women students and the other liberation groups in the University, locally and nationally.
  - 12.1.1. Represent liberation students within the NUS, and other relevant organisations and liaise with other students' unions to promote the interests of liberation students.
  - 12.1.2. 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 & liberation issues.
- 12.2. Lead campaigns to create an environment free from sexism and all of forms of discrimination
  - 12.2.1. Organise and co-ordinate initiatives with the University.
  - 12.2.2. 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.
- 12.3. Develop and support programmes to tackle current issues affecting Women Students
  - 12.3.1. 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.
  - 12.3.2. Oversee and develop relevant services provided by third parties to ensure they are organised and promoted to students.
- 12.4. To be a member of and responsible for the support of Women's Committee, and the following Committees, except where 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.
  - 12.4.1. Lesbian, Gay, Bisexual and Trans Students' Committee
  - 12.4.2. Black and Minority Ethnic Students' Committee
  - 12.4.3. Disabled Students' Committee

## **13. HONORARY PRESIDENT**

- 13.1. An Honorary President of the Students' Union may be elected in accordance with the following procedure:

- 13.1.1. 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 the Bye-Laws, in the academic year when the post falls vacant.
- 13.1.2. 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.
- 13.1.3. The President shall organise an election for the post in accordance with the arrangements outlined in the Bye-Laws including provision for equal funding of campaigns.
- 13.2. Nominees shall have indicated in writing, if possible, that they are willing to be nominated.
- 13.3. No Full Member shall be eligible to be nominated.
- 13.4. The Honorary President shall hold office from the first day of Semester 1 following their election for a period of 3 years unless removed by a referendum.
- 13.5. 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 who are the Officer Trustees, the Student Trustees and the External Trustees shall form the Trustee Board which shall be responsible for the governance and financial and strategic management of the Students' Union in furtherance of the Students' Union aims and objectives as set out in the Constitution.
- 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. 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;
  - 1.2.6. oversee the finances of the Students' Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
  - 1.2.7. consider and make decisions on capital expenditure;
  - 1.2.8. approve the financial regulations of the Students' Union;
  - 1.2.9. oversee matters relating to the management of the Students' Union buildings;
  - 1.2.10. take all reasonable steps to ensure the solvency and financial strength of the organisation.
  - 1.2.11. agree a programme of work with the Students' Union's auditors.
  - 1.2.12. review and oversee the Students' Union's audit framework, approve internal and external audit systems and ensure that audit checks are carried out in all key areas of the Students' Union, including legal, financial and tax management, health and safety and insurance.
  - 1.2.13. review the Internal Audit reports and monitor implementation of any recommendations details therein.
  - 1.2.14. receive the Students' Union's Financial Statements and discuss any issues arising from the External Auditor's accompanying report.
  - 1.2.15. review the Students' Union's Constitution every 5 years.
  - 1.2.16. ensure that the organisation complies with relevant laws, regulations and requirements of its regulators.
  - 1.2.17. oversee Students' Union staffing arrangements in accordance with Clause 7 below.
  - 1.2.18. review and approve the Students' Union's terms and conditions of employment and other staffing policies.
  - 1.2.19. oversee the appointment (and if necessary the dismissal) of the Chief Executive.
  - 1.2.20. determine the Chief Executive's reward package and appoint members to appraise and performance-manage the Chief Executive.
  - 1.2.21. determine and maintain a framework of delegation and internal control.
  - 1.2.22. agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
  - 1.2.23. appoint members to the sub-committees of the Board and empower such members to act on behalf of the full Board, within parameters set by the board.

- 1.3. The Trustee Board shall be chaired by the President or, in their 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.
- 1.5. The minutes of the meetings of the Trustee Board shall normally be considered open and shall be available to the Members on the Students' Union's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Students' Union's offices. The definition of reserved and confidential matters shall be set out in the 'Governance Policies and Procedures' document.
- 1.6. The 'Governance Policies and Procedures' document shall set out in more detail the governance procedures and protocols relating to the Trustee Board and its committees. The document shall be agreed and may be amended by the Trustee Board by a two thirds majority.

## **2. APPOINTMENT OF EXTERNAL TRUSTEES**

- 2.1. Each External Trustee shall be nominated by a Nominations Committee, those nominated being appointed subject to the approval of Students' Union Council.
- 2.2. Every External Trustee shall be selected on the basis of their skills, knowledge, experience and characteristics, taking into account the current composition and diversity of the Trustee Board.
- 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.
- 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), one Student Trustee (appointed by the Student Trustees) and one External Trustee (appointed by the External Trustees).
- 2.5. External Trustees shall be appointed for a four-year term of office and may be reappointed for a second term of office of up to four years. They shall not be appointed for any further terms.

## **3. APPOINTMENT OF THREE STUDENT TRUSTEES**

- 3.1. Three of the Student Trustees shall be nominated by a Nominations Committee, those nominated being appointed subject to the approval of Students' Union Council.
- 3.2. 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), one External Trustee (appointed by the External Trustees) and one Student Trustee (appointed by the Student Trustees).
- 3.3. Each of these appointed Student Trustees shall be selected on the basis of their skills, knowledge, experience and characteristics, taking into account the current composition and diversity of the Trustee Board.
- 3.4. Each Student Trustee must be a registered student of the University at the date of their appointment and shall continue to be a student of the University for the duration of their term as Student Trustee.
- 3.5. Student Trustees shall not be and shall not have been Students' Union Officers for at least two years on the date of their appointment.
- 3.6. Student Trustees shall not be Students' Union Councillors at the date of their appointment or for the duration of their terms as Student Trustees.
- 3.7. Appointed Student Trustees shall be appointed for a term of office of up to two years and may be re-appointed for a second term of office of up to two years. They shall not be appointed for any further terms.

#### **4. ELECTION OF TWO STUDENT TRUSTEES**

- 4.1. Two of the Student Trustees shall be elected in an election open to all full members, conducted in accordance with Bye-Law 16 (Election Regulations).
- 4.2. The election shall normally be held alongside the Officer elections during the second semester, but the timing of the election may be varied by Students' Union Council.
- 4.3. Each elected Student Trustee must be a registered student of the University at the date of their election and shall continue to be a student of the University for the duration of their term as Student Trustee.
- 4.4. Student Trustees shall not be and shall not have been Students' Union Officers for at least two years on the date of their election.
- 4.5. Student Trustees shall not be Students' Union Councillors at the date of their appointment or for the duration of their terms as Student Trustees.
- 4.6. Elected Student Trustees shall be elected for a term of office of one year and may stand for election for further terms (up to a limit of four terms in total). The term of office shall normally start on the 1<sup>st</sup> July each year but the start date may be varied by Students' Union Council, prior to the opening of nominations.

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

- 5.1. An External or Student Trustee may resign from post by writing to the President of the Students' Union.
- 5.2. External or Student 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 or Student 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 their case, to nominate a representative to attend and speak on their behalf or to submit a written statement. The External or Student Trustee shall leave the meeting before a vote on the resolution is taken.
- 5.3. The appointment of any Student Trustee is immediately terminated on cessation of them being a student of the University.

#### **6. VIRTUAL MEETINGS**

- 6.1. A Trustee Board meeting may be held including by using telephone or by televisual or other electronic or virtual means agreed by the Trustees in which all Trustees are given sufficient notice of the meeting to enable their participation and Trustees that choose to participate in the meeting can communicate simultaneously and fully with all other participants.

#### **7. MAJORITY DECISIONS WITHOUT A TRUSTEES' MEETING**

- 7.1. The Trustees may, in the circumstances outlined in this Clause 6, make a decision by a written resolution passed by a two thirds majority of the Trustees entitled to vote on the matter.
- 7.2. If:
  - 7.2.1. a Trustee considers that they have become aware of a matter on which the Trustees need to take a decision by a resolution in writing;
  - 7.2.2. that Trustee shall with the assistance of the Chief Executive notify to all the Trustees in writing the resolution they consider necessary including with the resolution such documents and information as shall sufficiently and fully inform the Trustees of the matter and confirming a date and time before which their vote if any shall be received by the Chief Executive if it is to be effective;
  - 7.2.3. each Trustee shall promptly on receipt of the notification acknowledge receipt to and

- confirm to the Chief Executive whether or not they are entitled to vote on the resolution;
- 7.2.4. each Trustee entitled to vote may but need not confirm their vote in writing to the Chief Executive and if they make no such confirmation or do not duly acknowledge receipt of the resolution they shall be determined as having chosen to vote against the resolution;
- 7.2.5. any such resolution is passed and shall be as valid and effectual as if it had been taken at a Trustees' meeting duly convened and held if and when a sufficient majority of votes duly cast in favour by a quorate number of Trustees have been received by the Chief Executive prior to the date and time before which votes received cease to be effective; and
- 7.2.6. the Chief Executive shall notify the Trustees of the outcome of any written resolution of the Trustee Board as soon as it is known to them.
- 7.3. No decision shall be taken by the Trustees in accordance with this Clause 6 unless a quorum participates in the decision-making process. The quorum for a Trustees' resolution in accordance with this Clause 6 shall be at least two thirds of the members of the Trustee Board who promptly acknowledge receipt of the resolution and confirm their entitlement to vote.
- 7.4. In this Clause 6 "in writing" includes by email or other electronic means resolved upon as satisfactory by the Trustees.
- 7.5. The Chair or such other Trustee as shall be appointed by the Trustees who may not propose the resolution to the Trustees shall supervise a resolution proposed or made in accordance with this Clause 6. Their duties shall include ensuring;
- 7.5.1. notification in writing of the proposed resolution with appropriate and relevant documentation and information and confirmation of the time within which valid votes may be cast;
- 7.5.2. prompt communication of the outcome of the resolution to Trustees; and
- 7.5.3. signature of a minute of the decision made in accordance with Clause 1.4 of this Bye-Law.

## **8. STAFFING MATTERS**

- 8.1. All matters relating to the responsibilities, conditions of employment, performance or conduct of individual employees shall be the responsibility of the Trustee Board, and:
- 8.1.1. may be delegated by the Trustee Board to the HR, Remuneration and Staffing Committee.
- 8.1.2. shall be considered 'in camera';
- 8.1.3. shall not be discussed at, or considered in, any other Committee, Students' Union Council or Referenda;
- 8.1.4. 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. **General Meetings:** All Committees shall convene an Annual General Meeting (AGM), and may convene other General Meetings as deemed appropriate 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.
- 1.3. **Executive Committee:** The AGM shall elect, or determine the method of election of, an Executive Committee, as outlined in clause 3 below, to be known as the Representative Committee.
- 1.4. **Committee Charters:** The Committee shall produce a Charter which shall be submitted to Students' Union Council and which shall be available to students on request. The charter shall outline the Committee's role, objectives and membership and responsibilities of each member.
- 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. ELECTIONS

- 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. Nominations may be in writing or made at the AGM.
- 2.3. Voting may be by show of hands, secret ballot or by online elections, as determined by the AGM.
- 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 Academic Representatives Committee 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. They shall be the Chair of the Committee, unless they decline to accept the position or unless the AGM or a General Meeting decides otherwise. They 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 training.
- 3.5. The Chair shall chair all meetings and be spokesperson for the Committee. They 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 home 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 AND MINORITY ETHNIC STUDENTS' COMMITTEE

### 5.1. Role

- 5.1.1. To promote the views, and interests of, and organise activities for all students who identify as being of African, Middle Eastern, Afro-Caribbean or Asian descent, and/or descended from the Aboriginal populations of the Americas and/or the South Pacific.
- 5.1.2. To counter prejudice and discrimination against Black and minority ethnic students.
- 5.1.3. To work within the broader Black and Minority ethnic movement, to forge links based on shared aims, objectives and ideas.

### 5.2. Membership

- 5.2.1. Students who identify as being of African, Middle Eastern, Afro-Caribbean or Asian descent; and/or descended from the Aboriginal populations of the Americas and/or the

South Pacific;

- 5.2.2. The Women's Officer, except where Student Executive Committee may allocate these responsibilities to another Officer, provided that the Officer is a member of this group and that the Officer agrees to take on that responsibility.

## 6. DISABLED STUDENTS' COMMITTEE

### 6.1. Role

- 6.1.1. To promote the views and interests of, and organise activities for, students who are disabled.

### 6.2. Membership

- 6.2.1. Students who are disabled.
- 6.2.2. The Women's Officer, except where Student Executive Committee may allocate these responsibilities to another Officer, provided that the Officer is a member of this group and that the Officer agrees to take on that responsibility.

## 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 advise and support national societies, jointly with Societies Committee.
- 7.1.5. To advise Societies Committee on matters relating to the funding and recognition of national societies.
- 7.1.6. To introduce new international students to the Students' Union and the University.
- 7.1.7. To promote the importance of international students within the University and the wider community.
- 7.1.8. To liaise with other organisations interested in, or representing, international students.
- 7.1.9. 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. LGBT+ STUDENTS' COMMITTEE

### 8.1. Role

- 8.1.1. To promote the views and interests of, and organise activities for, LGBT+ students.
- 8.1.2. To provide support and advice for students who identify as LGBT+ 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 LGBT+ students.

### 8.2. Membership

- 8.2.1. Students who identify as LGBT+ 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. The Women's Officer, except where Student Executive Committee may allocate these responsibilities to another Officer, provided that the Officer is a member of this group and that the Officer agrees to take on that responsibility.

## 9. MATURE STUDENTS' COMMITTEE

### 9.1. Role

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

### 9.2. Membership

- 9.2.1. Mature students;  
9.2.2. The Education Officer

## 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 Academic Representatives 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 which shall be submitted to the Students' Union Council and which shall be available to students on request. 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, to be known as the Working Committee.
- 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 budget submission, for approval by Societies Committee.
- 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. They 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. EDUCATION COMMITTEE

- 4.1. **Role:** To represent student views, promote the views and interests of students, and organise campaigns and events, on academic and educational issues.
- 4.2. To contribute to the development and implementation of educational policy in the Students' Union.
- 4.3. To co-ordinate and develop student representation and engagement on academic issues.
- 4.4. **Membership**
  - 4.4.1. The Education Officer

#### 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.
- 5.3. **Membership:**
  - 5.3.1. The Activities Officer

#### 6. EVENTS MANAGEMENT COMMITTEE

- 6.1. **Role:** To advise the Students' Union's Entertainments Manager on the entertainments programme and to assist in the organisation of events.
- 6.2. **Responsible** to Students' Union Council.
- 6.3. **Membership:**
  - 6.3.1. The Development Officer

#### 7. SUSTAINABILITY COMMITTEE

- 7.1. **Role:** To campaign on and raise awareness of ethical and environmental issues.
- 7.2. To advise the President on developments in ethical and environmental issues.
- 7.3. **Membership:**
  - 7.3.1. The Development Officer

#### 8. FILM UNIT

- 8.1. **Role:** To promote interest in, and to show, films.
- 8.2. **Responsible** to Students' Union Council through Societies Committee.
- 8.3. **Membership:**
  - 8.3.1. The Development Officer

## 9. FORGE PRESS COMMITTEE

- 9.1. **Role:** To produce and distribute a newspaper.
- 9.2. **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, they 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
- 9.3. **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.
- 9.4. **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.
- 9.5. **Students' Union Elections and Referenda:** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 9.6. **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 15.
- 9.7. **Responsible** to Students' Union Council through Societies Committee.
- 9.8. **Membership:**
  - 9.8.1. The Activities Officer

## 10. FORGE RADIO COMMITTEE

- 10.1. **Role:** To run a radio station.
- 10.2. **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. In exercising this responsibility, they 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.
  - 10.2.1. 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.
- 10.3. **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.
- 10.4. **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.
- 10.5. **Students' Union Elections and Referenda:** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 10.6. **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 15.
- 10.7. **Responsible** to Students' Union Council through Societies Committee.

- 10.8. **Membership:**
- 10.8.1. The Activities Officer

## 11. FORGE TV COMMITTEE

- 11.1. **Role:** To produce and distribute televisual programmes.
- 11.2. **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. In exercising this responsibility, they 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.
- 11.2.1. 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.
- 11.3. **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.
- 11.4. **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.
- 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 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 15.
- 11.7. **Responsible** to Students' Union Council through Societies Committee
- 11.8. **Membership:**
- 11.8.1. The Activities Officer

## 12. NIGHTLINE

- 12.1. **Role:** To provide a telephone listening and information service for students of the University of Sheffield and Hallam University.
- 12.2. **Membership:** Students of both universities may participate in Nightline as volunteers and as members of the Nightline Committee and may attend and vote at the AGM.
- 12.2.1. The Welfare Officer
- 12.3. **Executive Committee:** The Nightline Executive (as defined in Clause 3 of this Bye-Law) shall consist only of and be elected only by full members of the University of Sheffield Students' Union.
- 12.4. **Advisory Board:** There shall be an Advisory Board constituted by the Welfare Committee, including representatives of Nightline, the Welfare Officers of both Students' Unions, and relevant staff and professionals from both Students' Unions and either or both universities, which shall oversee the provision of the service.
- 12.5. **Responsible** to Students' Union Council through Welfare Committee.

## 13. SHEFFIELD DEBATING

- 13.1. **Role:** To organise a programme of debates.
- 13.2. **Responsible** to Students' Union Council through Societies Committee.
- 13.3. **Membership:**

13.3.1. The Activities Officer

## 14. SHEFFIELD RAG COMMITTEE

14.1. **Role:** To organise charitable fundraising activities.

14.2. **Details of Beneficiaries:** The Committee shall submit full details of charities to benefit from Rag activities to Students' Union Council.

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

14.4. **Membership:**

14.4.1. The Activities Officer

## 15. SHEFFIELD VOLUNTEERING COMMITTEE

15.1. **Role:** Promote student involvement in projects of benefit to the local community.

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

15.3. **Membership:**

15.3.1. The Activities Officer

## 16. SOCIETIES COMMITTEE

16.1. **Role**

16.1.1. To promote and support student activities.

16.1.2. To co-ordinate the activities of, and oversee the finances of, societies.

16.1.3. To allocate funding to all recognised societies.

16.1.4. To consider applications from students for funding projects.

16.1.5. To report to Students' Union Council on all matters relating to funding.

16.2. **Membership**

16.2.1. The Activities Officer;

16.2.2. The Societies Councillor

16.2.3. Students elected at the third Activities Forum of the academic year (the Societies Committee AGM).

## 17. SPORTS COMMITTEE

17.1. **Role**

17.1.1. To promote and support all areas of student sport, reporting to the Sport Sheffield Board on all matters relating to sports activities and funding issues.

17.1.2. In consultation with all students involved in sport, prepare recommendations for the annual student sports budget, as well as feeding in to Sport Sheffield and the Union's strategy around Student Sport.

17.1.3. To support the Sports Officer in their role and to gather student opinion, as well as acting as a liaison between students and the Sports Officer.

17.1.4. To award commitment and performance colours, and the black and gold awards, and make recommendations for the main awards.

17.1.5. To organise events, such as Sports Awards, to unite students and celebrate student sport.

17.2. **Membership**

17.2.1. The membership of the committee shall be determined by elections at the AGM, at which any Full Member of the Students' Union can stand and vote. Each club can only have two members elected onto the Sports Committee each year.

17.2.2. The roles of the committee shall reflect the different interest groups within sport at the University of Sheffield.

- 17.2.3. The Sports Councillor shall be a member of the committee
- 17.2.4. The Sports Officer shall be a member of the committee.

## 18. TECHNICAL SERVICES COMMITTEE

- 18.1. **Role:** To provide technical equipment for entertainments and other Students' Union events.
- 18.2. **Technician:** The Students' Union technician shall approve the competence of members and arrange their duties.
- 18.3. **Responsible** to Students' Union Council.
- 18.4. **Membership:**
  - 18.4.1. The Development Officer

## 19. THEATRE COMPANY

- 19.1. **Role:** To encourage interest in all forms of theatre, through the organisation of live performances, workshops and other activities.
- 19.2. **Responsible** to Students' Union Council through Societies Committee.
- 19.3. **Membership:**
  - 19.3.1. The Activities officer

## 20. WELFARE COMMITTEE

- 20.1. **Role:** To represent student views, promote the views and interests of students, and organise activities and campaigns, on all welfare issues.
- 20.2. **Membership:**
  - 20.2.1. The Welfare Officer

## 21. WORKING AND REPRESENTATIVE COMMITTEES FORUM

- 21.1. **Role:** Working and Representative Committees Forum shall provide a forum between Representative Committees, Working Committees and Societies Committee.
- 21.2. **Responsibility:** Working and Representative Committee Forum shall be responsible to Societies Committee.
- 21.3. **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.
- 21.4. **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.
- 21.5. 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 they have 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 them 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 Officer or Official may be removed from office, or may have specific responsibilities removed, by: -
  - 4.1.1. resolution of the body that appointed them to that office or duties; or
  - 4.1.2. a Referendum, conducted in accordance with the Referenda Bye-Laws; or
  - 4.1.3. a penalty applied under the Students' Union's Complaints and Discipline regulations; or
  - 4.1.4. exclusion from the University of Sheffield; or
  - 4.1.5. termination of a contract of employment with the Students' Union for reasons of gross misconduct.
- 4.2. In the case of Officers or Officials elected by cross-campus elections, 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 they 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 their 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, their 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. Rules governing the conduct of meetings shall be contained in the Students' Union Procedure, Guidance and Codes of Practice Handbook.
- 1.2. These rules shall apply to all meetings of committees, societies, clubs and their committees, Students' Union Council and other bodies of the Students' Union, except where otherwise specified in the Bye-Laws.
- 1.3. Additional rules governing the conduct Students' Union Council meetings shall be agreed by Council and contained in the Students' Union Procedure, Guidance and Codes of Practice Handbook.
- 1.4. The President shall rule on any issue of interpretation of the rules, subject to Students' Union Council.

# Bye-Law 10 - SOCIETIES

## 1. GENERAL ARRANGEMENTS

- 1.1. The Students' Union shall recognise groups of individuals led by a Society Committee which run activities for the benefit of members of the students' union with similar pursuits and interests.
- 1.2. Recognised societies shall be supported and regulated by Societies Committee, as established in the Bye Laws.
- 1.3. Societies Committee will create codes of practice, approved by the Student Executive Committee, and guidelines by which societies must operate to continue their recognition (Society Support Hub).

## 2. RECOGNITION OF SOCIETIES

- 2.1 Societies Committee are responsible for the recognition of societies.
- 2.2 A society will be recognised for the duration of the academic year in which recognition is granted by Societies Committee
- 2.3 Societies Committee may grant recognition provided that it is satisfied that:
  - 2.3.1 The society is not in conflict with the Students' Union's Aims and Objectives,
  - 2.3.2 It submits a society constitution, which defines the Society Aims and Objectives, and all provisions on the Society Support Hub.
  - 2.3.3 The Society has Executive Officers in roles which are defined on the Society Support Hub; these roles and their responsibilities will be reviewed by the Activities & Development Officer upon consultation with Societies Committee.
  - 2.3.4 The Society provides the Students' Union with an up to date list of elected Society Committee Members.
- 2.4 Societies Committee shall be empowered to withdraw or suspend recognition of any society if it fails to comply with the society recognition criteria or the regulations outlined on the Society Support Hub, subject to appeal to Students' Union Council.

## 3. MEMBERSHIP OF SOCIETIES

- 3.1 Membership of a recognised society shall be open to all eligible Members of the Students' Union, who subscribe to the Society Aims and Objectives, upon payment of the appropriate subscription fees of that society.
- 3.2 At least 50% of the whole society membership shall be Full Members.

## 4. SOCIETY COMMITTEES AND OFFICERS

- 4.1 Every Society shall have a committee who take a lead in all society activity, herein referred to as the Society Committee.
- 4.2 The Society Committee will ensure the society operates within their constitution and the Society Support Hub.
- 4.3 The Society Committee shall comprise of all of the required Executive Officers and any other roles defined in the Society's Constitution
- 4.4 All the Executive Officers of the Society and at least two thirds of the Society Committee shall be Full Members, with the remainder being Full or Reciprocal Members.
- 4.5 The committee shall ensure the constitution is up to date, arrange appropriate activity and

- determine the annual subscriptions.
- 4.6 Executive Officers shall ensure that only individuals with appropriate Students' Union membership are allowed as members of the Society.
  - 4.7 Decisions will be made by consensus where possible, or by a simple majority vote except where stated to require a higher majority.

## **5. SOCIETY GENERAL MEETINGS**

- 5.1 All recognised societies shall hold an Annual General Meeting at which the Society Committee shall be elected, and for Society General Meetings to be called by a Society Executive Officer or an appropriate number of Society members to discuss any matter relating to the conduct of the Society.
- 5.2 All members of the Society will be entitled to attend and speak at the meeting. Only Full and Reciprocal members will be entitled to vote.
- 5.3 Society Annual General Meetings shall take place within the timescale defined on the Society Support Hub, unless an exception has been granted, as determined by the Society Support Hub.
- 5.4 Each Society shall appoint two Full Members as Returning Officers, who are not standing in the election, to organise the elections according to principles of a free and fair election.
- 5.5 Society Emergency General Meetings may be called by a Society Executive Officer, the Society Committee or an appropriate number of Society members, to discuss any matter relating to the conduct of the Society.
- 5.6 Societies may propose amendments to their society constitution at an Annual or Emergency General Meeting, which shall require a two-thirds majority vote in favour of the society membership in attendance to pass.
- 5.7 All changes to a society constitution shall be submitted to the Societies Committee for approval, before they take effect.

## **6. SOCIETY FINANCES**

- 6.1 Societies Committee will ensure that the procedure for allocating resources to societies is fair, set down in writing and freely accessible to all students.
- 6.2 Grant funding, given to societies by the Students' Union, shall only be used in furtherance of the Society Aims and Objectives.
- 6.3 Every Society shall be provided with an 'A' Account, which shall consist of monies granted directly by the Students' Union, and which shall be used for essential society costs which further the aims and objectives of the society, and a 'B' Account which shall include funds generated by the Society, which shall be used for all other society matters including social and non essential costs, as determined on the society support hub.
- 6.4 All balances on Society 'B' accounts shall be carried forward to the next academic year.
- 6.5 All balances on Society 'A' accounts may be reclaimed at least once during the academic year for reallocation by Societies Committee and will be cleared to zero at the end of each academic year
- 6.6 Societies are required to carry forward any deficit on either account and recoup the money within a period of no more than two years and may be suspended if they fail to do so.
- 6.7 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.
- 6.8 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 prior approval of the Activities & Development Officer.

## 7. COMPLAINTS AND DISCIPLINE

- 7.1 Any complaints or discipline matters related to a society shall follow the complaints and discipline process specified in the Bye Laws.
- 7.2 This Bye Law outlines how Local resolution (Stage 1) will be handled in the case of Societies.
- 7.3 Any member of a Society Committee may be removed from their position following a resolution of 'no confidence' at an Annual, or Emergency General Meeting, which shall require a two-thirds majority vote of the society membership in attendance to be upheld. Appeals will be dealt with by Societies Committee and thereafter through the Complaints and Discipline process specified in the Bye Laws.
- 7.4 Membership of the Society for Full and Reciprocal Members may be refused, suspended for a specified period or withdrawn, with the approval of a two-thirds majority of the committee of the society. Appeals will be dealt with by Societies Committee and thereafter may be referred to the next stage of the Complaints and Discipline process specified in the Bye Laws. Membership of the Society for Associate Members may be refused, suspended for a specified period or withdrawn, with the approval of a majority of the Society Committee. Final appeals will be dealt with locally by Societies Committee.

# **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 16. 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 themselves 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 they have been appointed, without reasons acceptable to Students' Union Council, or the Representative Committee which appointed them, 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 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 they 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 them 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 Complaints and Discipline 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 them, 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 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 Union Development 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 Union Development Officer, or a duly authorised senior employee.
- 4.3. **Approval of expenditure:** All expenditure shall be authorised by the Treasurer of the relevant Committee or body, or by the Officer or employee 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 Union Development Officer or authorised employee, 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 employee.

## 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 their 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 their case, to nominate a representative to attend and speak on their 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.
2. All communication with the external media by employees, any Committee or body of the Students' Union shall be approved by the President.
3. All communication with the Students' Union media on behalf of Student Executive 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 – COMPLAINTS AND DISCIPLINE**

## **1. GENERAL PROVISIONS**

- 1.1. The President, on behalf of Student Executive Committee, shall have overall responsibility for all matters relating to student complaints and discipline.
- 1.2. The President shall delegate responsibility for implementing the Complaints and Discipline Bye-Law to the Chief Executive, who may appoint a nominee.
- 1.3. Student Executive Committee shall be responsible for agreeing:
  - 1.3.1. the schedule of fixed outcomes, resolutions and penalties to be applied for prescribed complaints and disciplinary incidents;
  - 1.3.2. the pool of student representatives eligible to be members of Panels
  - 1.3.3. any other procedural matters necessary for effective administration.
- 1.4. In order to be considered under Bye-Law 15, complaints and disciplinary incidents should be reported, in writing, to an Officer or the Chief Executive, usually within six months of the issue arising or the incident taking place.
- 1.5. Anonymous complaints will not be accepted under this Bye-Law.
- 1.6. All cases dealt with under this Bye-Law will usually be concluded within six months of the complaint or incident being reported. Reasonable adjustments can be made, at all stages of the process, when deemed appropriate by the Chief Executive, their nominee, an Officer or any other person responsible for implementing the Bye-Law.
- 1.7. Complaints against the Students' Union, 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 this Bye Law.
- 1.8. Complaints against all other classes of members shall be considered by the President and their decision shall be final.
- 1.9. Complaints against the Students' Union made by persons who are not Full Members shall be considered by the Chief Executive and their decision shall be final.
- 1.10. Complaints reported by a person on behalf of a student will only be accepted with the consent of the student concerned.
- 1.11. Where there may be a conflict of interest during consideration and adjudication of a complaint, steps will be taken to avoid or mitigate the conflict.
- 1.12. When a complaint is dismissed it should be because of one of the following reasons: there is insufficient evidence and/or the complaint is deemed to be frivolous, vexatious, obsessive, repetitive, unrealistic, disproportionate and/or with unrealistic expectations of outcomes.
- 1.13. An annual Complaints and Discipline Report will be submitted to Students' Union Council, Trustee Board and the University.

## **2. COMPLAINTS ABOUT THE STUDENTS' UNION**

- 2.1. Any Full Member, or student who has exercised the right not to be a member of the Students' Union, shall be entitled to complain if they are dissatisfied in their dealings with the Students' Union, or if they feel they have been unfairly treated by the Students' Union.
- 2.2. Complaints should usually fall under one or more of the following categories, noting that this list is neither exhaustive nor exclusive:
  - 2.2.1. Cost, quality, or delivery of facilities, services or activities provided by the Students' Union;
  - 2.2.2. Treatment of a student or group of students by the Students' Union;
  - 2.2.3. Actions contrary to the Students' Union Constitution or Bye-Laws;

- 2.2.4. Fundraising activity undertaken by, or on behalf of, the Students' Union;
- 2.2.5. Inaccurate, unfair or intrusive material, published or broadcast by the Students' Union which is contrary to the National Union of Journalists Code of Conduct, Editors Code of Conduct or OFCOM guidelines;
- 2.2.6. Students' Union breaches of statutory or regulatory requirements.

### **3. COMPLAINTS ABOUT A FULL MEMBER**

- 3.1. The Students' Union shall consider complaints made by any person against any member in respect of misconduct, unacceptable and/or inappropriate behaviour. Such incidents shall usually occur at events or activities organised by the Students' Union, either on the premises or elsewhere or carried out by officials of the Students' Union, acting in an official capacity, or by members of a recognised society in the course of their usual activities.
- 3.2. This bye law will cover the following types of incident, noting that this list is neither exhaustive nor exclusive:
  - 3.2.1. Indecent, threatening, violent or disorderly behaviour against any person;
  - 3.2.2. Personal harassment of any person that relates to a person's background or personal characteristic;
  - 3.2.3. Sexual harassment or inappropriate sexual behaviour;
  - 3.2.4. Behaviour that is bullying, hostile, intimidating, discriminatory, malicious or insulting, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end;
  - 3.2.5. Behaviour likely to cause injury, impair the safety of others or put at risk of harm any person;
  - 3.2.6. Damage to, or defacement of, Students' Union property either through misappropriation or through intentional or reckless acts;
  - 3.2.7. Theft, fraud, deceit, deception or dishonesty;
  - 3.2.8. Possession, or supply, of a controlled or illegal substance or any other illegal activity;
  - 3.2.9. Behaviour which brings, or is likely to bring, the Students' Union into disrepute;
  - 3.2.10. Disruption, obstruction of, or improper interference with the social, governance or cultural activities of the Students' Union;
  - 3.2.11. Misconduct, unacceptable or inappropriate behaviour on premises of organisations associated with the Students' Union under reciprocal or other agreements;
  - 3.2.12. Breaches of Students' Union data protection, health and safety, safeguarding, equality and diversity or other policies or regulatory requirements;
  - 3.2.13. Failure to comply with an exclusion or penalty previously imposed by the Students' Union.
- 3.3. The Chief Executive shall give authority to Students' Union and University employees to exclude any persons from the Students' Union premises in respect of misconduct, unacceptable and/or inappropriate behaviour and they shall make a complaint arising from the exclusion to the Chief Executive.
- 3.4. In certain cases, (for example a complaint of harassment):
  - 3.4.1. additional support and guidance on support services will be provided;
  - 3.4.2. arrangements may be made to ensure the complainant does not come into direct contact with the respondent, but such arrangements shall ensure that both parties, or their nominees, can hear evidence and be given an opportunity to ask questions of the other party;
  - 3.4.3. the Chief Executive, their nominee, or Panel Chair, may use their discretion to allow written evidence to be considered anonymously, subject to them verifying the authenticity of the evidence.

## **4. COMPLAINTS ABOUT A STUDENTS' UNION OFFICER OR STUDENT OFFICIAL**

- 4.1. Complaints about an Officer will be referred to an External Trustee who shall determine whether the complaint is of a democratic nature and should be dealt with under the Bye-Laws or whether it is a complaint of misconduct and should be dealt with under the Students' Union's employee procedures.
- 4.2. Upheld complaints about an Officer or Official of the Students' Union, which results in a penalty of exclusion from office, or removal of duties, applied under Bye-Law 15, shall be implemented in accordance with Bye-Law 8.

## **5. COMPLAINTS ABOUT A STUDENTS' UNION EMPLOYEE**

- 5.1. Complaints made by students about any service that is delivered by staff will be treated as a complaint of dissatisfaction in their dealings with the Students' Union.
- 5.2. The complaint will be considered against the standards, policies and procedures of the service.
- 5.3. The complaint will not usually be considered as a complaint against individual employees.
- 5.4. If, in the course of considering or investigating the complaint, or at any subsequent stages, the Chief Executive or their nominee, have reason to believe that the conduct or behaviour of an employee may justify further consideration, the matter will be referred to the relevant employee procedures.

## **6. ASSESSMENT OF COMPLAINTS**

- 6.1. Complaints will, in the first instance, be assessed by the Chief Executive, or their nominee, who may:
  - 6.1.1. dismiss the complaint, subject to consultation with the President;
  - 6.1.2. uphold the complaint, wholly or partially, with an appropriate resolution or penalty applied;
  - 6.1.3. decide if the complaint should be considered under the Procedural Stages;
  - 6.1.4. convene a Complaints and Discipline Panel (Stage 2);
  - 6.1.5. refer the complaint to the University to be dealt with under their Discipline Regulations;
  - 6.1.6. report, or advise the complainant to report, the complaint to the Police to be dealt with under the criminal justice system.
- 6.2. A complaint may be investigated as part of the initial assessment or the Local Resolution Stage.
- 6.3. During assessment, the Chief Executive, or their nominee, will consider what support is appropriate for each party involved.
- 6.4. If the complainant or respondent is not satisfied with the decision to dismiss or uphold the complaint, they may request, in writing, that the complaint is considered under the Procedural Stages on one of the following grounds:
  - 6.4.1. the Chief Executive, or their nominee, reached an incorrect decision; or
  - 6.4.2. an inappropriate resolution or penalty was applied.

## **7. PROCEDURAL STAGES**

- 7.1. There will be three stages to the Students' Union's Complaints and Discipline process:
  - 7.1.1. Local Resolution (Stage 1)
  - 7.1.2. Panel (Stage 2)
  - 7.1.3. Appeal (Stage 3)
- 7.2. There will be a further right of appeal to the University if a complainant, respondent or Officer is dissatisfied with how the Students' Union has dealt with a complaint; this will be known

as Stage 4.

## **8. LOCAL RESOLUTION (STAGE 1)**

- 8.1. A complaint dealt with locally by the relevant Officer, Committee or Department will be informal and can be:
  - 8.1.1. dismissed; or
  - 8.1.2. upheld, wholly or partially, with an appropriate outcome, resolution or penalty applied;
- 8.2. If the complainant, respondent or an Officer is not satisfied with the decision made at Stage 1, they may request, in writing, that a Complaints and Discipline Panel is convened (Stage 2), on one or more of the following grounds:
  - 8.2.1. the outcome, resolution or penalty was manifestly unfair or disproportionate;
  - 8.2.2. an incorrect decision was made;
  - 8.2.3. there is new evidence which could not reasonably have available at the time.
- 8.3. The decision to convene a Complaints and Discipline Panel will be taken by the Chief Executive or their nominee, subject to consultation with the President.

## **9. PANEL (STAGE 2)**

- 9.1. The Panel will consider all of the evidence previously considered (if applicable), plus any new evidence which was not previously available.
- 9.2. The Panel may uphold or dismiss the complaint or accept or reject the decision made at an earlier Stage, in full or in part and, as a consequence may remove, reduce or increase any resolutions or penalties previously applied.
- 9.3. If the complainant or respondent or an Officer is not satisfied with the decision of the Stage 2 Panel, they may appeal the decision and request, in writing, that a Complaints and Discipline Appeal Panel (Stage 3) is convened, on one or more of the following grounds:
  - 9.3.1. there was a procedural irregularity which rendered the process leading to the decision unfair;
  - 9.3.2. the outcome, resolution or penalty was manifestly unfair or disproportionate.
- 9.4. The decision to convene a Complaints and Discipline Appeal Panel will be taken by the Chief Executive, subject to consultation with the President.

## **10. APPEAL (STAGE 3)**

- 10.1. The Appeal Panel is the final stage of the Students' Union procedures and may accept or reject the appeal in full or in part, and as a consequence, may remove, reduce or increase any outcomes, resolutions or penalties imposed by the Panel.
- 10.2. Where an appellant, respondent or an Officer is not satisfied with how the Students' Union has dealt with a complaint, and all three stages of the process have been concluded, they may appeal, in writing, to the University on one or more of the following grounds:
  - 10.2.1. there was a procedural irregularity which rendered the process leading to the decision unfair;
  - 10.2.2. the outcome, resolution or penalty applied was manifestly unfair or disproportionate.

## **11. APPEALS TO THE UNIVERSITY (STAGE 4)**

- 11.1. An appeal to the University will not be a re-hearing of the original complaint.
- 11.2. The University Secretary will consider the appeal and respond, in writing, usually within six weeks.
- 11.3. The decision of the University Secretary is final and there is no further right of appeal against the Students' Union.

## 12. OUTCOMES, RESOLUTIONS AND PENALTIES

- 12.1. The following Outcomes are available at any stage in the procedure:
  - 12.1.1. A complaint is wholly upheld or a disciplinary incident is proven;
  - 12.1.2. A complaint is partially upheld or a disciplinary incident partially proven;
  - 12.1.3. A complaint is dismissed or a disciplinary incident is not proven.
- 12.2. When a complaint is upheld, resolutions and penalties shall be fair and proportionate, and in accordance with guidelines agreed by Student Executive Committee.
- 12.3. Once the Outcome has been determined, the following Resolutions are available at any stage in the procedure:
  - 12.3.1. Improvements or changes to Students' Union services, outlets, facilities, policies or procedures are recommended;
  - 12.3.2. The complainant and respondent are required to participate in training and/or mediation and conflict resolution;
  - 12.3.3. An apology is given;
  - 12.3.4. A requirement that there should be a published reply, statement or apology in a specified issue or programme of the student media against which a complaint was upheld. Such reply, statement or apology shall normally be of equal size and position as the original item against which the complaint was made, unless it is decided that a lesser size or less prominent position is appropriate;
  - 12.3.5. A referral to a University or external agency able to provide appropriate support.
- 12.4. Once the Outcome has been determined, the following Penalties are available at any stage in the procedures.
  - 12.4.1. Caution on future conduct;
  - 12.4.2. A letter of concern;
  - 12.4.3. Full or partial ban from, or access to, Students' Union building, licensed premises, services, events and/or activities for a prescribed period;
  - 12.4.4. Removal of the right to stand as a candidate for all or any elections for Students' Union Officer, Trustee, Representative and Working Committees, Students' Union Council or as an NUS delegate;
  - 12.4.5. Removal from an Official position or have specific duties removed; implementation of such a recommendation will be in accordance with Bye-Law 8 unless this penalty has been applied for reasons of safeguarding or a serious incident, in which case the penalty shall be enforced under Bye-Law 15.;
  - 12.4.6. Removal of, or ban on obtaining, Associate, Life or Reciprocal Membership.
  - 12.4.7. Referral to the University for consideration under its disciplinary procedures;
  - 12.4.8. Referral to other action, including legal action, if such action is deemed to be in the best interests of the organisation;
  - 12.4.9. Referral to the Students' Union employment procedures for consideration of current or future employment.
- 12.5. Failure to comply with the conditions of any resolution or penalty, applied at any stage of the process, will constitute an act of misconduct and the Chief Executive may take further action against the student including extending the penalties or re-hearing the case.
- 12.6. If any member breaches the terms of any resolution or penalty, the Chief Executive shall be empowered to extend the resolution or penalty.

## 13. TEMPORARY MEASURES

- 13.1. In order to protect the Students' Union or any of its members or staff, the Chief Executive shall be empowered to exclude Full Members from all or any premises, services and activities pending consideration of:

- 13.1.1. a complaint under the Complaint and Discipline Bye-Law;
- 13.1.2. misconduct under the University's Discipline Regulations;
- 13.1.3. a charge in a court of law.
- 13.2. The Chief Executive may only take such action if, in their opinion, it is necessary to protect the Students' Union or any of its members or employees.
- 13.3. During the course of dealing with a complaint, measures may be put in place to temporarily remove broadcast or published material, pending the conclusion of the complaint.

## 14. TIMEFRAMES

- 14.1. All complaints will usually be assessed within two weeks of receipt and a written response issued.
- 14.2. Each formal stage will usually be concluded within three weeks, with written notification usually issued within one week of a decision.
- 14.3. The complainant and respondent will usually have two weeks in which to challenge or appeal a decision.
- 14.4. A Panel will usually be convened within three weeks of the request being received.
- 14.5. Complainants, appellants, respondents and Panel members will usually be given one week's notice of a Panel hearing.
- 14.6. Communications with complainants and respondents will be timely and reasonable.
- 14.7. Complaints may be heard during university vacations, during which time the deadlines may be extended.
- 14.8. If a Full Member has been excluded from candidacy for elected office, the respondent may appeal specifically against this penalty outside the usual time limits. Such an appeal 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 to the President at least one month before the close of nominations for the post(s) for which the respondent wishes to stand. Any such appeal will be considered by an Appeal Panel. The member may not be given an extension of any election deadlines as a result of such an appeal.

## 15. GENERAL ARRANGEMENTS FOR PANELS

- 15.1. Selecting the Panel
  - 15.1.1. A pool of full members will be created from which all panels will be drawn;
  - 15.1.2. A Panel will consist of three student representatives, including at least one Officer, who have not previously been involved with the case and who will be drawn from the pool
  - 15.1.3. All Panels will be chaired by an Officer;
  - 15.1.4. All panel members will be selected ensuring there is no conflict of interest. The complainant, respondent or appellant may request reconsideration of any Panel member on the grounds of partiality or conflict of interest. Such a request shall be considered by the Panel Chair and their decision shall be final.
- 15.2. Submitting Evidence
  - 15.2.1. Statements and other evidence (including witnesses attending the hearing) may be submitted to a Panel, with all such information shared with all relevant parties prior to the hearing;
  - 15.2.2. Arrangements for notifying witnesses of a Panel hearing will be the responsibility of the person who has requested their attendance;
  - 15.2.3. Any information previously considered at earlier stages will be provided, as evidence, to a Panel hearing;
  - 15.2.4. The Panel may request the input of specialist witnesses in order to assist the Panel;
  - 15.2.5. No information about previous offences will be considered until and unless the

complaint is upheld.

15.3. Attendance at the Hearing

- 15.3.1. Complainants or respondents may be accompanied or represented by a Full Member, at Panel and Appeal Panel hearings, but may not have external or legal representation;
- 15.3.2. A Panel hearing can be adjourned if a request is made to the Chair, by any party or Panel member, in order to consider further information, hear further witnesses or allow extra time for other reasons. Such agreement will not be unreasonably withheld and the Chair shall determine the length of the adjournment;
- 15.3.3. If the complainant or respondent and/or their representative fails to attend the hearing, the Panel may proceed with the hearing or adjourn for a reasonable period.

15.4. Making a decision

- 15.4.1. The panel will first determine the outcome of the case;
- 15.4.2. If the outcome is to uphold the complaint, the Panel will be informed of any previous offences. In such instances, the respondent will be given the opportunity to make a statement to the Panel before a decision is reached on the resolutions or penalties imposed;
- 15.4.3. The Panel will then consider what resolutions and penalties to set in place.

15.5. A Panel hearing will operate in accordance with the following procedures:

- 15.5.1. The Chair will introduce all present, outline what will happen in the hearing, and ensure everyone understands the purpose of the hearing;
  - 15.5.2. The complainant or appellant will present their case and introduce any supporting statements and/or witnesses;
  - 15.5.3. There will be an opportunity for the members of the Panel and the respondent to question the complainant or appellant and any witnesses;
  - 15.5.4. The respondent will present their case and may introduce any supporting statements and/or witnesses;
  - 15.5.5. There will then be an opportunity for members of the Panel and the complainant or appellant to question the respondent;
  - 15.5.6. Any expert witnesses will be heard;
  - 15.5.7. The complainant or appellant will be given the opportunity to make a final statement;
  - 15.5.8. The respondent will be given the opportunity to make a final statement;
  - 15.5.9. The complainant, appellants and respondents will be asked to leave the room to allow the Panel to make a decision;
  - 15.5.10. The complainant, appellant and respondent will be invited to re-join the hearing and the Chair of the Panel will inform them of the decision, or, if a decision has not been reached, a date when it will be issued;
  - 15.5.11. Complainants, appellants and respondents will subsequently receive written notification of the decision, including any further rights of appeal;
  - 15.5.12. Where relevant, case precedents will be recorded and may be referred to in future Complaints and Discipline Panel hearings or Appeals.
- 15.6. A written summary of proceedings will be taken and made available to the complaint, appellant or respondent on request; information will be confidential but the Panel may publish its decision in such a way as it determines.

# Bye-Law 16 - 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. Elections Committee 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 Chief Executive or their nominee.

## 2. DUTIES OF THE SENIOR RETURNING OFFICER

- 2.1. To satisfy themselves, 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 they deem 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.
- 4.3. Members of the Elections Committee shall not be candidates in any election for which they are responsible.

## 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. Candidates for Students' Union Officer posts shall be required as part of the nomination process to sign a declaration that they are eligible and willing to serve as a Trustee of the Students' Union. Members who are ineligible to serve as a Trustee or unwilling to sign the declaration may not stand for election as a Students' Union Officer
- 5.4. 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.
- 5.5. The right to vote and stand as a candidate for NUS Women's Conference shall be limited to women students.
- 5.6. 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 their Students' Union card;
- a slogan of up to 6 words which the candidate may have placed by their 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 they are 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 16. 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 their station. Polling Officers may appoint Assistant Polling Officers.

- 8.6. **Entitlement to vote:** On presentation of their 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. They 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 their 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 themselves 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 spoilt and invalid.
- 11.6. 'Re-open nominations' shall be considered as a candidate for counting purposes, and no other candidate shall be elected unless they obtain 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, they 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 their 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' identifiable bundles.
- f. If a candidate has a majority of the valid votes cast at this stage, they 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. Their 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, they 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 17 - 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 current 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

- 2.1. 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 18 - ETHICAL POLICY

## 1. SCOPE OF POLICY

- 1.1. 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. AMENDING ETHICAL POLICY

- 2.1. 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.
- 2.2. 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.
- 2.3. 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 Chief Executive outlining all the Students' Union's dealings with the companies or organisations concerned.
- 2.4. 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
- 2.5. 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.
- 2.6. At the meeting of Students' Union Council, the member submitting the request should be given the opportunity to explain their case and the discussion should be open to all other Full Members present.
- 2.7. 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.
- 2.8. 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 18, 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.
- 2.9. The decision of Students' Union Council shall be published to members through the Students' Union's website.

### **3. PUBLICATION AND NOTIFICATION**

- 3.1. 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.
- 3.2. 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.
- 3.3. The ethical policy should be published annually, listing details of all companies and organisations affected.

## **Bye-Law 19 - 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. There shall be a Chief Executive of the Students' Union who shall be the most senior staff member and report to the Trustee Board through the chair
3. 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.
4. Staffing matters shall be the responsibility of the Trustee Board, in accordance with Bye-Law 5
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 20 - AMENDMENTS TO THE CONSTITUTION AND BYE-LAWS**

## **1. CONSTITUTION AND BYE-LAWS**

- 1.1. Amendments shall be made in accordance with clause 13.1 of the Constitution and Bye-laws.
- 1.2. On receipt of a proposal to amend those Bye-Laws over which Students' Union Council has jurisdiction, as specified in Clause 13.1 of the Constitution:
  - 1.2.1. the President shall submit the proposal to Constitutional Committee for consideration within 10 days.
  - 1.2.2. 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.
  - 1.2.3. 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.

## **3. PROCEDURE, GUIDELINES AND CODES OF PRACTICE HANDBOOK**

- 3.1. Students' Union Council shall have oversight of the Students' Union's Procedure, Guidelines & Codes of Practice Handbook.
- 3.2. Student Executive Committee shall have delegated authority to approve, amend, include or remove procedures, guidelines, operational policies and codes of practice.