
Bye-Laws

of

De Montfort University Students' Union

De Montfort Students' Union Bye-Laws

Background

De Montfort University Students' Union ("DSU" or "the Students' Union" or "the Union") is a company limited by guarantee (registered in England and Wales) and is also registered with the Charity Commission.

These Bye-Laws are made by the Trustees in accordance with Article 59 of the Articles of Association of the Union.

These Bye-Laws relate to the following:

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Definitions and Interpretation

Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Association of the Union. Any references made to 'the University' or 'University' shall be in regards to De Montfort University.

The Articles of the Association of the Union shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way which is inconsistent with the content or spirit of the Articles of Association of the Union.

Amendments

These Bye-Laws may be altered, varied or amended by the Trustee Board in accordance with the Articles of Association

Guidance Documents

Rules and provisions made in Guidance Documents provided supplementary to these Bye-Laws shall be subservient to rules contained within the Bye-Laws themselves.

Amendments to Guidance Documents shall remain within the authority of the relevant body as detailed in these Bye-Laws.

Hierarchy of Authority

The hierarchy of representational decision making at De Montfort Students' Union will be:

Trustee Board

Annual Student Members' Meeting

Referenda

Union Council

Executive Committee

Bye-Laws produced November 2018

1. MEMBERSHIP

1.1. Definition

- 1.1.1. Membership of the Union is as defined in Article 10 of the Union's Articles of Association.

1.2. Rights and Privileges

- 1.2.1. Members of the Union have access to particular services, depending on their membership type. All members of the Union are subject to the Regulations and Procedures issued by the University.

1.3. Student Members

- 1.3.1. All students enrolled on a University programme of study are automatically full members of the Union unless they have chosen to opt out of membership in accordance with the Education Act 1994.

- 1.3.2. All students shall have rights as Student Members of the Union as outlined in Article 10 of the Union's Articles of Association and this bye-law.

- 1.3.3. Executive Officers shall be Student Members of the Union.

- 1.3.4. Students Members of the Union may:

- 1.3.4.1. Gain advice, support and representation from the Union;
- 1.3.4.2. Participate in Union training and development programmes;
- 1.3.4.3. Hold elected office in the Union;
- 1.3.4.4. Vote in Union elections and referenda;
- 1.3.4.5. Attend and speak at Union meetings;
- 1.3.4.6. Join student groups and liberation groups affiliated to the Union;
- 1.3.4.7. Hold committee positions in student groups;
- 1.3.4.8. Use all Union facilities and premises.

1.4. Opting-Out of Membership

- 1.4.1. Every student shall have the right to opt-out of membership of the Union.

- 1.4.2. Students that opt-out of membership of the Students' Union shall not be entitled to:

- 1.4.2.1. Gain advice, support and representation from the Union;
- 1.4.2.2. Hold elected office in the Union;
- 1.4.2.3. Vote in Union elections and referenda;
- 1.4.2.4. Attend and speak at Union meetings;

- 1.4.2.5. Join student groups, and liberation groups affiliated to the Union;
- 1.4.2.6. Hold committee positions in student groups;
- 1.4.3. Students who wish to opt-out of membership of the Union must do in writing to dsureception@dmu.ac.uk.
- 1.4.4. The opt-out shall be valid until the person chooses to re-join membership of the Union.
- 1.4.5. Students who wish to re-join membership of the Union must contact the Union dsureception@dmu.ac.uk.

1.5. **Membership Requirements**

- 1.5.1. All members of the Union and opted-out students are required to conduct themselves according to the Union's governing documents and code of conduct whilst engaging in any Union activities.

1.6. **Termination of membership**

- 1.6.1. Membership of the Union and the rights of an opted-out student will immediately terminate when;
 - 1.6.1.1. They cease to be a student at the University or associate partner institution;
 - 1.6.1.2. Membership is withdrawn as a result of the disciplinary procedures;
 - 1.6.1.3. An Executive Officer is removed from office through a vote of no confidence.

2. ELECTIONS

2.1. Overview

- 2.1.1. Elections for the Union's Executive Officers, Liberation Officers and NUS Delegates shall take place each academic year during the spring term.
- 2.1.2. All Candidates must be Student Members of the Union in accordance with Article 10 of the Union's Articles of Association.
- 2.1.3. No student shall be eligible to serve more than two terms of office as an Executive Officer, as specified in Part 22(2) of the Education Act 1994 and Article 33.6 of the Union's Articles of Association.
- 2.1.4. Procedures specified in this Bye-Law shall govern the running of all the Union's Elections and should be read in conjunction with the Election Regulations and the Articles of Association of the Union.
- 2.1.5. By principle, all the Union's elections shall be fair, democratic, accessible and transparent.
- 2.1.6. The results of the elections for all posts will be reported to the University's Board of Governors by the CEO of the Union.
- 2.1.7. All elections will follow this sequence:
 - 2.1.7.1. Notice of elections
 - 2.1.7.2. Nominations
 - 2.1.7.3. Purdah
 - 2.1.7.4. Candidate Briefing
 - 2.1.7.5. Campaign period opens
 - 2.1.7.6. Polling Period
 - 2.1.7.7. Count
 - 2.1.7.8. Publication of Results

2.2. Positions

- 2.2.1. There shall be a cross-campus ballot for the following positions:
 - 2.2.1.1. Executive Officers
 - 2.2.1.2. Liberation Officers
 - 2.2.1.3. NUS Delegates, as defined by NUS
- 2.2.2. Executive Officers and Liberation Officers shall hold office from 1 July following their election until 30 June of the following year.

- 2.2.3. Officers elected via a bye-election shall hold office from the date of their election until the 30 June of that same academic year.
- 2.2.4. Should an Executive Officer, Liberation Officer or NUS Delegate position be unfilled or become vacant the following process shall be followed;
 - 2.2.4.1. If a position becomes vacant before 31st August the Candidate for that position who polled the next highest number of votes from the most recent election will be offered the role.
 - 2.2.4.2. Where there is no alternative Candidate or the Candidate with the next highest number of votes no longer wishes to stand, a further election will be held during the next election period, scheduled at the discretion of the Returning Officer; and
 - 2.2.4.3. If a position becomes vacant on or after 1st September a by-election shall be held, scheduled at the discretion of the Returning Officer
- 2.2.5. Should a Liberation Officer or NUS Delegate position remain unfilled and a student expresses an interest in that post the Executive Committee shall have the discretion to schedule a co-option election process which will be held at the next meeting of a Student Council.
- 2.2.6. The process of co-option shall be as follows:
 - 2.2.6.1. The student wishing to be co-opted must attend Student Council and state their reasons for standing for the position;
 - 2.2.6.2. An opportunity to ask the Candidate questions will be available to those attending Student Council;
 - 2.2.6.3. A ballot shall be conducted amongst the members of the Student Council present at that meeting; and ;
 - 2.2.6.4. A simple majority shall determine the result of the co-option process.

2.3. NUS Delegates

- 2.3.1. The total number of delegates the Union is entitled to shall be determined by and from the most current allocation from NUS (UK). The number of delegates to be elected shall be this number minus one, the remaining space being reserved for the Union Development Executive.
- 2.3.2. The Union Development Executive of the Union shall be the delegation leader for all NUS conferences including special or emergency conferences.

2.4. Eligibility

- 2.4.1. Only Student Members as outlined in Article 10 of the Union's Articles of Association are entitled to stand in any election and hold office.
- 2.4.2. Members cannot stand for election if they are, or have been, disqualified from holding officer positions, have any criminal convictions or are subject to

imminent legal proceedings which, in the view of the Returning Officer, may result in them being unsuitable to be an officer of the Union. Members are required to disclose such information and must advise the Returning Officer of the circumstances before standing.

- 2.4.3. Members cannot stand for election if they have been sanctioned for gross misconduct by the Union as a paid employee or as a volunteer.
- 2.4.4. All nominees for the Executive Officer positions must sign a declaration confirming that they are eligible to be a Trustee.
- 2.4.5. A Student standing for election must relinquish their candidacy immediately upon ceasing to be a Student Member of the Union, for example through termination of study.
- 2.4.6. Candidates can only stand for one Executive Officer or Liberation Officer position in each set of elections. For the avoidance of doubt, a nomination cannot be made for a position both as an Executive Officer and a Liberation Officer and the Candidate must choose their preference in order to proceed in the elections.

2.5. Timetable and notice of elections

- 2.5.1. Notice of all Union elections will be placed on the Union website at least 5 working days before nominations open. Such notice will include details of the dates and times when nominations open and close and where voting will take place as well as a list of all the posts to be filled.
- 2.5.2. Nominations will be open for a period of at least 5 working days for all roles. Nominations will close at least 5 working days before the election takes place.
- 2.5.3. Notice of Candidates will be displayed on the Union's website as soon as reasonably possible following the close of nominations and Candidate Briefing.

2.6. Returning Officer and Deputy Returning Officer

2.6.1. Returning Officer

- 2.6.1.1. The Returning Officer shall be ultimately responsible for calling all Union elections and for their free and fair running. The Returning Officer shall be responsible for enforcing these bye-Laws and the Election Regulations.
- 2.6.1.2. The Returning Officer shall be selected annually by the Union's Board of Trustees.
- 2.6.1.3. The Returning Officer shall be a suitable person who demonstrates the knowledge necessary to fulfil the role and shall be independent of the Union and the University. For clarity, the Returning Officer may not be a Student Member of Union or member University staff.

- 2.6.1.4. The Returning Officer shall oversee all aspects of the elections process. They shall be responsible for the conduct of the count and the subsequent declaration of results.
- 2.6.1.5. The Returning Officer is recognised by the Union and the University as the independent person to whom complaints should be referred, in relation to all matters concerning the conduct of elections.
- 2.6.1.6. The Returning Officer shall have sole authority to interpret this Bye-Law and shall not be subject to challenge in any meetings of the Union or any student campaigns.

2.6.2. Deputy Returning Officer

- 2.6.2.1. A suitably qualified staff member of the Union shall act as the Deputy Returning Officer. The Returning Officer shall appoint this person.
- 2.6.2.2. The Deputy Returning Officer shall be responsible for assisting the Returning Officer in carrying out their duties.
- 2.6.2.3. The Deputy Returning Officer shall be responsible for the day-to-day planning of the elections process, which includes producing guidance/information, briefing and training Candidates, administering the ballot and referring issues to the Returning Officer for decisions to be made.
- 2.6.2.4. The Deputy Returning Officer will have the delegated powers from the Returning Officer to issue rulings and warning to those taking part in the election in relation to the election rules.

2.6.3. The Returning Officer or Deputy Returning Officer shall publish the following:

- 2.6.3.1. The names of all Candidates submitting a valid nomination.
- 2.6.3.2. The manifesto provided by each Candidate.
- 2.6.3.3. The date of the election.
- 2.6.3.4. The times and methods of which votes may be cast.
- 2.6.3.5. The dates(s), time(s) and venue(s) of all hustings(s).

- 2.6.4. The Returning Officer will submit a statement, via the Union's CEO, to the University's Board of Governors following each election, confirming that the elections have been conducted fairly and properly in accordance with these Bye-Laws.

2.7. Nominations

- 2.7.1. Nominations can only be made by a prospective Candidate personally. No nominations submitted by a third party shall be accepted.

- 2.7.2. Nominations for posts shall be valid only for Candidates who complete and submit a nomination form prior to the close of nominations. Forms will be checked by the Deputy Returning Officer for eligibility before the nomination is accepted.
- 2.7.3. Nomination forms submitted after the close of nominations shall not be valid.
- 2.7.4. Any elected Executive Officer or Liberation Officer who wishes to stand again as a Candidate (for any position) should declare:
 - 2.7.4.1. to the Returning Officer their willingness to stand for re-election prior to the opening of nominations and should be removed completely from internal working groups and/or meetings regarding the organisation and delivery of the elections; and
 - 2.7.4.2. their conflict of interest in meetings where the election process that they wish to participate in is being discussed.
- 2.7.5. A completed nomination must be accompanied by the Candidate's manifesto.
- 2.7.6. Any Candidate wishing to withdraw from the election must notify the Deputy Returning Officer in writing who will then remove them from the remainder of the elections process.

2.8. Manifestos

- 2.8.1. Manifestos must be submitted in a Candidate's nomination, as per points under 2.7. Incomplete or late submissions of manifestos will not be accepted and the nomination will be withdrawn.
- 2.8.2. Manifestos are restricted to a 300 word limit and must include a photograph of the Candidate.
- 2.8.3. To ensure neutrality and no preferential treatment which affects the integrity of the elections, the Union is not permitted to give feedback on manifestos with regard to content, spelling and punctuation unless the document is seen to breach the regulations outlined in the Elections Regulations.

2.9. Purdah

- 2.9.1. Purdah is the period leading up to an election during which new announcements that may influence the election are prohibited. This will commence when nominations for the elections are closed.
- 2.9.2. During this period Candidates, including Officers standing for re-election, can attend public events but cannot reveal they are standing for a position or promote their candidacy at these events, including but not limited to, Varsity events, conferences, rallies, protests and mass gatherings (including those online).
- 2.9.3. Candidates must seek clarification from the Returning Officer with regard to any additional posts they hold.

- 2.9.4. Staff at the Union and the University cannot influence an election in any way and at no time express any preference publically as regards who should be elected. They will not refer to any campaigns run by individuals or any work that the Candidate has undertaken (in a personal or private capacity) unless otherwise allowed to do so within these Bye-Laws or required to do so pursuant to the duty set out in Section 22(2)(e) Education Act 1994. Neither will share nor pass on any materials that endorse or refer to Candidates in any way. Any potential breach of this rule should be referred to the Returning Officer at the earliest opportunity.
- 2.9.5. The elections for Student Group Committee positions and Course Representatives are not subject to purdah and Candidates will not be penalised for such activity.

2.10. Candidate Briefing

- 2.10.1. The Returning Officer or nominated person(s) shall organise a Candidate Briefing for all Candidates to be held as soon as reasonably possible after the close of nominations.
- 2.10.2. Attendance is mandatory and Candidates will not be permitted to proceed in the elections without attending a briefing.
- 2.10.3. Candidates shall be informed of their campaign budget during the Candidates' Briefing.
- 2.10.4. The Deputy Returning Officer will outline a deadline for complaints to all Candidates at the Candidate Briefing.

2.11. Campaigning and conduct

- 2.11.1. The period of campaigning shall start after the last Candidate Briefing as outlined by the Returning and Deputy Returning Officer and shall continue until the close of the ballot.
- 2.11.2. Candidates will be expected to follow Union and University policies and regulations, as well as any legal requirements for the running of fair and open elections for the period of Union elections.
- 2.11.3. Current Liberation Officers and/or Executive Officers seeking re-election to an Officer role, or NUS Delegate, must take annual leave during the period of campaigning. In the event of insufficient annual leave remaining unpaid leave will be granted. Officers must not use their working resources to campaign.
- 2.11.4. It is the responsibility of Candidates to ensure that they have the necessary authority and/or permission to canvass in University-owned venues.
- 2.11.5. Any complaints made by University Staff and/or other members of the community regarding the conduct of Candidates during canvassing shall be dealt with by the Deputy Returning Officer.
- 2.11.6. Candidates are permitted to have a campaign team to help them canvass. It is the responsibility of the Candidate to ensure the members of the campaign

team are familiar with the regulations of the election covered in these Bye-Laws and the Election Regulations. Should a concern or complaint be made regarding a campaign member's conduct, the Candidate will be subject to appropriate sanctions, as decided by the Deputy Returning Officer and/or Returning Officer.

2.11.7. Student Groups are permitted to endorse a Candidate but must not deny other Candidates the platform to speak or canvass for votes from their membership, whether that is online or in person.

2.11.8. Candidates shall not canvass in the clearly marked area designated for polling or enter the area except to cast their personal vote.

2.11.9. No Candidate shall use Student Council as a forum for campaigning, except for the election hustings, if applicable.

2.11.10. The use of electronic devices for the purpose of casting votes, outside the polling stations, during the voting period is strictly prohibited. This rule applies directly to the Candidates, and also their campaign team members. If reported, or found to be doing so, the Candidate will be withdrawn from the election.

2.11.11. All election materials must be declared to the Deputy Returning Officer, in conjunction with the Candidate budget.

2.11.12. Posters and any other publicity must not be publicly available prior to the start of campaigning.

2.11.13. Campaigning materials must be removed on the last day of voting. Any costs incurred for removal of materials, damage to property or cleaning as a result of campaigning will be billed to Candidates.

2.12. Hustings

2.12.1. There shall be the opportunity for a husting in which Candidates shall have the opportunity to explain their manifestos to Student Members.

2.12.2. Hustings will take place as stated in the election timetable. The Candidates shall be allowed to refer to their opponents only in a factual manner.

2.12.3. Candidates should concentrate on issues and are not permitted to make derogatory or personal remarks about other Candidates, University staff, Union staff or individual students.

2.12.4. Anyone is permitted to attend the husting but only Student Members of the Union may ask questions of Candidates.

2.13. The ballot

2.13.1. An option to vote to "re-open the nominations" shall be available in all Union elections, if the voter believes all the Candidates are unsuitable.

2.13.2. Voting will be by Alternative Transferable Voting (ATV) for single vacancy elections and Single Transferable Voting (STV) for multi-vacancy elections, in

accordance with the rules for the operation of transferable voting systems as set by the Electoral Reform Society.

2.13.3. The ballot will be conducted via Union staffed polling stations and may be conducted by electronic means or by paper ballot

2.13.4. Voting for all positions shall be done by secret ballot.

2.13.5. The Union will make reasonable arrangements to enable all Student Members to vote on campus. For those Student Members who are unable to vote in person alternative arrangements will be put in place.

2.13.6. Candidates and their campaign teams should not display campaign material or canvass individual students within the vicinity (i.e. within 5 metres) of the polling stations.

2.14. Count

2.14.1. Subject to Bye-Law 2.14.2, the Returning Officer shall arrange for the count to take place and for it to be held in accordance with the rules and procedures laid out in the Elections Bye-Law and the Election Regulations.

2.14.2. The count will take place at least 24 hours after the close of voting.

2.14.3. The count will commence only when the Returning Officer is satisfied that any complaints received, relating to the election, have been considered and adjudicated upon.

2.14.4. Candidates will be informed of the time and date when the count will take place as part of the Candidates' Briefing.

2.15. Declaration

2.15.1. The Returning Officer or the Deputy Returning Officer shall inform the Candidates of the time and venue where the results will be released.

2.15.2. The Returning Officer shall satisfy themselves that all the votes are valid.

2.15.3. The Returning Officer or the Deputy Returning Officer will declare and publish the results of the election.

2.15.4. The ballot papers or relevant database will be kept for a period of six (6) months after the completion of the election.

2.16. Interpretations

2.16.1. The Returning Officer shall be solely responsible for the interpretation of these Bye-Laws and the Election Regulations. The ruling of the Returning Officer in relation to interpretation shall be final.

- 2.16.2. Requests for interpretation of the Election Regulations should be made in the first instance to the Deputy Returning Officer in writing.
- 2.16.3. All interpretations and rulings made by the Returning Officer or the Deputy Returning Officer shall be posted on the Union website. Candidates are expected to consult this regularly.
- 2.16.4. Amendments to the Election Regulations shall only be made by a vote in favour of a proposed change by a Student Council meeting. All changes shall be agreed by Student Council and Board of Trustees prior to their taking effect.

2.17. Complaints and Appeals

- 2.17.1. Complaints about the conduct of Candidates should be made, in writing, to the Deputy Returning Officer. The Deputy Returning Officer, aided by appropriate Union staff, will investigate all complaints and make adjudication according to the nature of the complaint.
 - 2.17.2. In the event of a Candidate being found to have broken one or more of these Regulations the Deputy Returning Officer shall have the power to:
 - 2.17.2.1. issue a verbal or written warning;
 - 2.17.2.2. impose a fine on the campaign budget;
 - 2.17.2.3. restrict the amount of publicity available for the candidate;
 - 2.17.2.4. disqualify the Candidate; or
 - 2.17.2.5. take other action as they see fit.
 - 2.17.3. In the event that a Candidate wishes to appeal a decision of the Deputy Returning Officer they must do so within 24 hours of the ruling. They should address their appeal to the Returning Officer whose ruling will be final.
 - 2.17.4. Any complaint concerning the conduct of a Candidate must be submitted to the Deputy Returning Officer no later than 12 hours after the close of voting.
 - 2.17.5. Any complaint about the administration of the election should be made to the Returning Officer, no later than 12 hours after the close of voting. The Returning Officer will consider all complaints in a timely fashion and will make adjudication according to the nature of the complaint.
 - 2.17.6. Once the count has commenced, no further complaints about the conduct of any Candidate or the administration of the election will be considered
 - 2.17.7. All complaints must be made in writing with the complainant stating their full name and student registration number.
- 2.18. Any appeal against the decision of the Returning Officer in relation to the administration and good conduct of the election shall be made to the Head of the Academic Support Office at the University within one (1) clear day of that decision

being communicated to the complainant. The decision of the University shall be final with no further right of appeal.

3. REFERENDA

3.1. Introduction

- 3.1.1. Referenda shall be a ballot in which all Student Members are entitled to cast a vote.
- 3.1.2. Any referendum shall be supervised by the Returning Officer or nominated person(s) in accordance with the relevant Bye-Laws.
- 3.1.3. Referenda shall be conducted in accordance with Article 15 of the Union's Articles of Association.

3.2. Powers

- 3.2.1. The Student Members may set Policy (as defined in the Union's Articles of Association) by referenda. Policy set by referenda may overturn Policy set by the Student Council but not Policy set by the Student Members at the Annual Members Meeting.
- 3.2.2. A referendum may not be called in relation to the outcome of any Union elections where such elections were conducted in accordance with the Union's Articles of Association and these Bye-Laws.

3.3. Calling a Referendum

- 3.3.1. A referendum may be called on any issue by:
 - 3.3.1.1. a resolution of the Trustees;
 - 3.3.1.2. a referral to referenda from the Executive Committee or Student Council.

3.4. Setting the question

- 3.4.1. The wording of the question shall be the responsibility of the group that the referendum is called by, that is, the Trustees, Executive Committee or Student Council, with the Returning Officer approving this before it is publicised.
- 3.4.2. The question shall require a decision either 'FOR', 'AGAINST' or 'ABSTAIN'.
- 3.4.3. The voting times shall be agreed by the Executive Committee and publicised to the Student Members of the Union.
- 3.4.4. The Board of Trustees shall be entitled to refuse to allow a referendum to be held when the outcome would result in the Union taking action which would be contrary to any provision in its Articles of Association or any other legal requirement whether imposed by statute, contract or common law.

3.5. Referendum meeting

- 3.5.1. The Returning Officer shall trigger the organisation of at least one Referendum Meeting to debate the issues arising from it. This meeting is to be run in accordance with the rules applicable to Elections Hustings set out in Election Bye-law (2).

3.5.2. The Referendum Meeting should be held not less than three working days before voting commences.

3.5.3. At the Referendum Meeting the proposer and opposer shall each have five minutes to present their case and then answer questions for as long as the Returning Officer or Deputy Returning Officer shall deem appropriate.

3.6. Quorum & Legitimacy

3.6.1. A resolution will only be passed by referendum if at least 10% of all Student Members cast a vote in the referendum and a majority of the votes cast are in favour of the resolution.

3.7. Voting

3.7.1. Voting in a referendum shall be conducted in accordance with the Elections Bye-law and the Election Regulations.

4. COMMITTEES

4.1. Executive Committee

- 4.1.1. The Executive Committee shall be comprised of the Executive Officers and the Chief Executive Officer of the Union (who shall be a non-voting member).
- 4.1.2. The Union Development Executive shall chair the Executive Committee. In the first meeting of the academic year a Deputy Chair from amongst the other Executive Officers will be elected by simple majority.
- 4.1.3. The Executive Committee's responsibility shall not include the duties of the Trustees but shall include representation and campaigning work and the implementation of Policy save in so far as these responsibilities have not been delegated to another committee.
- 4.1.4. The Union's senior management team and Liberation Officers may attend meetings of the Executive Committee at the request of the Executive Committee.
- 4.1.5. The Executive Committee is formally accountable to the Student Members through the Student Council.
- 4.1.6. The Executive Committee shall meet at least once per month.

4.2. Liberation Committee

- 4.2.1. The Liberation Committee shall be comprised of the Liberation Officers and the Equality and Diversity Executive (who shall chair the meeting).
- 4.2.2. In the first meeting of the academic year a Deputy Chair from amongst the Liberation Officers will be elected by simple majority.
- 4.2.3. The Liberation Committee's responsibility shall be to ensure students from a liberation group are represented, campaign for positive change and raise issues to the Executive Committee.
- 4.2.4. The Liberation Committee will report to the Executive Committee
- 4.2.5. The Union's senior management team and Executive Committee may attend meetings of the Liberation Committee at the request of the Liberation Committee.
- 4.2.6. The Liberation Committee is formally accountable to the Student Members through the Student Council.
- 4.2.7. The Liberation Committee shall meet at least once per month during term time.

4.3. Appointments Committee

- 4.3.1. The purpose of the Appointments Committee is to ensure that the Union meets approved policies and procedures for the appointment of Trustees to the Trustee Board including planning of appropriate timelines for the recruitment and succession planning of Student and External Trustees.
- 4.3.2. The Appointments Committee shall consist of:
 - 4.3.2.1. 1 External Trustee (Chair)
 - 4.3.2.2. 1 Executive Officer Trustee
 - 4.3.2.3. 1 Student Trustee
 - 4.3.2.4. The Chief Executive and Head of Finance, People and Central Services of the Union or their nominees shall be in attendance in an advisory capacity.
- 4.3.3. The Appointments Committee will report to the Trustee Board regarding decisions, findings and recommendations made after every meeting.
- 4.3.4. The Appointments Committee shall meet when appropriate during the recruitment of a new Trustee.

4.4. Finance and Human Resource (HR) Committee

- 4.4.1. The purpose of the Finance and HR Committee is to ensure that the Union meets approved income and expenditure targets, via the annual budget process and the monthly management accounts.
- 4.4.2. The Finance and HR Committee will agree one-off and capital expenditure.
- 4.4.3. The members of the Committee are required to review and consider appropriate methods of overseeing the Union's financial activities and ensure that the Union complies with all relevant laws (both fiscal and employment Law) and regulations and that an internal system of accountability is established and operated.
- 4.4.4. The Finance and HR Committee shall consist of;
 - 4.4.4.1. 1 External Trustee (Chair)
 - 4.4.4.2. 1 Executive Officer Trustee
 - 4.4.4.3. 1 Student Trustee
 - 4.4.4.4. The Chief Executive Officer and Head of Finance, People and Central Services of the Union or their nominees shall be in attendance in an advisory capacity.
- 4.4.5. The Finance and HR Committee will report to the Trustee Board regarding decisions, findings and recommendations made after every meeting.
- 4.4.6. The Finance and HR Committee shall meet a minimum of four times a year.

5. OFFICER ROLES

5.1. Executive Officers

- 5.1.1. The Executive Officers are elected each year by Student Members and will take office for 1 year from July 1st following their election until 30 June of the following year.
- 5.1.2. Executive Officers can only serve the maximum time in office permitted by the Education Act (1994) (or any subsequent amending laws) and by the Union's Articles of Association.
- 5.1.3. The Executive Officer role descriptions are outlined in the appendices of this Bye-Law.
- 5.1.4. All Executive Officers are eligible to nominate themselves as the Student Governor for the University Board of Governors. The final decision on who is chosen will be made by the University Board of Governors Nomination Committee.
- 5.1.5. The Executive Officers form the Executive Committee, as outlined in the Committees Bye-Law (4), and are held to account by Student Council.

5.2. Collective duties of the Executive Officers

- 5.2.1. The Executive Officers are elected to represent the views and campaign on behalf of Student Members. Their duties include;
 - 5.2.1.1. To be responsible for ensuring that the Union is administered in accordance with its Articles of Association, the associated Bye-laws and all current law as it relates to Students' Unions, charities and companies.
 - 5.2.1.2. To promote the purpose, vision, aims and objectives of the Union, and in particular their own areas of activity.
 - 5.2.1.3. To promote, defend and extend the rights of Student Members.
 - 5.2.1.4. To interpret, implement and uphold Union policy.
 - 5.2.1.5. To be responsible both to and for the Executive Committee as a whole.
 - 5.2.1.6. To fulfil their role as outlined in the Executive Officer role descriptions and to support their fellow Executive Officers.
 - 5.2.1.7. To act as a spokesperson for the Union.
 - 5.2.1.8. To support and liaise with the Liberation Officers.
- 5.2.2. Executive Officers who are also Trustees of the Union will fulfil all duties and responsibilities of a Trustee as laid out in the Articles of Association and relevant company and charity law.

5.3. Executive Officer Roles

5.3.1. There are five Executive Officers with a diverse remit to serve the needs of the Student Members under a shared responsibility model. The Executive Officer roles are:

- 5.3.1.1. Union Development Executive;
- 5.3.1.2. Student Opportunities and Engagement Executive;
- 5.3.1.3. Equality and Diversity Executive;
- 5.3.1.4. Academic Executive;
- 5.3.1.5. Welfare Executive;

5.3.2. The Executive Officer job descriptions are outlined in the appendices to this Bye-Law.

5.4. Liberation Officers

5.4.1. The Liberation Officers are elected each year by Student Members and will take office for 1 year from 1 July following their election until 30 June of the following year.

5.4.2. The Liberation Officers are part-time, unpaid volunteers who are registered students at the University and will continue to be so for the entirety of the following year.

5.4.3. The Liberation Officer role descriptions are outlined in the appendices of this Bye-Law.

5.4.4. The Liberation Officers form the Liberation Committee, as outlined in the Committees Bye-Law (4), and are held to account by Student Council.

5.5. Collective duties of the Liberation Officers

5.5.1. The Liberation Officers are elected to represent the views of under-represented groups and to campaign on their behalf, their duties are to:

- 5.5.1.1. Ensure that the Union is administered in accordance with its Articles of Association, the associated Bye-laws and Policies.
- 5.5.1.2. Promote the purpose, vision, aims and objectives of the Union and in particular their own areas of activity.
- 5.5.1.3. Promote, defend and extend the rights of Student Members.
- 5.5.1.4. Inform, where appropriate, students on Union services and campaigns.
- 5.5.1.5. Work alongside relevant Executive Officers.

5.6. Liberation Officer Roles

5.6.1. The seven Liberation Officers have a diverse remit to serve the needs of the Student Members within under-represented groups. The Liberation Officer roles are:

- 5.6.1.1. Black, Asian, and Minority Ethnic (BAME) Officer;
- 5.6.1.2. International Officer;
- 5.6.1.3. Lesbian, Gay, Bisexual, Transgender and Queer + (LGBTQ+) Officer;
- 5.6.1.4. Mature Students' Officer;
- 5.6.1.5. Disabled Students' Officer;
- 5.6.1.6. Women's Officer;
- 5.6.1.7. Postgraduate Officer;

5.7. Creating New Officer Roles

5.7.1. To create a new Executive or Liberation Officer role the following process must be followed:

- 5.7.1.1. An unrepresented group must be identified
 - 5.7.1.2. A referendum for a new role must be initiated; see Referenda Bye-Law (3).
- 5.7.2. A new role will take effect when the bye-law amendment and Articles of Association amendment have been fully approved by the Trustee Board and the University's Board of Governors.

5.8. Automatic Removal of Liberation Officer Roles

5.8.1. A Liberation Officer position can be automatically removed if the following criteria are met:

- 5.8.1.1. There have been no members in post for two consecutive terms
- 5.8.1.2. A proposal is submitted to Student Council by Executive Committee to support the removal of the position, passed by a majority vote.

5.9. Automatic Removal of Liberation Officer

5.9.1. A Liberation Officer can be automatically removed from position if any/all of the following criteria are met::

- 5.9.1.1. They have not attended the mandatory training sessions at the beginning of their term, have not provided adequate reasoning for absence and/or made attempts to make alternative arrangements to

undergo training.

- 5.9.1.2. Have been absent from two consecutive Liberation Committee meetings without providing valid reasoning for absence.
- 5.9.1.3. Have not responded to any communication from the Union regarding meetings, role and responsibilities.
- 5.9.1.4. Any Liberation Officer who wishes to appeal the decision to remove them from their respective position should do so in writing to the Chief Executive Officer within 10 working days of being informed of the decision.

The Chief Executive Officer alongside two members of the Trustee Board (who are not members of Student Council) will review the decision and make a ruling to either:

- Uphold the decision
- Ask Student Council to reconsider the decision
- Reinstatement the post-holder

This decision will be final.

6. STUDENT GROUPS

6.1. Definition

6.1.1. A Student Group may affiliate to the Union provided:

- 6.1.1.1. It has a minimum of 4 Committee Members
- 6.1.1.2. It has clearly written aims and objectives (Constitution).
- 6.1.1.3. It has aims and objectives that are significantly different from those of another Student Group.
- 6.1.1.4. Its activities do not conflict with any work or policies of the Union or University.
- 6.1.1.5. It has been approved by the Opportunities Zone.

6.2. All of the categories below fall within the definition of a Student Group:

6.2.1. A Sports Team/Club:

- 6.2.1.1. Recognised by the University Sports Department as a sports team/club.
- 6.2.1.2. It has a minimum of 4 Committee Members
- 6.2.1.3. The team/club will have written aims and objectives, which are significantly different from any other team/club and do not conflict with the work carried out by the Union as part of its normal activity.
- 6.2.1.4. New teams/clubs can only be created after approval from the University and the Union.

6.2.2. Media Group:

- 6.2.2.1. It has a minimum of 4 Committee Members.
- 6.2.2.2. The media group will have written aims and objectives which are significantly different from any other media group on that campus and do not conflict with the work carried out by the as part of its normal activity.

6.2.3. A Society:

- 6.2.3.1. It has a minimum of 4 Committee Members.
- 6.2.3.2. The society will have written aims and objectives which are significantly different from any other society and do not conflict with the work carried out by the Union as part of its normal activity.

6.2.4. Student-Led Volunteering Group:

- 6.2.4.1. Notwithstanding the definitions above, a Student-Led Volunteering Group is not limited in size.
- 6.2.4.2. The group will have written aims and objectives which are significantly different from any other group and do not conflict with the work carried out by the Union as part of its normal activity.

6.3. Membership

- 6.3.1. Any Student Member may become a member of any Student Group on the payment of the agreed membership fee or by officially joining a free Student Group.
- 6.3.2. To join a sports team/club, Student Members must first buy a sports card (price set by the University Sports Department) and then pay membership to each team/club (price set by the sports team/club committee) they wish to join.
- 6.3.3. All societies must charge a minimum membership fee of £2 to all members unless otherwise agreed with Executive Committee. The maximum membership fee shall be £15 for all Societies.
- 6.3.4. Media Groups must charge a minimum membership fee of £2 to all members unless otherwise agreed with Executive Committee. The maximum membership fee shall be £15 for all Societies.
- 6.3.5. Student-Led Volunteering Group membership will be free unless otherwise stated.
- 6.3.6. Membership to a Student Group lasts until 31st July in the academic year it is purchased in.
- 6.3.7. Members of a Student Group will abide by the aims and objectives of that Student Group and of the Union Code of Conduct.
- 6.3.8. Any Student Member of the group may vote in the democratic decision making procedures of that Student Group.

6.4. Student Group Committee Elections

- 6.4.1. The Student Group Committee must consist of the following core positions:
 - 6.4.1.1. Chairperson
 - 6.4.1.2. Secretary
 - 6.4.1.3. Treasurer
 - 6.4.1.4. Health and Safety Officer
- 6.4.2. Full role descriptions for each committee role can be found on the Union's website.
- 6.4.3. All Committee Members must be current Student Members of the Union.

- 6.4.4. Committee Members must be elected to their position by the Student Members of that Student Group.
- 6.4.5. Committee Members shall hold office from 1st August (following their election) until 31st July the following year.
- 6.4.6. The Committee Members election must be ran through the Unions website.
- 6.4.7. Any additional non-core positions may be created at the discretion of the Student Group. The creation of any additional positions must be approved during a meeting of the Student Group. Once approved, the role must be filled in accordance with this Bye-Law.
- 6.4.8. Elections shall be held before the end of the academic year and must be run in accordance with the Election Bye-Law (2).
- 6.4.9. If positions remain unfilled a by-election may be held at the discretion of the Deputy Returning Officer.
- 6.4.10. Should a Committee Member position remain unfilled after a by-election and a student expresses an interest in that post by alerting the Membership Services Team either directly or through the Group Committee; Membership Services will work with the group and Opportunities Zone to schedule a co-option election process, which will be held at the next committee meeting of the relevant Student Group. The Co-option will occur at the Group's next committee meeting after receiving approval from Opportunities Zone.
 - 6.4.10.1. The process of co-option shall be as follows:
 - 6.4.10.1.1. The student wishing to be co-opted must register interest through the Membership Service Team and state their reasons for standing for the position;
 - 6.4.10.1.2. After receiving approval from Opportunities Zone to proceed with Co-Option process, a vote on the candidate will be held at the next committee meeting of the group in question. If the vote is lost or inconclusive; this process will repeat until a resolution is achieved;
 - 6.4.10.1.3. A simple majority shall determine the result of the co-option process.
- 6.4.11. A Student Group Committee Member may only hold one position on that committee.
- 6.4.12. A Student Group Committee members may only hold one more core position of office in any other Student Group at the same time.
- 6.4.13. An Executive Officer of the Union may not serve on the committee of any Student Group.

6.5. Student Group Committee Members' Responsibilities

- 6.5.1. Committee Members have a responsibility to ensure the group is fair and democratic, transparent in decision-making and finances and inclusive for all Student Members.
- 6.5.2. Committee Members have a duty of care to all their members and must act appropriately at all times to limit the liability of themselves and the Union.
- 6.5.3. The Committee Members are responsible for ensuring training, meetings and forums provided by the Union are attended or undertaken by all relevant members of the Student Group.
- 6.5.4. Committee Members must abide by all rules of the Union and failure to do so could result in disciplinary action.
- 6.5.5. Committee Members will ensure their Student Group submits appropriate risk assessments for every activity organised by it at least two weeks prior to the activity occurring.
- 6.5.6. Committee Members must attend relevant meetings on behalf of their members and all training organised by the Union.
- 6.5.7. Committee Members will submit a reviewed aims and objectives document to the Union by 31st August each academic year.
- 6.5.8. Committee Members will ensure the Union has up-to-date contact details for all Committee Members of the Student Group and must notify the Union of any changes to circumstances.

6.6. Budgets and Funding

- 6.6.1. Only the Chair and Treasurer of a Student Group may approve expenditure of that Student Group.
- 6.6.2. Expenditure of the Student Group must be, and shown to be, for the benefit of all members of the Student Group and be in-line with its aims and objectives.
- 6.6.3. The balance of funds for any Student Group will be carried over from year-to-year.
- 6.6.4. In the event that a Student Group does not operate for two consecutive years all money will be transferred to an appropriate budget as decided by the Executive Committee.
- 6.6.5. Any group wishing to obtain sponsorship complete the Union Sponsorship Form and the funding must be approved and signed off by the Union and the sponsor.
- 6.6.6. Expenditure from the allocated budget is to be used primarily to subsidise activities essential to the running of the Student Group.
- 6.6.7. Any purchases made in part or whole by the Student Group becomes the property of the Union.

- 6.6.8. All Student Group Committee Members must abide by the financial regulations and procedures of the Union.
- 6.6.9. The Union holds the Student Group accounts for and on behalf of each Student Group. No Student Group may hold a separate bank account or building society account.
- 6.6.10. All Student Group expenditure must be authorised by the relevant Student Group Committee Members or Executive Committee.

6.7. Student Group Development Fund

- 6.7.1. The Student Group development fund will be administrated by the Union for the benefit of Student Groups.
- 6.7.2. To be awarded a grant from the fund, a Student Group must complete the appropriate administrative document and submit it to the Opportunities Zone who will either approve, decline or amend requests by way of a majority vote.

6.8. Suspension and Disaffiliation of a Student Group

- 6.8.1. Student Groups can be suspended for the following reasons:
 - 6.8.1.1. If the Student Group fails to elect a full core Committee through the election, bye-election or co-option process by the end of the first Academic Term (December).
 - 6.8.1.2. Failure to ensure that all core committee members complete the Student Group Committee Training by the end of the first Academic Term (December)
 - 6.8.1.3. Failure to submit relevant Health and Safety documentation.
- 6.8.2. Suspension means the Student Group cannot access funds from either self-funding or the Union, cannot run events or trips in the Union's name and cannot take part in any union promotional events. Their group will be taken down from the DSU website but finance codes will remain unchanged for the remainder of the academic year (up to 12 months).
- 6.8.3. Student Groups can be disaffiliated for the following reasons:
 - 6.8.3.1. If the Student Groups does not have a minimum of 10 Student Members after 2 academic terms (A student group starting September has to have members by end of Term 2 in March/April and a student group starting in March/April has to have members by the end of term 1 in December).
 - 6.8.3.2. If a Student Group is found to have breached Bye-Laws and/or the Union Code of Conduct
 - 6.8.3.3. If the Student Group fails to elect a full core Committee through the election, bye-election or co-option process by the end of the Academic year.

- 6.8.4. If a Student Group has been disaffiliated, restarting it will be treated as affiliation of a new Student Group.
- 6.8.5. The Opportunities Zone has the power to disaffiliate Student Groups for the reasons stated above. Any Student Group wishing to appeal this decision can do so by writing to the Executive Committee.

6.9. Removal of a Student Group Member

- 6.9.1. A member of a Student Group shall have their membership removed if the Member has been found to be;
 - 6.9.1.1. In breach of the Union Code of Conduct.
 - 6.9.1.2. Acting against Student Group aims and objectives.
- 6.9.2. The removal of a Student Group Member will be governed by the Union's Disciplinary Bye-Law (12).
 - 6.9.2.1. Any request to remove a Student Group Member will be reviewed by the Union, and an appropriate Investigating Officer will be appointed to conduct the investigation.
- 6.9.3. The refund of the membership fee paid by the removed member will be approved at the discretion of the Student Group Committee.

6.10. Removal of a Committee Member

- 6.10.1. The removal of Student Group Committee Member will be governed either by;
 - 6.10.1.1. A breach in the Union's policies and values as an organisation, thereby meaning action will be taken in accordance to the Discipline Bye-Law, or;
 - 6.10.1.2. Failure to uphold values outlined in *Student Group Committee Pledge*. This would result in a meeting arranged between the committee member in question and the Activities Team in order to find a resolution. Failure to do so or in the scenario where a resolution is unreachable, A vote will be held at the next Opportunities Zone meeting whether or not to remove the Committee member from their position in the student group, Or;
 - 6.10.1.3. From a Vote of No Confidence from the Student Members of that particular Student Group.
 - 6.10.1.4. The procedure for a Vote of No Confidence can be found in the appendices to the Bye-Laws.
 - 6.10.1.5. Any Student Group Committee Member who wishes to appeal the decision to remove them from their position must do so in writing to the Chief Executive Officer within 10 working days of being informed of the decision.

The Chief Executive Officer alongside two members of the Trustee Board (who are not members of the Opportunities Zone/Student Council) will review the decision and make a ruling to either:

- Uphold the decision
- Ask Student Council to reconsider the decision
- Reinstate the post-holder

This decision will be final.

6.11. Annual Members Meeting

6.11.1. All student groups must hold an Annual Members' Meeting, at which the committee will report back to members and be held accountable. This must be held between December–February each academic year, except at the discretion of the relevant Executive Officer of the Union.

6.12. **Raise and Give (RAG)**

6.12.1. The RAG Committee will be appointed annual through the Welfare & Equality Zone.

6.12.2. Core positions on the RAG Committee are the same as any other Student Group.

6.12.3. The RAG Committee will have the authority to appoint the annual RAG charity/charities. The name of the chosen charity/charities will be reported to the Union's Trustee Board.

6.12.4. All public collections, made as part of RAG shall comply with the licensing requirements of charities legislation.

6.12.5. The Union shall ensure that any activities, collections, events, undertaken as part of RAG do not contravene the Union's charitable aims and objectives and the amounts collected will be published in the annual report and accounts of the charity.

7. STUDENT REPRESENTATION

7.1. Course Representation

- 7.1.1. A Course Representative is a student who has been elected by their fellow students on their course, with the purpose to act as their representative and voice any issues related to their course to the University
- 7.1.2. Course Representatives will work in partnership with the DMU to make positive change on their programme.
- 7.1.3. A Course Representative will follow the job description as stated on the Union's website. The job description shall be annually approved by Academic Zone.
- 7.1.4. All Course Representatives must adhere to the Union's Code of Conduct. Any breach will be subject to the Discipline Bye-Law (12).
- 7.1.5. No persons are permitted to hold role of Course Representative and School Representative Coordinator at the same time.

7.2. Course Representatives Elections

- 7.2.1. Course Representatives must be elected through an online election, as facilitated by Union
 - 7.2.1.1. This will be the standard process for holding Course Representative elections/by-elections, however where this is not possible; Ad-Hoc alternative methods will be used for some Courses at the discretion of the DSU Voice Team with the approval of the Deputy Returning Officer; in order to ensure representation without barriers.
- 7.2.2. First Year Representatives are to be elected before the end of October in the academic year.
- 7.2.3. Second and Third Year Representatives are to be elected before the end of March for the incoming academic year.
 - 7.2.3.1. Where vacancies still exist, a by-election may be held at the same time as the First Year Reps election period, at the discretion of the Returning Officer and/or Deputy Returning Officer
- 7.2.4. The Returning Officer shall have discretion on interpretations of these elections and will be the same as the one for all Union elections.
- 7.2.5. All Course Representative elections follow the procedure outlined in the Elections Bye-Law (2).

7.3. Course Representatives Ratios

- 7.3.1. The number of Course Representatives on a course should be as follows:
 - 7.3.1.1. 2 Course Representatives: 1-100 Students

7.3.1.2. 3 Course Representatives: 101-150 Students

7.3.1.3. 4 Course Representatives: 151-200 Students

7.3.1.4. 5 Course Representatives: 201-250 Students

7.3.1.5. 6 Course Representatives: 251+ Students

7.4. Course Representative Core duties:

- 7.4.1. To fairly and accurately represent student views within their programme of study.
- 7.4.2. To actively engage and gain feedback from students on their course, specifically regarding any course-related issues, ideas and general feedback.
- 7.4.3. To attend Staff-Student Consultative Committee, or Student Voice Committee, and attend Programme Management Boards (PMBs).
- 7.4.4. To assist with any communications or data gathering between staff and students within the programme e.g. consultations, information sharing.
- 7.4.5. To provide feedback to students on changes being made from the issues raised.
- 7.4.6. To liaise and be in regular contact with the Academic Representative to ensure student views are represented accurately at the highest level.
- 7.4.7. Advertise themselves to their peers and make themselves available to receive comments.
- 7.4.8. Undertake the essential training hosted by the Union.

7.5. Removal of a Course Representative

- 7.5.1. The removal of Course Representative will be governed either by;
 - 7.5.1.1. A breach of the Union's policies and values as an organisation, thereby meaning action will be taken in accordance to the Discipline Bye-Law (12), or;
 - 7.5.1.2. Failure to uphold values outlined in Course Rep Pledge. This would result in a meeting arranged between the Course rep in question and the Voice Team in order to find a resolution. Failure to do so or in the scenario where a resolution is unreachable, a vote will be taken at Academic Zone whether or not to remove the Course Rep from their position,
Or;
 - 7.5.1.3. From a Vote of No Confidence from the students of that particular course if the electorate of the Course Representative no longer views

the student effective and/or fulfilling the duties of their role. In such case they can call for a Vote of No Confidence.

- 7.5.1.4. The procedure for a Vote of No Confidence can be found in the appendices to the Bye-Laws.
- 7.5.1.5. Any Course Representative who wishes to appeal the decision to remove them from their respective position should do so in writing to the Chief Executive Officer within 10 working days of being informed of the decision.

The Chief Executive Officer alongside two members of the Trustee Board (who are not members of Student Council) will review the decision and make a ruling to either:

- Uphold the decision
- Ask Student Council to reconsider the decision
- Reinstatement the post-holder

This decision will be final.

8. STUDENT COUNCIL

8.1. Council

- 8.1.1. Student Council is the main representative forum of the Union that works to influence policy, priorities and activities of the Union.
- 8.1.2. The Student Council shall comprise elected representatives of the Student Members.
- 8.1.3. The Student Council shall have primary responsibility for;
 - 8.1.3.1. the implementation and oversight of student membership ideas and policies,
 - 8.1.3.2. representing the voice of the Student Members,
 - 8.1.3.3. making, repealing and amending the Bye-Laws and Policy subject to ratification of the Trustees,
 - 8.1.3.4. holding Executive Officers to account in accordance with their role descriptions and electoral mandate,
 - 8.1.3.5. being the communication channel between Student Members and Trustees, and;
 - 8.1.3.6. calling for a referendum of the Student Members subject to the provisions of Article 15 of the Union's Articles of Association. .

8.2. Membership of Council

- 8.2.1. The voting composition of the Student Council shall be;
 - 8.2.1.1. The 5 Executive Officers
 - 8.2.1.2. The 7 Liberation Officers
 - 8.2.1.3. 12 Academic Zone Representatives
 - 8.2.1.4. 11 Opportunities Zone Representatives
 - 8.2.1.5. 5 Equality Zone Representatives
 - 8.2.1.6. 9 Open Zone Representatives
 - 8.2.1.7. 7 Welfare Zone Representatives
- 8.2.2. A Student Member may not simultaneously hold more than one voting position at Student Council; for avoidance of doubt no Student Member shall hold more than position, and shall not be elected on to more than one Zone.
- 8.2.3. A member of the Student Council may not simultaneously hold the position of Student Trustee.

- 8.2.4. Student Council is an open meeting, all current Student Members are permitted to attend.
- 8.2.5. All current Student Members can submit a motion(s) for consideration by the Student Council.

8.3. Chair and Deputy Chair

- 8.3.1. Chair and Deputy Chair of Student Council will be elected at the first meeting of the Academic year. The voting composition of the Student Council shall be eligible to stand for election for Chair and Deputy Chair of Council.
- 8.3.2. The Chair and Deputy Chair shall remain neutral and impartial throughout, unless they surrender their position, temporarily or fully, to ensure they no longer have a conflict of interest. In doing so, a new Chair or Deputy Chair shall be elected by the Council.
- 8.3.3. The Chair and Deputy Chair shall be entitled to voting rights the same as other voting members on Council

8.4. Chair and Deputy Chair Responsibilities

- 8.4.1. Ordering the Council agenda with regard to relevance to the Student Membership, importance, and time-sensitivity;
- 8.4.2. Removing motions that, after attempted consultation with the proposer, are not felt to have been adequately researched and need additional information before it can be accepted as part of the Council agenda;
- 8.4.3. Ensure that each agenda item is discussed fully and that debate is balanced before moving an item to a vote;
- 8.4.4. Ensure that debate is as free and open as possible, while at all times remaining relevant, concise and constructive;
- 8.4.5. Ensure that debates are conducted in a timely manner, that a diverse range of students are given the opportunity to contribute and that repetition is avoided;
- 8.4.6. Remove any Student Member or Executive Officer who is preventing the meeting from proceeding in a fair and democratic manner and in accordance with Code of Conduct.

8.5. Agenda

- 8.5.1. Agenda items must be submitted to the Chair of Council no later than 5pm, ten working days before the meeting or another specified deadline as determined by the Chair. All supporting papers must be supplied by the deadline.
- 8.5.2. Emergency items may be considered at the discretion of the Chair of Student Council;

8.5.3. The Agenda will be circulated to Student Council members no later than five working days before the meeting.

8.5.4. The business for the Student Council shall be;

8.5.4.1. Apologies for Absence

8.5.4.2. Minutes of the previous Student Council meeting

8.5.4.3. Matters arising from the minutes

8.5.4.4. Executive Officer Reports

8.5.4.5. Verbal Trustee Board Update

8.5.4.6. Zone Reports

8.5.4.7. Motions

8.5.4.8. Any other Business (AoB)

8.6. Motions

8.6.1. A motion may be any of the proposals below:

8.6.1.1. Policy - Introduce a new policy to allow the political views of our members to dictate how we act as an organisation.

8.6.1.2. Proposal – Student Member's idea or suggestion on issues affecting the student membership.

8.6.1.3. Bye-Law Amendment - To allow our members to make changes to how the organisation operates.

8.6.1.4. Officer Mandate - To assign a task to an Executive Officer, whereby the officer must enact the wishes of Council and report back to subsequent meetings

8.7. Policy

8.7.1. The Union has a policy file of the current Policies mandating the Union. These Policies cover seven key areas;

8.7.1.1. Academic Experience

8.7.1.2. Opportunities and Development

8.7.1.3. Equality, Diversity and Inclusion

8.7.1.4. Welfare Policy

8.7.1.5. Zero Tolerance Policy

8.7.1.6. Sustainability Policy

8.7.1.7. External Guests

- 8.7.2. Policies will expire after two years of being passed and before they expire the Student Council from a recommendation from the Executive Committee will debate whether the Policies should be retained or should lapse (expire).
- 8.7.3. Policies may be submitted and presented by any current Student Member.
- 8.7.4. If any Policy being submitted does not align with the current active policies of the Union, the Policy shall be written using the template policy found in the appendices to the Bye-Laws.
- 8.7.5. If any Policy being submitted aligns to the current active Policies of the Union it will be submitted as an amendment of the existing Policy.
- 8.7.6. In the event of a policy being abandoned or withdrawn by the proposer at a Student Council meeting, a voting member or student member can put themselves forward to become the new owner of the policy. This must be approved by a simple majority of the Student Council, following a round of speeches for and against.

8.8. Proposals

- 8.8.1. Current Student Members can submit a proposal to the Students' Union via the website. The Executive Committee will have oversight of the submitted proposal, to determine if they can be implemented, or need further debate.
- 8.8.2. If the Executive Committee believe the proposal needs further discussion, it will be debated at Student Council.

8.9. Amendments

- 8.9.1. Any Student Member may submit an amendment to a motion being debated at Student Council.
- 8.9.2. The amendment to the motion must be submitted in writing to the Chair two working days before the Student Council. The Chair will pass on the amendment suggestion to the proposer.
- 8.9.3. If an amendment is accepted by the proposer of the motion, it shall be included in the motion.
- 8.9.4. If an amendment is not accepted by the proposer of the motion, it shall be debated and require the approval of a simple-majority of Student Council to be carried and included in the motion.

8.10. General Regulations

- 8.10.1. The proposer of a motion shall be given two minutes to speak in favour of that motion, a speech against of two minutes will be offered to the floor. Debate shall then be opened to the meeting. If there is no speech against a motion the Chair may use their discretion and move straight to a vote.

- 8.10.2. All voting members of the Student Council should be accorded equity of status during the course of debate.
- 8.10.3. There shall be opportunities for a one-minute summation of the arguments for and a one-minute summation of the arguments against a motion at the end of debate.

9. Procedural Motions

- 9.1.1. A procedural motion must be proposed by a voting member of Student Council.
- 9.1.2. A procedural motion takes precedence over all other business, except if a procedural motion is called during a live vote.
- 9.1.3. When a procedural motion is called the proposer of the procedural motion and an opposer (if any) shall have one minute to state their case. Further round of speeches may be granted. A procedural motion shall require the approval of a simple-majority of the members of Student Council present and voting to be carried.
- 9.1.4. Procedural Motions shall be;
 - 9.1.4.1. Vote of No Confidence in the Chair - This can be used if Student Council feel that the Chair's decisions or ability to chair the Student Council are damaging to fair debate or process. The Deputy Chair shall take over the Chair once this has been proposed and will conduct the vote. If Student Council votes in favour then the Deputy Chair will facilitate an election for a new Chair.
 - 9.1.4.2. Amend a motion – This can be used to edit the wording of a motion. This should not substantially change the spirit of the motion.
 - 9.1.4.3. Vote in parts - This can be used to discuss one or a few particular parts of a motion separately. If parts are 'deleted' then they will be removed from the original motion. If parts are 'kept' then they will remain in the original motion. Once parts are decided, the debate will continue on the original motion.
 - 9.1.4.4. A vote taken by secret ballot - This can be used to ensure that a vote takes place via a secret paper or electronic ballot.
 - 9.1.4.5. Move to a vote - This can be used to halt the debate and go straight to a vote on a motion if the Student Council feels that it is appropriate.
 - 9.1.4.6. A vote is referred to Referendum - This can be used to refer a vote to the wider student body.
 - 9.1.4.7. A vote be adjourned to a later meeting - This can be used to move an item to a later meeting. This may be because it is not urgent or Student Council feel they need more time to consider relevant issues and consult with students. All items that that fall after a guillotine will automatically be transferred to the next meeting of that Student Council.

- 9.1.4.8. A vote is not taken - This can be used if it is felt that the proposal is not relevant to the work of the Union or will impact its members or if it is felt that the Student Council is not the correct place for a decision to be made.
- 9.1.4.9. Move an item on the agenda- This can be used if an item is deemed important and needs to be brought forward to be the next item on the agenda to ensure it is fully discussed.
- 9.1.4.10. The meeting is adjourned- This can be used to pause the meeting for a break of up to 15 minutes or to close the Student Council meeting completely.
- 9.1.4.11. Officer mandate – This can be used when a motion or general discussion should be formalised into a mandate.

9.2. Voting

- 9.2.1. When voting the members of the Student Council shall be given the option to vote for, against or abstain.
- 9.2.2. All items shall be passed by a simple majority of voting members present unless otherwise stated in the Union's Articles of Association or these Bye Laws.

9.3. Apologies

- 9.3.1. Student Council members who are aware they will be absent from a Student Council meeting must submit apologies to the Chair by email at least 24 hours in advance of the start of the meeting. Apologies may be recognised by the Chair if received within 24 hours of Student Council if they're in an emergency.

9.4. Quorum

- 9.4.1. The quorum for a meeting of the Student Council shall be 50% plus one of the membership of the Student Council as at the date of the meeting.

9.5. Frequency of Meeting

- 9.5.1. The Student Council must meet at least four times in each academic year.

9.6. Removal of Members of Council

- 9.6.1. Members of the Student Council shall cease to hold office in the following circumstances:
 - 9.6.1.1. Upon written notice of resignation sent to the Student Council Chair.
 - 9.6.1.2. If a resolution is passed by a simple majority of the Student Council to remove the Student Council member in the event that said member has failed to attend either two consecutive meetings, or three meetings in total during the academic year. Any Student Council member who is

removed in this way shall be informed by the Chair. The member must then be replaced, as appropriate by the relevant committee.

9. STUDENT COUNCIL ZONES

9.1. Zone Responsibilities

- 9.1.1. All Zones will have the primary responsibility for discussions, campaigns, Executive Officer scrutiny, and coordination of activity related to the development of activities within their Zone.
- 9.1.2. To attend Student Council, as an automatic member due to their role on the Zone.
- 9.1.3. To consider and advise Student Council, as appropriate, on issues related to their Zone.
- 9.1.4. To propose initiatives to Student Council on how to better represent Students within their remit.
- 9.1.5. To support the relevant Executive Officer in their role and to gather student opinion, as well as acting as a liaison between students and the Students' Union.
- 9.1.6. To contribute to and develop policy to Student Council so the Union can better represent students within their remit.
- 9.1.7. To run campaigns that are relevant to the Zone.

9.2. Holding the Executive Officers to account.

- 9.2.1. Union Development Executive Officer will be scrutinised and held to account by the Open Zone;
- 9.2.2. Academic Executive Officer will be scrutinised and held to account by the Academic Zone;
- 9.2.3. Equality and Diversity Executive Officer will be scrutinised and held to account by the Equality and Diversity Zone;
- 9.2.4. Opportunities and Engagement Executive Officer will be scrutinised and held to account by the Opportunities Zone.
- 9.2.5. The Welfare Executive Officer will be scrutinised and held to account by the Welfare Zone

9.3. Attendance at Meetings

- 9.3.1. Other Executive Officers, staff, student representatives and external visitors may be invited to attend Zone Committee meetings where business relevant to them is discussed, subject to the prior approval of the Chair.
- 9.3.2. For the avoidance of doubt, invited members shall not have a vote on the Zone.

9.4. Quorum

- 9.4.1. Quorum is 50% + 1 of sitting membership.

9.5. Decision Making and Approval Processes

9.5.1. The Chair of the meeting will be elected at the first meeting of the academic year by simple majority of the Zone Committee.

9.5.1.1. Executive Officers are not permitted to chair the Zone Committee.

9.5.2. In the event that a meeting is not quorate, discussion can still occur but decisions can be approved by email, for ratification at the next scheduled meeting.

9.5.3. Members are expected to carry out any actions assigned to them in a reasonable time period and update the Chair and Secretary as required. The Secretary will record all actions arising from the Zone and will, as appropriate, request updates from members.

9.5.4. A Term of Reference for each Zone shall be ratified at the start of each academic year by Student Council and remain active until the first Student Council of the next academic year.

9.6. Meeting Schedule

9.6.1. There shall be a minimum of four meetings per academic year.

9.6.2. Zones should meet within 2 weeks prior of a Student Council.

9.6.3. Additional meetings can be called at the discretion of the Chair.

9.7. Election of Zone Members

9.7.1. To be eligible to run for a Zone you must hold, and nominate yourself, in one of the corresponding roles relevant to the Zone:

9.7.1.1. For Academic Zone you must hold the role of a Course Representative for the respective faculty;

9.7.1.2. For the Opportunities Zone you must hold the role of a Committee Member within the respective Student Group category.

9.7.1.3. For the Equality Zone, the Liberation Representatives have an ex-officio seat by virtue of their role. The other members must hold the role of a Committee Member within the respective Student Group category;

9.7.1.4. For the Open Zone, any Student Member can run for the role.

9.7.1.5. For the Welfare Zone one must hold the role of a Welfare Champion in one's faculty or hold the Health and Safety Committee Position within a Student Group, Club or Society.

9.7.2. Voting for Zone Members shall be by cross-campus ballot;

9.7.3. Voting for the Open Zone, Opportunities Zone, Academic Zone, Welfare Zone and Equality Zone shall take place before the end of the Academic Year;

9.7.4. These individuals shall hold their post from July 1st to June 30th.

9.8. Opportunities Zone

9.8.1. The Opportunities Zone shall lead Union activity relating to Student Groups, employability and relevant Student Member engagement with the Union and the University.

9.8.2. The Opportunity Zone has responsibility for overseeing the approval of new Student Groups, the funding that Student Groups receive and planning campaigns.

9.8.3. The Opportunity Zone holds the Opportunities and Engagement Representative to account and presents a report back to Student Council.

9.8.4. Membership:

9.8.4.1. Opportunities and Engagement Representative

9.8.4.2. 1 x Demon Media Committee Member

9.8.4.3. 2 x 'Other' Societies Committee Members

9.8.4.4. 2 x Sports Club Committee Members

9.8.4.5. 2 x Faith and Cultural Society Committee Members

9.8.4.6. 2 x Academic Society Committee Members

9.8.4.7. 2 x Performance Society Committee Members

9.9. Academic Zone Membership

9.9.1. The Academic Zone shall lead Union activity in regards to educational matters.

9.9.2. The Academic Zone has the responsibility of proposing new initiatives within the Course Representative system, and running academic campaigns aimed at improving students' academic experience.

9.9.3. The Academic Zone holds the Academic Representative to account and presents a report back to Student Council.

9.9.4. Membership:

9.9.4.1. Academic Representative

9.9.4.2. 12 Course Representatives from:

9.9.4.2.1. Faculty of Arts, Design & Humanities

9.9.4.2.2. Faculty of Business & Law

9.9.4.2.3. Faculty of Computing, Engineering & Media

9.9.4.2.4. Faculty of Health & Life Sciences

9.10. Equality and Diversity Zone

- 9.10.1. The Equality and Diversity Zone shall lead Union activity in relation to intersectionality and ensuring that the Union actively consults with liberation groups to inform Union activity.
- 9.10.2. The Equality Zone has responsibility for campaigning on issues such as student housing, sexual and mental health and equality.
- 9.10.3. The Equality Zone Group also has oversight of the Union's activity for Raising and Giving (RAG).
- 9.10.4. The Equality Zone holds the Equality and Diversity Representative to account and presents reports back to Student Council.
- 9.10.5. Membership
 - 9.10.5.1. Equality and Diversity Representative
 - 9.10.5.2. Women's Representative
 - 9.10.5.3. Black, Asian, Minority Ethnicity (BAME) Representative
 - 9.10.5.4. Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) Representative
 - 9.10.5.5. Disabled Students' Representative
 - 9.10.5.6. Mature Students' Representative
 - 9.10.5.7. International Representative
 - 9.10.5.8. Postgraduate Representative
 - 9.10.5.9. 2 x Volunteering / Charity Society Committee Members
 - 9.10.5.10. 3 x Faith and Cultural Society Committee Members

9.11. Open Zone

- 9.11.1. The Open Zone shall lead Union activity in relation to the general development of the Union and democratic matters.
- 9.11.2. The Open Zone has responsibility for campaigning on issues relating to union development.
- 9.11.3. The Open Zone holds The Union Development Representative to account and presents a report back to Student Council.
- 9.11.4. Membership:
 - 9.11.4.1. Union Development Representative
 - 9.11.4.2. 9 x Elected Open Council Members.

9.12. Welfare Zone

9.12.1. The Welfare Zone shall lead Union activity in relation to the Welfare related matters.

9.12.2. The Welfare Zone has responsibility for campaigning on issues relating to Student Welfare.

9.12.3. The Welfare Zone holds the Welfare Representative to account and presents a report back to Student Council.

9.12.4. Membership:

9.12.4.1. Welfare Representative

9.12.4.2. 3 Health & Safety Committee members from groups/clubs/societies

9.12.4.3. 1 Welfare Champion from:

9.12.4.3.1. Faculty of Arts, Design & Humanities

9.12.4.3.2. Faculty of Business & Law

9.12.4.3.3. Faculty of Computing, Engineering & Media

9.12.4.3.4. Faculty of Health & Life Sciences

10. ANNUAL STUDENT MEMBERS' MEETING

10.1. Annual Student Members' Meeting

- 10.1.1. The Annual Student Members' Meeting shall be called and conducted in accordance with Article 16 of the Union's Articles of Association.
- 10.1.2. All Student Members are permitted to attend and vote at the Annual Student Members' Meeting. No Student Member who confirms their student status with their student card shall be excluded from the meeting, nor any part of it, except Student Members who may have suspended privileges at the time of the meeting.
- 10.1.3. The Chair of the Annual Students Members' Meeting has the power to remove any Student Member who is preventing the meeting from proceeding in a fair and democratic manner and in accordance with Code of Conduct.
- 10.1.4. Persons who are not Student Members or a Trustee of the Union may only be present at an Annual Student Members' Meeting at the discretion of the Executive Committee.
- 10.1.5. Union staff may support the facilitation of the meeting and ensure the meeting is being held in accordance with the Union's Articles of Association and Bye-Laws.

10.2. Contents of Notice

- 10.2.1. The agenda for the Annual Student Members' Meeting shall be published at least 14 days before the date of the meeting and must be made generally available.
- 10.2.2. The meeting notice shall specify the place, day and time of the meeting.

10.3. Order of business

- 10.3.1. The order of business for the Annual Student Members' Meeting shall be:
 - 10.3.1.1. Apologies for Absence
 - 10.3.1.2. Minutes of the previous Annual Student Members' Meeting
 - 10.3.1.3. Report of the Trustees
 - 10.3.1.4. Annual Accounts
 - 10.3.1.5. Report of the Auditor
 - 10.3.1.6. Affiliations
 - 10.3.1.7. Any other Business (A.o.B.)

10.4. Quorum

- 10.4.1. At least 50 Student Members must be present for the meeting to be quorate. No business shall be transacted at the meeting unless a quorum is present.

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

10.5. Chairing Annual Student Members' Meetings

10.5.1. The Chair of the Annual Student Members' Meetings shall be the Deputy Chair of the Board of Trustees as outlined in the Union's Articles of Association.

10.6. Voting at Annual Student Members' Meetings

10.6.1. A resolution put to the vote must be decided by a show of hands voting 'for', 'against' or 'abstain'. Each Student Member present is entitled to one vote per agenda item.

10.6.2. A simple majority will determine the outcome of each vote.

11. CODE OF CONDUCT

11.1. Purpose

11.1.1. The following Code of Conduct has been ratified by the Union's Board of Trustees and sets out the minimum standards of conduct and behaviour expected by all Student Members.

11.2. Background

11.2.1. The Union aims to provide all of its Student Members with the support and guidance they need to achieve success whilst at University. This Code of Conduct sets out the standard of conduct the Union expects of Student Members and that it believes is consistent with helping the overall membership to get the most from their student experience.

11.2.2. Any Student Member who is alleged to have breached this Code of Conduct will be subject to the procedures outlined within the Discipline Bye-Law (12).

11.2.3. The Board of Trustees and the relevant Senior Staff Member at the Union have an ongoing responsibility to the membership as a whole and therefore have the right to suspend or terminate membership (see Disciplinary Process for Members) if a Student Member's conduct is found to have breached this code.

11.2.4. Failure to comply with the Code of Conduct constitutes misconduct and may also result in a Student Member being referred to the University's disciplinary procedures.

11.3. Code of Conduct

11.3.1. The following shall constitute misconduct according to this Code of Conduct:

11.3.1.1. Violent, indecent, disorderly, threatening abusive or offensive behaviour to any student, employee of the University or the Union or any visitor to the University or any member of the local community.

11.3.1.2. Abusive, threatening or offensive language (verbal or written – including social media websites) to any student, employee of the University or the Union or any visitor to the University or any member of the local community.

11.3.1.3. Dishonesty, theft, fraud and falsification of records.

11.3.1.4. Action likely to impair safety on University or Union premises.

11.3.1.5. Harassment, including racial or sexual harassment and harassment on the grounds of disability of any student, employee of the University or the Union or any authorised visitor to the University or any behaviour which in the reasonable opinion of the designated senior member of staff or relevant Authorised Officer is likely to be regarded as harassment ; In this context harassment means any behaviour or action, spoken or written words, usually repeated or persistent, directed at a specific person, which annoys, alarms or causes

substantial emotional distress to that person without any reasonable grounds.

- 11.3.1.6. Discrimination of any individual or group of individuals, specifically the unjust or prejudicial treatment of different categories of people, including those with protected characteristics as defined in the Equality Act 2010.
- 11.3.1.7. Sexual misconduct which includes (but is not limited to) assault, sharing sexual images and making inappropriate and unwanted sexual comments.
- 11.3.1.8. Damage to, or defacement of, University or Union property whether caused intentionally or recklessly.
- 11.3.1.9. Misuse or unauthorised use of University premises or items of property.
- 11.3.1.10. Failure to comply with the Union's financial policies and procedures.
- 11.3.1.11. Failure to comply with the Union's policies and procedures in relation to elections, meetings and any other Union business.
- 11.3.1.12. Behaviour which could bring the Union or University into disrepute.
- 11.3.1.13. Any other behaviour which constitutes negating the values of the Union as an organisation.

11.4. Clubs & Societies

11.4.1. In addition to the principles outlined above members of all Union clubs, societies and Student Groups agree to:

- 11.4.1.1. Compete in a manner of good sportsmanship, regardless of the nature of the competition, when representing the Union and/or University in a sports fixture.
- 11.4.1.2. Operate within the rules of the sport/activity including national guidelines which govern the sport/activity.
- 11.4.1.3. Not use any form of peer pressure.
- 11.4.1.4. Not to carry out, take part in or promote "initiation" ceremonies.
- 11.4.1.5. Not to be unduly intoxicated at any event or activity where such behaviour could be deemed as inappropriate.
- 11.4.1.6. Be aware of behaviour and the impact on others, particularly members of the local community.
- 11.4.1.7. Report any concerns for the health and safety or welfare of its members to a member of staff from the Union or University.

11.5. Breaches of the Code

- 11.5.1. If the Union receives information which indicates a member(s) has breached this Code of Conduct the procedures outlined in the Complaints Bye-Law (13) and/or Discipline Bye-Law (12) will be invoked.
- 11.5.2. If deemed appropriate the Union's Chief Executive Officer (or their nominee) will inform the University of the alleged breach.
- 11.5.3. It should be noted that intoxication will not be deemed as a mitigating factor in relation to any misconduct.
- 11.5.4. The standard of proof shall be the balance of probabilities, i.e. that on the basis of the evidence available, then it is more likely that the alleged breach occurred than not.
- 11.5.5. For the avoidance of doubt, a member will be deemed to have breached this Code of Conduct if the behaviour took place at any time when the student is on University premises or is representing the Union or University in a public space. This includes, but is not limited to:
 - 11.5.5.1. DMU Global Trips
 - 11.5.5.2. Volunteering opportunities
 - 11.5.5.3. Sports fixtures
 - 11.5.5.4. Cultural events
 - 11.5.5.5. Social media

12. DISCIPLINE

12.1. Disciplinary Bye-Law

- 12.1.1. The Union believes that procedures are necessary for promoting orderly relations as well as fairness and consistency in the treatment of individuals. It is important that all Student Members understand the standards of conduct that are expected of them.
- 12.1.2. The Trustee Board of the Union will appoint an external Trustee to supervise the operation of this procedure, this Trustee is known as the Supervising Trustee and is elected pursuant to Article 52 of the Union's Articles of Association.
- 12.1.3. This bye-law applies to any behaviour towards the recipient and the Union that is regarded as threatening, harassment, intimidating, discriminatory or behaviour which goes against the Union's Code of Conduct, disciplinary procedures and values as an organisation.

12.2. Informal Stage

- 12.2.1. Minor cases of misconduct and poor behaviour will be dealt with informally. On such occasions it may be necessary to issue an informal warning but the Union's CEO will ensure the matter is discussed with the objective of helping the Student Member to understand the wrongdoing and make appropriate improvements to their behaviour.

12.3. Investigation

- 12.3.1. Where a potentially serious disciplinary matter arises, the Union's CEO shall determine whether the matter should be investigated in accordance with the Disciplinary Procedure for Student Members.
- 12.3.2. The Union's CEO will appoint an appropriate person to act as an Investigating Officer. The Investigating Officer will be unbiased with no prior involvement in the matters to be investigated. The Investigating Officer will usually have a maximum of 15 working days within which to conclude all interviews and write up the report which will be considered by the Union's CEO.
- 12.3.3. The Student Member will be informed of all allegations against them and the name and contact details of the Investigating Officer.
- 12.3.4. The Student Member will be given the opportunity to submit a written statement in response to the allegations. The Investigating Officer may also interview the Student Member as part of the investigation process.
- 12.3.5. The Student Member and all other interested parties will be advised of the outcome of the investigation in writing within five working days of the investigation concluding.

12.4. Suspension

- 12.4.1. In certain circumstances the Union's CEO shall consider whether a period of suspension of some or all membership rights is necessary whilst an

unhindered investigation is conducted. Such a suspension will only be imposed after careful consideration, shall be reviewed regularly and is not in itself a form of disciplinary sanction.

12.5. Formal Disciplinary Hearing

12.5.1. Where, upon receipt of the Investigating Officer's report, the Union's CEO determines that there is a case to answer, the Student Member will be invited to attend a disciplinary hearing.

12.5.2. The case will be heard by a panel, which will comprise:

12.5.2.1. the Supervising Trustee (Chair)

12.5.2.2. a Deciding Officer – who will be a member of the Executive Committee

12.5.2.3. an Advisor – who will usually be the Operations Manager (or nominee) appointed to advise the Deciding Officer

12.5.3. The Student Member will be given full details of the hearing in writing, which will include:

12.5.3.1. the purpose of the meeting;

12.5.3.2. the nature of the allegations;

12.5.3.3. an explanation of the Student Member's right to be accompanied;

12.5.3.4. all relevant information that will be referred to in the hearing including the Investigating Officer's report;

12.5.3.5. details of who will be present at the hearing including any witnesses that may be called.

12.5.3.6. During the hearing the Student Member will be permitted to set out their case and answer any allegations made against them. The Student Member will also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses.

12.5.3.7. The Student Member is expected to answer any questions put to them by a member of the panel.

12.6. Disciplinary Sanctions

12.6.1. The Deciding Officer will convey the decision of the panel to the Student Member and will also inform the Student Member what disciplinary sanction, if any, is to be imposed within three working days after the conclusion of the disciplinary hearing. In deciding on any sanction, the Deciding Officer will carefully consider all the circumstances of the case and the seriousness of the misconduct.

12.6.2. The decision will be confirmed in writing along with details of the Student Member's right of appeal.

12.6.3. Disciplinary sanctions:

- 12.6.3.1. Formal written warning
- 12.6.3.2. Final written warning
- 12.6.3.3. Suspension of benefits
- 12.6.3.4. Termination of all membership entitlements

12.7. Appeal

12.7.1. Student Members have the right of appeal against disciplinary sanctions. The appeal must be registered in writing to the Supervising Trustee within ten working days of receipt of the written decision.

12.7.2. In lodging an appeal, the Student Member is required to set out the grounds for their appeal in a clear and concise manner.

12.7.3. The appeal will normally be heard within ten working days of receipt of the letter of appeal. The appeal will be heard by a panel who have had no previous involvement in the case.

12.7.4. The panel shall normally comprise the following:

- 12.7.4.1. an Executive Officer (Chair)
- 12.7.4.2. a member of the Trustee Board
- 12.7.4.3. the CEO of the Union or their nominated representative to act in an advisory capacity

12.7.5. The purpose of an appeal is not to repeat the detailed considerations of the original Disciplinary Hearing or re-hear the case, but to focus on specific factors which the Student Member feels have been dealt with unfairly or which have received insufficient consideration.

12.7.6. The possible outcomes of the appeal are:

- 12.7.6.1. The appeal is upheld and the disciplinary sanction is reduced or removed
- 12.7.6.2. The appeal is upheld and there is a request for a re-investigation or re-hearing
- 12.7.6.3. The appeal is denied and the original decision is upheld

12.7.7. The Student Member will be notified of the results of the appeal in writing within five working days of the hearing.

12.7.8. The decision of the Appeal hearing is final.

12.8. Union Licenced Premises

12.8.1. Responsibility for dealing with crime, disorder and anti-social behaviour within Union licensed premises will be addressed by the Union's Designated Premises Supervisor ("DPS") as defined by the Licencing Act (2003).

12.8.2. The DPS will act in keeping with the values of the Union.

12.8.3. The DPS has authority to exclude Student Members or their guests from the Union's licenced premises on a temporary or permanent basis if they conclude an offence has occurred. They may also request that the Student Member involved make reasonable reparation of damages to property.

12.9. Disciplinary Procedures

12.9.1. Full details of the Disciplinary Procedure for Student Members and Disciplinary Procedure for Executive Officers can be found on the Union's website. Any Student Member who has been contacted by the Union about alleged misconduct is strongly advised to read the relevant procedure as a matter of priority.

13. COMPLAINTS

13.1. Complaints Procedure

13.1.1. The complaints procedure is a stepped process. It starts wherever possible with an informal stage. If this is unsuccessful in achieving resolution, a formal complaint can then be made in writing. The complaints procedure includes a final stage involving a senior member of University staff for those complaints that cannot be resolved within the Union.

13.1.2. All formal complaints will be recorded in the Union's Complaints Register.

13.2. Responsibilities

13.2.1. The Union has a responsibility to try to resolve all complaints to the satisfaction of all parties.

13.2.2. Complainants have a responsibility to :

13.2.2.1. ensure that they use the stepped process outlined in the procedure;

13.2.2.2. contact the Union in a timely fashion to raise concerns; it is advisable to raise issues as soon as they occur so that they can be resolved before it is too late. The Union expects that all complaints will be submitted within 30 days of the issue occurring. Complaints may be dismissed if they are received after 30 days if there is no valid reason for not raising the matter in a timely manner.

13.2.2.3. be clear, accurate and truthful in their explanation;

13.2.2.4. provide their full name and contact details;

13.2.2.5. provide details of any evidence they may wish to submit for consideration along with details of any witnesses that may need to be interviewed as part of any investigation;

13.2.2.6. indicate what might be a satisfactory resolution for them; and

13.2.2.7. respect the legal, regulatory, financial and other constraints placed on the Union.

13.3. Complaints Process

13.3.1. Reasonable efforts should be made in the first instance to resolve complaints informally. This is designed to address straightforward concerns swiftly and locally without the need for escalation to the formal complaint stage.

13.3.2. Where a party to any informal complaint resolution carried out pursuant to point 13.3.1 above, is not satisfied with the outcome, they may complain in writing to the Union's CEO.

13.3.3. The Union's CEO may refer the complainant back to the informal stage of this process if they have not tried to resolve the matter this way.

13.3.4. Once a written complaint has been received, the Union's CEO will appoint a senior manager to act on their behalf. This manager shall act as a point of contact for the complainant and try to ensure a satisfactory resolution for all parties.

13.3.4.1. The senior manager shall:

13.3.4.2. acknowledge receipt of each complaint within 5 clear days;

- 13.3.4.3. undertake a considered and thorough investigation in to all concerns raised;
 - 13.3.4.4. ensure auditable records are maintained; and
 - 13.3.4.5. inform the Union's CEO of the result of the investigation.
- 13.3.5. The Union's CEO shall advise the complainant, in writing, of the outcome of the investigation and any proposed resolution on behalf of the Union.
- 13.3.6. If the complaint has not been resolved the complainant may escalate the matter to the Head of the Academic Support Office at the University, who will act in accordance with the University Complaints Procedure, a copy of which shall be made available on request.
- 13.3.7. The complainant may withdraw their complaint at any time. Written complaints must be withdrawn in writing to the Union's CEO or the senior staff member appointed to investigate the complaint. This is to prevent complaints with no formal resolution remaining on file.

13.4. Staff Complaints

- 13.4.1. Any complaints from students regarding staff members should be raised in the first instance with the individual concerned. If the nature of the complaint makes this difficult it should be raised with the staff member's line manager. The general procedure outlined above should then be followed.
- 13.4.2. In the event of a complaint regarding the Union's CEO, the complainant should write to the Chair of the Union's Trustee Board outlining their concerns.
- 13.4.3. Dependent on the nature of the complaint, the Union's CEO may refer the matter to the Staff Disciplinary Procedure. Due to the confidential nature of any such proceedings the complainant is not be entitled to know the details of any subsequent action taken or the final outcome of any such proceedings.

13.5. Elected Officer Complaints

- 13.5.1. Any complaints from students regarding Executive Officers should be raised in the first instance with the Executive Officer concerned. If the nature of the complaint makes this difficult it should be raised with the Union's CEO in writing who will liaise with the Supervising Trustee if deemed appropriate to do so.
- 13.5.2. The Supervising Trustee may choose to use the Disciplinary Procedure for Executive Officers to resolve complaints against Executive Officers.

13.6. Complaints referred by the University

- 13.6.1. Complaints received and referred by the University from third parties from outside the University will be dealt with according to the process outlined above. Where a complaint has originally been made to the University informally, the Union will seek to deal with it informally unless the University requests otherwise.
- 13.6.2. Complaints received by the University in writing which are then referred to the Union will be responded to in accordance with the principles for written complaints.
- 13.6.3. If the University wishes to respond to a complainant directly and seeks information from the Union to contribute to the response, the information requested will be provided in a timely and accurate manner.

13.7. Complaints originating from the University

13.7.1. The Union reserves the right to distinguish between those complaints that are made by University staff in their formal capacity and complaints made by University staff in a personal capacity.

13.7.2. Complaints made by University staff in their formal capacity will include, for example, issues arising from the University acting in its role as regulator or parent institution. These will be dealt with in accordance to the procedure outlined above.

13.7.3. Complaints made in a personal capacity by staff will include, for example, complaints that reflect the personal stance of the staff member rather than the University position or policy on particular issues.

13.7.4. University staff making complaints in a personal capacity will be treated with respect and courtesy at all times. However, their complaint will be dealt with in the same manner as a complaint from the general public.

13.8. Complaints from the General Public

13.8.1. Complaints from the general public will be dealt with according to the procedures outlined above. From time to time the Union may be subject to malicious complaints or organised campaigns. In these instances, the Executive Officers and CEO will liaise with the University to manage its response and ensure that its response has regard for the reputation of both organisations.

14. AFFILIATIONS

14.1. Affiliating to External Organisations

14.1.1. The Union may affiliate to external organisations and pay any associated fee, except:

14.1.1.1. any political party

14.1.1.2. any religion or religious group.

14.1.2. Affiliations to external organisations shall be made available on the Union's Website once approved by the Board of Trustees.

14.1.3. Affiliations to external organisations shall be noted at the Annual Student Members' Meeting.

14.1.4. Student Members can request to affiliate to an organisation by submitting a request to the Annual Student Members' Meeting which must include the cost of the proposed affiliation.

14.2. Student Group Affiliations

14.2.1. Affiliated Student Groups can affiliate to external organisations, including political and religious organisations.

14.2.2. Affiliated Student Groups must complete a proposal form located on the Union's website and present the affiliation request at the Opportunity Zone Committee.

14.2.3. Affiliated Student Groups can affiliate to external organisations through a majority vote from the Opportunity Zone Committee.

14.3. Termination of affiliation to an external organisation

14.3.1. An idea to terminate an affiliation may be made to the Annual Student Members' Meeting except in the case of the affiliation to NUS, which can only happen through calling a Referendum.

14.4. Review of affiliations

14.4.1. Affiliations shall be reviewed on an annual basis. A list of current affiliations including their fee shall be presented to the Annual Student Members' Meeting for approval.

14.5. Board of Trustees Responsibilities

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

14.5.1.1. has or may have any financial implications for the Union.

14.5.1.2. is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires).

14.5.2. contravenes the charitable aims and objects of the Union.

15. FINANCES OF THE STUDENTS' UNION

15.1. Block Grant

- 15.1.1. The Union receives an annual allocation of funds from the University, known as the block grant, sufficient in the view of the University to enable the Union to pursue its aims and objectives effectively.
- 15.1.2. The Union, through the Union's Board of Trustees, shall ensure that such funds are used only for such purposes as are consistent with the Union's status as a registered charity and in accordance with any stipulations made at the time of making the grant.
- 15.1.3. The Union's Trustee Board must receive and approve the block grant application prior to submission to the University.

15.2. Budgets

- 15.2.1. The financial year of the Union shall run from 1st August to 31st July.
- 15.2.2. Annual budgets are to be prepared during the second term each year and submitted to the Union's Trustee Board for approval in Term 3. These are drawn up by the budget holder and will be reviewed and examined prior to submission to the Union's Trustee Board by the Senior Leadership Team and the Executive Officers.
- 15.2.3. The annual budget is also noted by the Student Council at the next meeting after the Trustee Board meeting where the budget has been approved.
- 15.2.4. Budget holders have authority to make purchases which are in line with the approved budget. All expenditure must be approved by the appropriate budget holder prior to the order of good or services.
- 15.2.5. Non-budgeted expenditure under £1,000 should be approved by the Union's CEO.
- 15.2.6. Non-budgeted expenditure of £1,000 - £5,000 should be approved by the Executive Committee.
- 15.2.7. Non-budgeted expenditure of £5,000 or above should be approved by the Union's Board of Trustees.
- 15.2.8. The Union's CEO can approve emergency items necessary for the proper running of the business and/or for legal reasons (e.g. H&S)

15.3. Capital Expenditure

- 15.3.1. Capital expenditure requests must be included in the annual budget process.
- 15.3.2. Capital expenditure in excess of £50,000 must receive the prior approval of the University.
- 15.3.3. Fixed assets shall be defined for the purposes of the Union balance sheet as those items having an anticipated life of three years or more and will be

capitalised in line with the Fixed Assets and Depreciation Policy which will be approved by the Union's Trustee Board.

15.3.4. The Union shall maintain an asset register recording fixed assets and arranging for a physical check of assets against the asset register to be conducted once a year.

15.4. Management Accounts

15.4.1. The Union's Board of Trustees shall ensure that monthly management accounts are produced outlining income and expenditure against budget and explanation for variances to the approved budget.

15.4.2. The Executive Committee will receive a monthly update of the management accounts at the Executive Committee meeting

15.4.3. The Union's Board of Trustees will receive a quarterly update of the management accounts at the Trustee Board meeting

15.4.4. Monthly management accounts will also be made available to the University upon request.

15.4.5. On a monthly basis, budget holders will attend a management accounts variance review meeting where the current results are discussed and analysed.

15.5. Annual Accounts

15.5.1. The Union's Board of Trustees shall ensure that proper books of account are maintained and that these shall be audited annually by a qualified auditor appointed by the Union's Trustee Board.

15.5.2. The Union's Board of Trustees shall ensure that annual accounts, together with the Auditors' Report and Trustees' Report, shall be approved by the Union's Trustee Board and presented to the membership at the Annual Student Members' Meeting.

15.5.3. The annual accounts shall be available to all Trustees of the Union and to the University Board of Governors

15.6. Bank Accounts

15.6.1. The Union's Board of Trustees must approve the opening or closing of all bank accounts.

15.6.2. There shall be two signatories to the accounts:-

15.6.2.1. One Executive Officer and,

15.6.2.2. One member of the Senior Leadership Team

15.6.3. The Union's Board of Trustees is responsible for oversight of all investment of funds of the Union and for approval of the investment policy.

15.6.4. All loan agreements must be signed in accordance with the cheque signatory mandate.

15.6.5. Loan agreements with a value of less than £5,000 must be approved by the Executive Committee.

15.6.6. Loan agreements of £5,000 or more must be approved by the Union's Board of Trustees.

15.7. Contracts

15.7.1. All contracts and agreements must be signed by the Union's CEO.

15.7.2. Contracts with a value of less than £5,000 must be approved by the Executive Committee.

15.7.3. Contracts with a value of £5,000 or more must be approved by the Union's Board of Trustees.

15.7.4. Any contract relating to the lease or hire of goods or services for a period of more than 12 months must be referred to the Union's CEO who shall obtain approval from the Union's Trustees.

15.8. External Grants

15.8.1. The Union's Board of Trustees must approve all external grant funding applications.

15.9. Insurance

15.9.1. The Union's Board of Trustees, through the Union's CEO, shall be responsible for ensuring that appropriate insurance cover is obtained, including the risk of theft, damage and loss of property and assets and employers and Public/Product liability.

15.9.2. Senior Managers shall promptly notify the Union's CEO of all new risks, which require insurance and of any matters affecting existing risks and insurances.

15.9.3. The Union's Board of Trustees shall ensure there are adequate controls for maintaining proper security at all times for all cash, stock, stores, furniture and other Union assets.

15.10. Risk

15.10.1. The Union's Board of Trustees shall agree the organisation's overall approach to risk and approve the risk register on a bi-annual basis.

15.10.2. Overall responsibility for risk management is delegated by the Union's Board of Trustees to the Union's CEO.