

De Montfort University Students' Union

Bye-Laws

Background

- 1 De Montfort University Students' Union ("**DSU**" or "**the Students' Union**" or "**the Union**") is a company limited by guarantee (registered in England and Wales under the charities commission).
- 2 These Bye-Laws are made by the Trustees in accordance with article 61 of the Articles of Association of DSU.
- 3 These Bye-Laws relate to the following:
 - 3.1 Membership of the Students' Union – Bye-Law (1);
 - 3.2 Governance and Decision Making Processes of the Students' Union – Bye-Law (2);
 - 3.3 Elections, appointments and removals – Bye-Law (3);
 - 3.4 Conduct, discipline and complaints – Bye-Law (4);
 - 3.5 Finances of the Students' Union – Bye-Law (5);
 - 3.6 Activities and affiliations to external organisations – Bye-Law (6);
 - 3.7 Clubs and Societies regulations– Bye-Law (7)

Definitions and interpretation

- 4 Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Association of DSU unless the context otherwise requires.
- 5 The Memorandum and Articles of Association of DSU shall take precedence over these Bye-Laws which shall not be interpreted or applied in any way which is inconsistent with the Memorandum and Articles of Association of DSU.

Amendment

6 These Bye-Laws may be altered, varied or amended in accordance with Article 61 of the Articles of Association.

These Bye-Laws were made on - 26th February 2014

Signed:

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The President

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Chair of Student Council

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The University

BYE-LAW (1): Membership		
Status	1	Membership is as defined in the Articles of Association of DSU.
Opting-out	2	A Student who wishes to exercise their right not to be a member of DSU must do so by completing an opt-out form, obtained from DSU.
	3	A Student who has opted-out of the Students' Union shall remain opted-out for the period of their enrolment at University, or until they revoke their opt-out status.
Rights & privileges	4	All members, be they Full Members, Honorary Life Members, Alumni or Associate Members of DSU are subject to Regulations issued by the University from time to time.
Full Members	5	<p>Full Members of the Union shall be entitled:</p> <p>5.1 to make use of any services and facilities of the Union;</p> <p>5.2 to hold ordinary membership and elected positions on the committee of any Union Club or Society;</p> <p>5.3 attend and vote at the Student Councils as observers, except in such cases as are specified in these Bye-Laws;</p> <p>5.4 to vote in, and to stand for office in, Union elections; and</p> <p>5.5 to rights and privileges as company law members of DSU including (without limitation) the right to attend and vote at Annual and Extraordinary General Meetings of DSU.</p>
Life & Honorary Life Members	6	Alumni and Associate Members shall be those individuals who, on application to the Board of Trustees, are granted membership of the Union on receipt of an annual fee and with agreement from the Executive Committee who have delegated authority from the Board of Trustees to approve applications.
	7	Honorary Life Members are those individuals notified to the Union by the Student Council from time to time as Honorary Life Members subject to the approval of their membership by the

Board of Trustees.

- 8 Alumni, Associate and Honorary Life Members of the Union shall be entitled:
 - 8.1 to make use of any commercial services and facilities of the Union
 - 8.2 to hold ordinary membership of any Union Club or Society; and
 - 8.3 to attend Annual and Extraordinary General Meetings of DSU as observers.
 - 8.4 to access volunteering opportunities
 - 8.5 to access other services at the discretion of the Executive Committee

- 9 The membership of Honorary Life Members shall terminate:
 - 9.1 when he or she opts out of membership by giving written notice to the Students' Union in accordance with this Bye-Law;
 - 9.2 when the Students' Union terminates his or her membership in accordance with clause 10 of this Bye-Law; or
 - 9.3 on death.

- 10 The membership of Alumni and Associate Members shall terminate:
 - 10.1 after 1 calendar year from the date of issue, unless a renewal of membership form is completed
 - 10.2 when he or she opts out of membership by giving written notice to the Students' Union in accordance with this Bye-Law;

- 11 Membership as Alumni or Associate Members and Honorary Life Members may be terminated by the Board of Trustees if:
 - 11.1 any sum due from the member to the Union is not paid in full within three months of it falling due;
 - 11.2 it is resolved by the Trustees that it is in the best interests of the Union that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - 11.2.1 the member has been given at least fourteen days' notice in writing of the

	<p>meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;</p> <p>11.2.2 the member or, at the option of the member, the member's representative (who need not be a member of the Union) has been allowed to make representations to the meeting.</p>
<p>Rights of Opted-out Students</p>	<p>12 A student who has opted-out shall not be entitled:</p> <ul style="list-style-type: none"> 12.1 to make use of any services and facilities of the Union; 12.2 to attend DSU social events; 12.3 to participate in the activities of Clubs and Societies; and 12.4 to attend and vote in the Student Councils <p>13 A student who has opted-out shall not be entitled to participate in the democratic and decision making functions of the Union. This means not being able to stand for office of the Union, or any Union Club or Society; not being able to vote in any Union election; or sign any papers or petitions calling for a referendum or represent DSU in the BUCS leagues/competitions.</p>

BYE-LAW (2): General governance of the Students' Union

Trustees and the Board of Trustees

1 The powers and responsibilities of the Trustees are outlined in article 42 of the Articles of Association.

The Executive Committee

2 The responsibilities of the Executive Committee are outlined in article 46 of the Articles of Association.

3 The role of the Executive Committee shall be to:

- 3.1 carry out the decisions made by the Board of Trustees and by referendum;
- 3.2 be responsible for the formulation of the Union's strategic plan under the direction of the Board of Trustees;
- 3.3 establish task and finish groups and to receive any reports from task and finish groups;
- 3.4 fulfil specific responsibilities as laid down in section 13 of this Bye-Law
- 3.5 act as a channel of communication between the Student Council and the Board of Trustees;
- 3.6 prepare an annual report detailing the activities of DSU;
- 3.7 receive financial reports and prepare budgets for approval by the Board of Trustees; and
- 3.8 receive reports from the Chief Executive and staff members detailing performance in key areas.

4 The Executive Committee shall consist of up to 5 Sabbatical Officers elected by and from the Full Members of the Students' Union in accordance with Bye Law 3.

5 The Executive Committee shall include the Sabbatical Officer posts of President; Deputy President and Vice Presidents.

6 Meetings of the Executive Committee shall take place at least monthly. Any member of the Executive Committee and / or the Chief Executive Officer may call a meeting of the Executive giving not less than 5 clear days notice. A meeting of the Executive may be called on shorter

notice if it is so agreed by all members of the Executive having the right to attend and vote at the meeting.

- 7 No decision taken at a meeting of the Executive shall be effective unless a quorum is present at the time of the decision. The quorum shall be the nearest whole number to half the members to the Executive in post at the date and time of convening the meeting. A member of the Executive shall not be counted in the quorum present when any decision is taken about a matter upon which that member is not entitled to vote, including by reason of a declared conflict of interest.
- 8 The President of the Union shall be the Chair of the Executive Committee. If the President of the Union is not present the Deputy President may chair the meeting. The appointed Chair shall have no functions or powers except those conferred by these Bye-Laws.
- 9 The Chair shall have the same voting rights as any member of the Executive. In the case of an equality of votes where only 4 Executive Officers are present, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.
- 10 A resolution in writing, signed by all of the members of the Executive Committee entitled to receive a notice of a meeting of the Executive Committee and to vote upon the resolution shall be as valid and effective as if it had been passed at a meeting of the Executive Committee duly convened and held.
- 11 Any member of the Executive with a possible conflict of interest between his duty to act solely in the interest of the Students' Union and his/her interest as a member of staff of the University or any personal interest (including but not limited to any personal financial interest) shall declare any such interest before discussion begins on the matter
- 12 The Executive Committee will, from time to time, need to discuss matters of commercial sensitivity. These sections of the meeting shall be held in closed in session and minutes held on a central file.

<p>Executive Officer Role Descriptions</p>	<p>13 DSU's Sabbatical Officers' job descriptions cover four disciplines:</p> <ul style="list-style-type: none"> • the role of Trustee, • a specific portfolio of work, • a representative of the student body to specific groups, • being an activist on specific issues of importance to the DSU membership. <p>14 All Sabbatical Student Officers have a duty to fulfil the following for each discipline:</p> <p>14.1 Trustee</p> <ul style="list-style-type: none"> • Complete a Trustee induction programme at the commencement of office. • Act as a Trustee of the Students' Union, giving full consideration to the needs of the whole organisation at all times. • Act in interest of all students, despite specific portfolio responsibilities. <p>14.2 Portfolio</p> <ul style="list-style-type: none"> • Be responsible for managing budgets, where necessary and appropriate. • Carry out all roles in liaison with relevant staff and fellow Officers. • Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee. <p>14.3 Representative</p> <ul style="list-style-type: none"> • Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union. • Represent the views of the student body in appropriate forums. • Actively solicit the opinions of the student body to ensure that representative activities meet the needs and reflect the views of the membership. • Submit a report as and when required or when requested to general meetings of the Charity and Student Council. <p>14.4 Activist</p>
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- Engage with students and encouraging participation.
- Campaign on issues of importance to the student body.
- Actively solicit the opinions of the student body to ensure that campaigning activities meet the needs and reflect the views of the membership.

15 **President**

15.1 Portfolio

- Lead in the production, revision and monitoring of the Students' Union strategic plans.
- Responsibility for staffing issues, in accordance with section 4 of the Bye-Laws.
- Receive all Union complaints, and act on them in accordance with section 4 of the Bye-Laws.
- Responsible for financial and budgetary matters, alongside the CEO, reporting back to the Board of Trustees.
- Ensure the Board of Trustees and Executive Committee communicate with a uniform voice, and make Members, members of Student Council, Sabbatical and Non-Sabbatical Officers aware of their (collective) obligations and responsibilities.
- Chair the Board of Trustees, Executive Committee and Annual/Emergency General Meetings of the Students' Union.
- Oversight of all major activities, developments and communications taking place within the Students' Union, particularly from Sabbatical Student Officers.
- Full responsibility for Students' Union policy implementation.
- Be responsible for ensuring that affiliations to outside bodies, which are approved by the Executive Committee, are recorded in the appropriate manner.
- Hold ex-officio membership of all relevant university, sub or delegated committee meetings.
- Lead and encourage the promotion of involvement in the Students' Union and its services.
- Make key decisions in regards to overall governance.

15.2 Representative

- Act as the primary liaison between the Students' Union and NUS Group.
- Act as the representation leader at NUS Conference, except where excluded by conference rules, and ensure delegates are aware of their obligations, responsibilities and Union policy.
- Be a member of all committees to which the role is entitled, including the University Board of Governors and Academic Board.
- Ensure that there is a Sabbatical Officer on all University disciplinary and appeal hearings.

15.3 Activist

- Be responsible for Union strategy, strategic planning and development, and researching best practice.
- Hold the authority to make emergency decisions on behalf of Executive and/or Board of Trustees, in situations where it cannot be convened, but report and ensure that such decisions are ratified immediately following meeting of the Executive or Board of Trustees.
- Main Interpreter of the Memorandum and Articles of Association of the Charity, as and when required.

16 **Deputy President Education**

16.1 Portfolio

- Be responsible for all issues pertaining to education within the Students' Union.
- Have strategic responsibility for academic representatives.

16.2 Representative

- Act as the main representative on academic issues to the University.

- Be a member of all committees to which the role is entitled, including Academic Board.
- Act as the primary liaison between the Students' Union and those Students not based at the main Leicester City Campus.
- Be the Deputy President, taking on the role of President in their absence where necessary.

16.3 Activist

- Be responsible for the development, implementation and revision of educational strategy within the Students' Union.
- Have responsibility for all academic campaigns.

17 **Vice President Media & Communication**

17.1 Portfolio

- Undertake a regular review of the Students' Union's communication strategy to ensure that DSU's key messages are communicated to the membership.
- Develop the professional production and relevant distribution of all Union student media within the Students' Union and the University.
- Have responsibility for the following:-
 - a. Demon FM: Station Controller
 - b. Demon TV: Station Controller
 - c. Demon Online: Editor
 - d. The Demon: Editor-in-Chief
- Liaise with the DSU Communications team on the production, editorial control and content of the annual Students' Union Handbook.
- Facilitate the recruitment and training of volunteers to assist in the delivery of Union media.
- Oversee all Union media content.

17.2 Representative

- Be DSU's principal representative to SRA and NASTA
- Communicate DSU's activities to community groups.

17.3 Activist

- Liaise with DSU Communications team on the development of all media and communication tools within the Students' Union.
- Lobbying against prohibitive communicative measures for students.
- Implementing new communicative devices to encourage engagement from the electorate in conjunction with DSU Communications team.

18 **Vice President Student Activities**

18.1 Portfolio

- Actively promote and encourage all students to get involved in their Union, particularly students who are currently under-represented within the Students' Union.
- Facilitate and encourage a diversity of activities and opportunities for students to be involved with.
- Be involved in the promotion, support and development of sports, societies and volunteering.
- Chair the RAG committee, and facilitate its programme.
- Take strategic responsibility for Raise and Give, ("RAG"), and university sporting events ("Varsities")
- Take responsibility for liaising with and co-ordinating clubs and society leaders and office holders

18.2 Representative

- Act as the liaison between the Students' Union and the University's Alumni scheme.
- Be the Students' Union's main representative to British University Collegiate Association, (BUCS)

18.3 Activist

- Be responsible for the development and strategy of student activities within the Students' Union.
- Assist in the development and delivery of Union campaigns.

19 **Vice President Welfare and Community**

19.1 Portfolio

- Co-ordinate all campaigns and related events and be actively involved in the delivery of them.
- Be responsible for representing the members on reoccurring issues pertaining to welfare, except for dealing with individual casework.
- Be responsible for the development, implementation and revision of the Students' Union's Environmental Practice.

19.2 Representative

- Be responsible for building and maintaining positive relations with the local community and community organisations.
- Be a member of all committees to which the role is entitled, including Admissions Committee.
- Act as the main representative on welfare issues to the University.

19.3 Activist

- Facilitate and promote the awareness of support and community mechanisms and opportunities for students.
- Be responsible for the development, implementation and revision of the welfare strategy within the Students' Union.

<p>Part Time Student Representatives</p>	<p>20 All Part-Time Student Representatives have a duty to do the following:</p> <ul style="list-style-type: none"> • Attend the "Student Council" meetings • Provide a report in advance of each "Student Council" outlining their activity. • Attend related training events and conferences (support provided by Students' Union). • Contribute to the strategic development of Students' Union relative to the position held. • Source student opinion to generate ideas relevant to students' needs. • Promote the positive involvement of the student community within Students' Union. • Inform, where appropriate, students on Students' Union services and campaigns. • Work alongside relevant Sabbatical Officers. • Work, where applicable, with a specific society to encourage participation. <p>21 Specific role criteria and contributions:</p> <p>22 Black and Minority Ethnic (BME) Students' Representative</p> <ul style="list-style-type: none"> • Be aware of Students' Union / the University's provision for students of various ethnicities. • Assist with campaigns specific to diversity issues. • Attend the appropriate University Committee, as appropriate • Organise at least one activity for BME students • Elected by cross campus ballot <p>23 International Students' Representative</p> <ul style="list-style-type: none"> • Work towards increasing participation of international students within the Students' Union. • Actively promote Students' Union services, in particular DSU Welfare, to international students. • Work with the University's international department, supporting the activities of international students • Organise at least one activity for international students • Elected by cross campus ballot
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	<p>24 Lesbian, Gay, Bisexual, Transgender and Queer + Representative, (“LGBTQ+ Representative”)</p> <ul style="list-style-type: none"> • Liaise, where necessary, with relevant campaigning organisations and distribute material where appropriate. • Organise at least one activity for LGBTQ+ students • Elected by cross campus ballot <p>25 Mature Students’ Representative</p> <ul style="list-style-type: none"> • Work towards increasing participation of mature students within the Students’ Union. • Work with the University Transitions department, supporting the activities of mature students • Organise at least one activity for mature students • Elected by cross campus ballot <p>26 Disabled Students’ Representative</p> <ul style="list-style-type: none"> • Liaise, where necessary, with relevant campaigning organisations and distribute material where appropriate. • Be aware of Students’ Union and / or the University’s provision for disabled student. • Attend the appropriate University Committee, as appropriate • Organise at least one activity for disabled students • Elected by cross campus ballot <p>27 Women’s Representative</p> <ul style="list-style-type: none"> • Assist with campaigns specific to women. • Organise at least one activity for female students • Elected by cross campus ballot
Appointments Committee	<p>28 The Appointments Committee shall consist of:</p> <p>28.1 one External Trustee,</p> <p>28.2 two Sabbatical Trustees, and</p> <p>28.3 one Student Trustee.</p>

	<p>29 The Appointments Committee:</p> <p>29.1 will be able to advertise vacant External, Alumni and Student Trustee positions in accordance with the equal opportunities policies of the Union and relevant legislation;</p> <p>29.2 may also invite suggestions for potential External, Alumni and Student Trustees from its membership; and</p> <p>29.3 may also approach the University for suggestions of potential External, Alumni and Student Trustees.</p>
<p>Student Council</p>	<p>30 Student Council is comprised of two separate Council bodies made up of representatives and Full Members of the Union</p> <p>31 The principle purpose of the Activities Council and Education Council is to scrutinise the Executive Committee and the elected Student Part-Time Representatives and to represent the views of Members. Both Councils can also initiate policy and inform the development of policy which emanates from the Executive Committee, student surveys or consultation or the general student body.</p> <p>32 The Activities Council consists of the following;</p> <ul style="list-style-type: none"> • The Chairperson plus 1 additional member of each Sports Team and Society affiliated to the Union • 2 Members of each Demon Media strand • 1 Member of the Volunteering Committee • 1 member of the RAG Committee • All Part-Time Student Representatives <p>33 The Education Council consists of the following;</p> <ul style="list-style-type: none"> • All elected School Representatives • Elected Course Representatives • Academic Board Representative • All Part-Time Student Representatives

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| | <p>34 All Full Members of the Union are able to attend and cast a vote in both the Activities and Education Council and propose agenda items</p> <p>35 If a Representative is unable to attend they are entitled to send a nominated person in their place.</p> <p>36 The Chair of each Council will be elected in the first meeting of the academic year. In the case of more than 1 Full Member nominating themselves for this position a poll will be taken to establish a majority preference.</p> <p>37 The Council may appoint a Deputy Chair to hold the meeting in the absence of the Chair.</p> <p>38 The Executive Officers may bring policy for discussion and approval to Council, if proposed and seconded by two other Full Members</p> <p>39 Executive Officers and Student Trustees have the right to attend and speak at Council but not to vote.</p> <p>40 It is at the discretion of the Chair to allow Any Other Business to be tabled.</p> <p>41 Each Student Council will meet up to 4 times per year. Representatives of Student Council and the Executive Officers may call a meeting of the Council via the Chair(s) of Council. 5 clear days notice shall be given of each meeting.</p> <p>42 No decision may be taken at a meeting of the Student Council unless a quorum is present at the time that the decision is purported to be taken. The quorum for meetings of each Student Council shall be 25 Full Members of the Union.</p> <p>43 The Chair of each Student Council will have the same voting rights as any member of the Student Council. In the case of an equality of votes a show of hands or in a poll, the Chair Student Council shall be entitled to a casting vote in addition to any other vote he or she may have.</p> |
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BYE-LAW (3): Elections, appointments and removals

Elections

- 1 Elections shall take place before 31 March in each academic year for each of the following:
 - 6 Part-Time Student Representatives elected by cross campus secret ballot;
 - 5 Sabbatical Officer Trustees elected by cross campus secret ballot;
 - School Representatives elected by the Course Representatives of the Faculty they are to represent; and
 - NUS Representatives.
- 2 Sabbatical Officer Trustees and Part-Time Student Representatives shall hold office from 1 July following their election, until 30 June of the following year.
- 3 Officers elected via a by-election shall hold office from the date of their election until the 30th June of that same academic year.
- 4 All candidates must be Full Members of DSU in accordance with article 10 of the Articles of Association.
- 5 No Student shall be eligible to serve more than two terms of office as a Sabbatical Officer Trustee.
- 6 No Student shall be able to hold office as a Part-Time Student Representative and a Sabbatical

	<p>Student Officer simultaneously.</p> <p>7 The level of remuneration for the Sabbatical Officers shall be agreed by the Board of Trustees but shall only be effective if the Board of Trustees follow the procedure and observes the conditions set out in clauses 6.3.3 of the Articles of Association.</p> <p>8 Once elected all Sabbatical Officers may attend meetings of the Executive Committee as an observer and any relevant meetings to which their future post entitles them, taking place immediately prior to taking up office on 1st July.</p>
<p>By-Elections</p>	<p>9 If a Sabbatical Officer position remains unfilled or falls vacant prior to the start of the academic year a by-election may, at the discretion of the Board of Trustees, take place.</p> <p>10 If a Sabbatical Officer resigns or is removed from office before the start of the academic year as a result of a vote of no confidence then a by-election may take place.</p> <p>11 If a Part-Time Student Representative position falls vacant or remains unfilled after the initial election, a by-election may be held. Should the position remain unfilled and a student expresses an interest, then there will be an co-option election held at the next meeting of a Student Council.</p> <p>11.1.1 The process of co-option shall be as follows:</p> <p>11.1.2 The student wishing to be co-opted must attend either the Activities or Education Student</p>

	<p style="text-align: center;">Council and state their reasons for standing</p> <p>11.1.3 Any co-option must be agreed by simple majority of Student Council</p>
<p>Regulations</p>	<p>12. These regulations shall apply to all elections by ballot for all Sabbatical Officer, Part-Time Student Officers and NUS representatives, and shall be read in conjunction with the Candidates' Guide and the Memorandum and Articles of Association of the Students' Union. The ballot could be conducted by electronic means or by paper ballot.</p> <p>13 Returning Officer</p> <p>13.1 The Returning Officer shall be responsible for the good conduct and administration of all Students' Union elections and shall have the sole interpretation of the election regulations.</p> <p>13.2 The Returning Officer shall not be a current member of the Union nor shall they have been a member of the Union in the preceding two (2) academic years or a member of employed staff of the Union</p> <p>13.3 The Returning Officer may appoint a Deputy Returning Officer and election officials to assist in the conduct of elections.</p> <p>13.4 The Deputy Returning Officer shall assist the Returning Officer and act on behalf and carry out duties as instructed by the Returning Officer.</p>

13.5 No Full Member or Associate Member is eligible to be an election official.

13.6 The Deputy Returning Officer and Election Officials shall write a Candidates' Guide which will include details for the relevant elections and outline the election regulations and procedures.

13.7 Changes to the election regulations should be ratified by the Board of Trustees at the earliest opportunity via the appropriate meeting.

13.8 The Returning Officer shall have sole authority to interpret this Bye Law and such interpretations shall not be subject to challenge in any meetings of the Union.

13.9 The Returning Officer shall establish an election complaints procedure.

13.10 The Returning Officer shall have sole authority to determine any complaint and any resulting action required. Such determinations shall not be subject to challenge in any meeting of the Union unless the action of the Returning Officer is proven to be negligent or fraudulent.

14 Notice of Elections

14.1 Elections shall take place during the University term. Notice of elections shall be published not less than five (5) working days prior to the opening of nominations.

14.2 The notice of elections shall list all positions to be elected and outline the elections timetable.

15 Nominations

15.1 Any Full Member of the student body, as defined in the Memorandum and Articles of Association, is eligible to stand for any of the available Union positions.

15.2 No Sabbatical Officer or member of Students' Union staff shall propose or second a candidate.

15.3 Any elected Sabbatical or Part-Time Student Representative who wishes to re-run as a Candidate should declare:

15.3.1 this prior to the opening of nominations and should be removed completely from the election process; and

15.3.2 their conflict of interest in meetings where the election process they wish to participate is in being discussed.

15.4 Candidates can only stand for one Sabbatical or Part-Time Officer post in each set of elections.

15.5 All candidates must sign to accept the election rules and abide by the Union's governing documents and Candidates' Guide.

15.6 All candidates must disclose any unspent criminal convictions.

15.7 All candidates must disclose any disciplinary action or complaints made against them by the

Union or the University.

16 Candidates' Meeting

16.1 The Returning Officer or nominated person(s) shall organise a meeting for all candidates to be held as soon as reasonably possible after the close of nominations.

17 Campaigning

17.1 The period of campaigning shall start after the last candidates' meeting or the Candidates' Question Time, whichever is the latter, and shall continue until the close of the ballot.

17.2 Candidates will be expected to follow Students' 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.

17.3 Current Officers seeking re-election to their sabbatical role 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 Union resources to campaign.

18 The Ballot

18.1 Re-open nominations shall be a candidate in all DSU elections.

18.2 Voting for all positions shall be by secret ballot and shall be conducted in accordance with the

Single (or Alternative) Transferable Vote system in accordance with the procedures of the Electoral Reform Society of Great Britain and Ireland.

19 The Count

19.1 The Returning Officer shall arrange for the count to take place and for it to be held in accordance with rules and procedures as he/she may determine.

19.2 The count will commence only when the Returning Officer is satisfied that any complaints received in compliance with clause 21 of this Bye-Law relating to the conduct of the election have been considered.

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

19.4 Once the count has commenced no further complaints will be considered other than complaints relating to the conduct of the count itself

20 Declaration

20.1 The Returning Officer shall inform the candidates of the time and venue where the results will be released.

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

20.3 The Returning Officer or their nominee will declare and publish the results of the election.

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

21 Complaints and appeals

21.1 Any challenge or complaint concerning the administration or good conduct of the election should be submitted to the Returning Officer 3 hours prior to the commencement of the count.

21.2 All complaints must be made in writing with the complainant stating their full name and student registration number.

21.3 Any challenge or complaint regarding the conduct of the count must be submitted to the Returning Officer within one (1) clear day of the end of the count.

21.4 In determining a resolution to a complaint, the Returning Officer - after a full investigation - may not uphold the complaint; or may halt elections for specific post(s) or disqualify individual candidate(s) if, in their view, a candidate(s) has breached election regulations. Any appeal against the decision of the Returning Officer shall be made to the University within two (2) clear days of that decision being communicated to the complainant. The decision of the University shall be final with no further right of appeal.

Referendums	<p>22 Any referendum shall be supervised by the Returning Officer or nominated person(s) in accordance with accepted practices.</p> <p>22.1 The voting times shall be agreed by the Executive and publicised to the members of the Union.</p> <p>22.2 Student Council shall be responsible for deciding the wording of the question on the referendum ballot paper. The question shall require a decision either `FOR', `AGAINST' or `ABSTAIN'.</p> <p>22.3 Referendums shall be conducted in accordance with article 14 of the Articles of Association.</p> <p>22.4 A referendum may be called by a Secure Petition signed by at least 100 members, except in the case of a Referendum to pass a motion of no confidence in a Trustee or Elected Officer where articles 38 and 40 of the Articles of Association apply.</p> <p>22.5 Subject to articles 38 and 40, a resolution may only be passed by Referendum if at least 500 members cast a vote in the Referendum and a majority of votes cast are in favour of the resolution</p>

BYE-LAW (4): Conduct, discipline and complaints

Discipline of Members	1	The conduct and discipline of all Full, Associate, Alumni and Honorary Life DSU Members shall be governed by the Unions' Code of Conduct and Disciplinary For Members Procedure.
Discipline and Conduct of Staff	2	The conduct and discipline of members of staff shall governed by their contracts of employment, terms and conditions and the Union Staffing Protocol.
Complaints	3	Complaints about service delivery, Sabbatical and Student Trustees and Part-Time Student Officers shall be dealt with via the Complaints Procedure. Members who complain will also be referred to the mechanisms for the removal of officers set out in the Articles of Association.
	4	Any complaint about a member of DSU staff will be dealt with according to the Complaints Procedure and the Staffing Protocol.
Executive Committee Officer Protocol	5	All Sabbatical Officers shall comply with the governing Staffing Protocol.
Policy Review	7.	The Board of Trustees shall review all conduct, discipline and complaints policies every 3 years.

BYE-LAW (5): Finances of the Students' Union

Block Grant	<ol style="list-style-type: none">1. DSU receives an annual allocation of funds from the University, known as the block grant, sufficient in the view of the University to enable DSU to pursue its aims and objectives effectively. DSU, through the Board of Trustees, shall ensure that such funds are used only for such purposes as are consistent with DSU's status as a registered charity and in accordance with any stipulations made at the time of making the grant.2. The DSU Trustee Board must receive and approve the block grant application prior to submission to DMU.3. The Board of Trustees, shall ensure that proper books of account are maintained and that these books shall be audited annually by a qualified auditor appointed by the Charity in the Annual General Meeting.4. The financial year of DSU shall run from 1st August to 31st July.
Budgets	<ol style="list-style-type: none">5. Not less than two months before the start of the financial year annual budgets shall be drawn up by each budget holder covering all income and expenditure under their responsibility. Budgets shall include, by month, the anticipated income and expenditure levels for the forthcoming financial year.6. The annual budget shall be presented for approval at the Board of Trustees meeting and noted by Student Council.7. All expenditure must be approved by the budget holder prior to order of goods or services.

	<p>8. Non-budgeted expenditure over £1000 but under £5,000 should be approved by the Executive Committee</p> <p>9. Non-budgeted expenditure of £5,000 or above should be approved by the Board of Trustees.</p> <p>10. The CEO can approve emergency items necessary for the proper running of the business and/or for legal reasons (e.g. H&S)</p>
Capital Expenditure	<p>11. Capital expenditure requests must be included in the annual budget process.</p> <p>12. Capital expenditure in excess of £50,000 must receive the prior approval of the University.</p> <p>13. 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 with an initial purchase price of >1,000</p> <p>14. DSU 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.</p> <p>15. The value of each asset shall be depreciated using methods and rates as approved by the Trustee Board in the depreciation policy.</p>
Annual Accounts	<p>16. The Board of Trustees shall ensure that proper books of account are maintained.</p> <p>17. The Board of Trustees shall ensure that the annual accounts, together with the Auditors' Report and Trustees Report, shall be presented to the membership at the Annual General Meeting.</p> <p>18. The annual accounts shall be available to all members of DSU and the University.</p>
Management	<p>19. The Board of Trustees shall ensure that management accounts are produced to an appropriate</p>

Accounts	<p>standard and schedule in order that performance against budget may be monitored and controlled in a timely manner.</p> <p>20. The Executive Officers shall receive full copies of the management accounts of DSU on a monthly basis. Other Trustees shall receive a quarterly summary of the management accounts.</p> <p>21. On a monthly basis budget holders will attend a management accounts variance review meeting where the current results are discussed and analysed.</p>
Financial controls	<p>22. The Board of Trustees shall ensure the development and maintenance of effective financial control, procedures and practices which shall be detailed in the Financial Regulations of the Union.</p>
Bank Accounts	<p>23. The Board of Trustees must approve the opening or closing of all bank accounts.</p> <p>24. There shall be two signatories to the account:-</p> <p>24.1 The President (or named Deputy President Education or Vice President Student Activities in his/her absence) and</p> <p>24.2 The CEO (or named Deputies in his/her absence)</p> <p>24.3 In any event there must be one Trustee signature and one staff signature. Cheques made payable to a nominated signatory must not be signed by that signatory.</p>
Investments	<p>25. The Board of Trustees is responsible for oversight of all investment of funds of DSU and for approval of the investment policy</p>
Loan agreements	<p>26. All loan agreements must be signed in accordance with the cheque signatory mandate.</p> <p>27. Loan agreements with a value of < £5,000 to be approved by the Executive Committee.</p> <p>28. Loan agreements of £5,000 or over to be approved by the Board of Trustees.</p>

Contracts	<p>29. All contracts and agreements must be signed in accordance with the cheque signatory mandate.</p> <p>30. Contracts with a value of < £5,000 to be approved by the Executive Committee.</p> <p>31. Contracts with a value of £5,000 or over must be approved by the Board of Trustees.</p> <p>32. Any contract relating to the lease or hire of goods or services for a period of > 12 months must be referred to the CEO who shall obtain approval from the Trustees.</p>
External grants	<p>33. The Board of Trustees must approve all external grant funding applications</p>
Insurance	<p>34. The Board of Trustees, through the CEO, shall be responsible for ensuring that appropriate insurance cover is undertaken, including the risk of theft, damage and loss of property and assets and employers and Public/Product liability.</p> <p>35. Senior Mangers shall promptly notify the CEO of all new risks, which require insurance, and of any alterations affecting existing risks and insurances.</p> <p>36. The Board of Trustees shall ensure there are adequate controls for maintaining proper security at all times for all cash, stock, stores, furniture and other Students' Union assets.</p>
Risk	<p>37. The Trustee Board shall agree the organisation's overall approach to risk and approve the risk register on a bi annual basis by high level risks:</p> <p>38. Overall responsibility for risk management is delegated by the Trustee Board to the CEO</p>

BYE-LAW (6): Activities and affiliations to external organisations.

Clubs and Societies

- 1 Clubs and Societies may be recognised by the Board of Trustees provided they meet the requirements of Bye-Law 7 governing Clubs and Societies and do not contravene DSU's aims and objectives.
- 2 All Clubs and Societies shall act within charitable aims and objectives of the Union.

Affiliations to External Organisations

- 3 Any proposal to affiliate to an external organisation shall be subject to the approval of the Executive Committee and noted at the annual general meeting of the Charity.
- 4 Details of affiliations to external organisations including the name of the organisation and affiliation fee, shall be included in DSU's annual report which shall be made available to Students and to the University Board. Donations should be in keeping with charity and company law.
- 5 In the event of a challenge to an existing affiliation a petition signed by at least 100 Full Members of DSU must be submitted to the President. A referendum shall be held on the issue. The referendum shall be conducted in accordance with section 22 of Bye Law 3 (Election and Referendum Regulations). A further referendum on the same affiliation cannot be called in the same academic year.

RAISE AND GIVE 'RAG'

- 6 All public collections, made as part of RAG shall comply with the licensing requirements of charities legislation as amended from time to time.
- 7 The Union shall ensure that any activities, collections, events, undertaken as part of RAG do not contravene DSU's charitable aims and objectives and the amounts collected will be published in the annual report and accounts of the charity.

BYE-LAW (7) Club and Society Regulations

Definitions

1. For the purpose of this bye-law the term 'Clubs' shall refer to all Sports Clubs recognised by De Montfort University Students' Union.
2. For the purpose of this bye-law the term 'Societies' shall refer to all societies recognised by De Montfort University Students' Union

Recognition of Clubs

3. Any full member or members wishing to form a club must present their case as well as a club registration form detailing the aims and objectives of the proposed club to the Executive Committee. The registration form should include the names, addresses, signatures and P number of four full members who wish to be on the club committee.
4. Throughout the year the Executive Committee shall have the power to recognise Clubs. In addition;
 - Activities Council will have the power to recognise clubs,
 - Activities Council shall be a body of appeal in matters of club recognition and shall have the power to overturn the decision of the Executive Committee in regard to the recognition of a club.
5. The Executive Committee may refuse recognition of a Club if:
 - a Club with broadly similar aims and objectives is already recognised and the Committee judges that the new Club would merely duplicate activity already available
 - its proposed activities are, in the opinion of the Panel, not in accordance with the Union's constitution and are considered unsafe
 - the Executive Committee believes there are other substantial reasons for doing so

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| | <ol style="list-style-type: none">6. The Executive Committee may withdraw recognition of a Club if:<ul style="list-style-type: none">• its activities are, in the opinion of the Committee, not in accordance with the provisions of its constitution or its aims and objectives as stated at the time of recognition• the Club breaches Union Policy, Code of Conduct or the regulations outlined in this Bye-Law• the Committee believes there are other substantial reasons for doing so7. Newly recognised Clubs shall have Eight term time weeks (accounting for the time of year, holidays and any other factors) to gain ten members from the date of recognition. For each Club with fewer than ten members the Executive Committee will either confirm the withdrawal of recognition or accept the Club under Section 9.8. Recognised Club members must be registered through the students' union website and must be full members or Associate or Alumni members of the Students' Union. All Club memberships will expire on July 31st.9. The Executive Committee may rule that the continued existence of a Club is of particular importance to all or part of the membership and exempt it from withdrawal of recognition in the event that its membership falls below ten. |
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Finances

10. All recognised Clubs will have their own account within DSU.
11. No Club is permitted to hold any funds outside of the DSU accounts
12. Use of the DSU account protects the Club from misappropriation of Club funds due to controls in place. Controls include:
 - The Sports Development Manager and Finance Manager will review requests for expenditure to ensure it is correctly stated and appropriate in accordance with the club's aims.
 - All expenditure must be signed off by the Chair and Treasurer of the Club along with the Sports Development Manager, or Membership Services Manager in their absence.
 - DSU staff will raise sales invoices and chase debts on behalf of the Club e.g. sponsorships. This will aid recovery of amounts due to the Club on a timely basis.
 - DSU can also assist with issues arising on purchases e.g. supplies of goods or services not being complete or to the standard expected. DSU can withhold payment or seek recompense if the goods or service do not meet the requirements expected including legal action if necessary.
13. The procedure for allocating funds to recognised Clubs and Societies shall be consistent with the Education Act 1994
14. The Unions Trustee Board will determine the grant available for allocation to student clubs as part of its annual budget setting exercise
15. The Vice President Student Activities will allocate grants to student clubs based on a set of criteria agreed annually by the Executive Committee
16. Details of all grants allocated shall be published by the Union and recorded in the minutes of meetings
17. All sponsorship issues should be referred to the Vice President Student Activities and approved by the Executive acting under the delegated authority of the Board of Trustees before any agreement is finalised.

Provision of Resources	<p>18. Recognised Clubs shall be entitled:</p> <ul style="list-style-type: none">• to access the services provided by the Union finance office and the helpdesk, subject to the availability of such services• to book facilities in the Union and University, subject to any regulations or restrictions• to receive transport to attend BUCS and other recognised competitive fixtures• to hold administration rights to their Club page on the students' union website subject to regulations• to attend Club training sessions• to book the students' union mini bus, subject to mini bus terms and conditions• to access other Union facilities and resources as and when they become available
Responsibilities	<p>19. The Club Committee will consist of the following officers who shall be full members of the university.</p> <ul style="list-style-type: none">• Chairperson• Secretary• Treasurer• Safety Officer <p>20. These Committee members will become members of their club by signing up online, following the same processes as every other member.</p> <p>21. One or more of the Committee members will be responsible for keeping the club webpage up to date</p> <p>22. Committee members will be required to attend all necessary training and events put on by the Students' Union.</p> <p>23. Committee members will be required to attend Freshers' Week to promote their club to the student population and the wider community</p> <p>24. The Club Committee shall abide by the regulations set out in the standard Constitution and the Code of Conduct and sign on behalf of the whole club.</p>

<p>Meetings</p>	<p>25. Club Meetings:</p> <ul style="list-style-type: none"> • The annual general meeting of each club will be held before the end of each academic year • There shall be at least one general meeting of each club per term. All committee members shall attend unless reasonable apologies are submitted. • The quorum of all clubs general meetings shall be 40% + 1 of the club membership <p>26. Students' Union Meetings:</p> <ul style="list-style-type: none"> • Each Club must ensure that at least two members attend every De Montfort University Students' Union Annual General Meeting (AGM) and Activities Council. • Unless prior written apologies are given, failure to attend will result in: <ul style="list-style-type: none"> • A £25.00 fine for failing to attend a first meeting • The freezing of the Club's budget if a Club fails to attend two meetings in a row • The complete closure of the Club and the reallocation of any remaining budget if a third successive meeting is missed
<p>Elections</p>	<p>27. Each Club must elect its forthcoming committee before the end of each academic year.</p> <p>28. DSU requires the appointment of the committee to be subject to a democratic process in which all members of the club can stand for positions and are allowed to vote.</p> <p>29. Club Committee elections should take place through the DSU website. If not through the website then they should take place at a Club Annual General Meeting via paper ballot or show of hands. Either format must be carried out through a democratic process before the end of the academic year.</p> <p>30. Only full members shall be entitled to stand or vote in elections, or to hold a position on the committee in any recognised Club.</p> <p>31. The committee positions of the Club are restricted to registered members of the Club.</p>
<p>Recognition of Societies</p>	<p>32. Any full member or members wishing to form a Society must present their case as well as a Society registration form detailing the aims and objectives of the proposed Society to the Societies Panel. The registration form should include the names, addresses, signatures and P number of four full members who wish to be on the society committee.</p> <p>33. Throughout University term time, Societies Panel shall have the power to recognise Societies;</p> <ul style="list-style-type: none"> • Outside university term time the Vice President Student Activities shall have the same powers as Societies Panel.

- Activities Council will have the power to recognise Societies.
- Activities Council shall be a body of appeal in matters of society recognition and have the power to overturn the decision of the Societies Panel in regard to the recognition of a Society.

34. The Societies Panel shall be chaired by the Vice President Student Activities and the committee shall be made up of one elected representative of each society category. Representatives shall be democratically elected through the DSU website at the end of each academic year.

35. The Societies Panel must have an attendance of one third plus 1 to be quorate. In instances of the Panel not being quorate, decisions may be made by the Chair.

36. The Societies Panel may refuse recognition of a Society if:

- a Society with broadly similar aims and objectives is already recognised and the panel judges that the new Society would merely duplicate activity already available
- its proposed activities are, in the opinion of the Panel, not in accordance with the Union's charitable objectives
- the Panel believes there are other substantial reasons for doing so

37. The Societies Panel may withdraw recognition of a Society if:

- its activities are, in the opinion of the Committee, not in accordance with the provisions of its constitution or its aims and objectives as stated at the time of recognition
- the Society breaches Union Policy, Code of Conduct or this Bye-Law
- the Panel believes there are other substantial reasons for doing so

38. Newly recognised Societies shall have Eight term time weeks (accounting for the time of year, holidays and any other factors) to gain ten members from the date of recognition. For each Society with fewer than ten members the Societies Panel will either confirm the withdrawal of recognition or accept the Society under Section 40.

39. Recognised society members must be registered through the Students' Union website and must be full members of the students' union. All Society memberships will expire on July 31st. Those alumni who have purchased, and had approved an Alumni or Associate membership must also be registered through the Students' Union website.

40. The Societies Panel may rule that the continued existence of a society is of particular importance to all or part of the membership and exempt it from withdrawal of recognition in the event that its membership falls below ten.

<p>Finances</p>	<p>41. All recognised societies will have their own account within DSU.</p> <p>42. No society is permitted to hold any funds outside of the DSU accounts.</p> <p>43. Use of the DSU account protects the Society from misappropriation of Society funds due to controls in place. Controls include:</p> <ul style="list-style-type: none"> • The Volunteer & Societies Manager and Finance Manager will review requests for expenditure to ensure it is correctly stated and appropriate in accordance with the society's aims. • All expenditure must be signed off by the Chair and Treasurer of the Society along with the Volunteer & Societies Manager or the Membership Services Manager and Finance Manager. • DSU staff will raise sales invoices and chase debts on behalf of the Society e.g. sponsorships. This will aid recovery of amounts due to the Society on a timely and complete basis. • DSU can also assist with issues arising on purchases e.g. supplies of goods or services not being complete or to the standard expected. DSU can withhold payment or seek recompense if the goods or service do not meet the requirements expected including legal action if necessary. <p>44. All recognised societies will have access to the DSU Development Fund. Information on this can be found on the Societies Funding Guidance document available at www.demontfortstudents.com</p>
<p>Resources</p>	<p>45. Recognised Societies shall be entitled:</p> <ul style="list-style-type: none"> • to access the services provided by the Union finance office and the helpdesk, subject to the availability of such services • to book rooms in the Union and University Buildings, subject to any regulations • to apply for funding from the Societies Development Fund subject to any financial regulations • to administration rights to their society page on the students' union website subject to regulations • to attend society training sessions • to book the students' union mini bus, subject to mini bus terms and conditions • to access other Union facilities and resources as and when they become available

<p>Responsibilities</p>	<p>46. The Society Committee will consist of the following officers who shall be fully enrolled members of the university, and full Students' Union members.</p> <ul style="list-style-type: none"> • Chairperson • Secretary • Treasurer • Safety Officer <p>47. These Committee members will become members of their society by signing up online, following the same processes as every other member.</p> <p>48. One or more of the Committee members will be responsible for keeping the society webpage up to date.</p> <p>49. Committee members will be required to attend all necessary training and events put on by the Students' Union.</p> <p>50. Committee members will be required to attend Freshers' Week to promote their society to the student population and the wider community.</p> <p>51. The Society Committee shall abide by a standard Constitution and the Code of Conduct, and sign on behalf of the whole Society.</p>
<p>Meetings</p>	<p>52. Society Meetings:</p> <ul style="list-style-type: none"> • The annual general meeting of each club or society will be held before the end of each academic year • There shall be at least one general meeting of each society per term. All committee members shall attend unless reasonable apologies are submitted. • The quorum of all societies general meetings shall be 40% + 1 of the society Membership <p>53. Students' Union Meetings:</p> <p>Each Society must ensure that at least two society members attend every De Montfort University Students' Union Annual General Meeting (AGM) and Activities Council.</p> <p>Unless prior written apologies are given, failure to attend will result in:</p> <ul style="list-style-type: none"> • A £25.00 fine for failing to attend a first meeting • The freezing of the Society budget if a Society fails to attend two meetings in a row • The complete closure of the Society and the reallocation of any remaining budget if a third successive meeting is missed

<p>Elections</p>	<p>54 Each Society must elect its forthcoming committee before the end of each academic year.</p> <p>55 DSU requires the appointment of the committee to be subject to a democratic process in which all Full Members of the society can stand for positions and are allowed to vote.</p> <p>56 Society Committee elections should take place through the DSU website.</p> <p>57 If not through the website then they should take place at a Society Annual General Meeting via paper ballot or show of hands. Either format must be carried out through a democratic process before the end of the academic year. DSU acknowledges that religious societies may choose to conduct these democratic processes in a way that allows spiritual guidance to be sought, for example, through prayer.</p> <p>58 Only full members shall be entitled to stand or vote in elections, or to hold office in any recognised Society. The committee positions of the society are restricted to registered members of the society.</p>
<p>Societies Convention</p>	<p>59 The Societies Convention will usually take place once a term and be attended by:</p> <ul style="list-style-type: none"> • The Societies Officer • Two representatives from each society recognised by the Societies Committee <p>60 The Societies Convention will be an open meeting.</p> <p>61 Meetings of the Societies Convention may be called at any time by the Volunteer and Societies department, but will usually take place once a term.</p> <p>62 Meetings of the Societies Convention will normally be chaired by the Vice President Student Activities. In the absence of the Vice President Student Activities, the Societies Panel will appoint one of its members to act as Chair.</p> <p>63 Notice of meetings of the Societies Convention will be given at least five days in advance of the meeting. Submissions for agenda items will be taken until the day before the meeting.</p> <p>64 The Societies Convention will discuss items of concern to Societies in attendance but can not overturn the decisions of the Societies Panel. It can make recommendations to the Panel however.</p>
<p>Removal of Membership for Clubs and Societies</p>	<p>66. A Club or Society committee have the right to remove someone's membership of that club or society if they are considered to have breached the Code of Conduct. This applies to both full members of DSU as well as Alumni and Associate members.</p> <ul style="list-style-type: none"> • To do this they must present, or be presented with a signed petition from the membership with a minimum of ten signatures of full members of the club/society. • Evidence of breach of the Code of Conduct must be provided • This will then be voted on by the committee.

	<ul style="list-style-type: none"> • Any appeal by the member will be heard by the Vice President Student Activities who will consider all evidence. <p>67. Any club/society member or club/society committee member can request for the removal of a committee member from their position, and membership within the club/society if they are considered to have breached the Code of Conduct. This must be raised with the Vice President Student Activities who will follow the disciplinary procedure.</p>
<p>Code of Conduct for Clubs and Societies</p>	<p>68. The Students' Union will not tolerate any form of discrimination or misrepresentation, and any such occurrences will result in the Students' Union ceasing to recognise that club or society with the withdrawal of monies/facilities provided.</p> <p>69. Any allegations of discrimination or harassment made by or against a club or society or its leaders must be dealt with via the appropriate Union harassment or equal opportunities procedure for the protection of all parties.</p> <p>70. The Students' Union expects all clubs and societies to uphold both the Students' Union's and the University's equal opportunities policies and the Union's Code of Conduct for Members.</p> <p>71. The Students' Union expects all clubs and societies to uphold the University's General Regulations and Code of Practice on Freedom of Speech. De Montfort University Students' Union and De Montfort University reserves the right to cancel any event that is considered to breach its equality policies, freedom of speech, external speakers or security policies or bring either organisation into disrepute.</p> <p>72. Failure to abide by these regulations, the Bye-Laws and the Schedules may result action via the Disciplinary Procedures for Members</p>