



# **Bye-Laws of De Montfort University Students' Union**

## **Background**

De Montfort University Students' Union ("DSU" or "the Students' 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 Student Council and ratified by the DSU Trustee Board in accordance with Article 12 of the Articles of Association of DSU.

### **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 DSU. Any references made to 'the University' or 'University' shall be in regard to De Montfort University or 'DMU'.

The Articles of the Association of DSU 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 DSU.

## **Amendments**

These Bye-Laws may be altered, varied or amended by Student Council and ratified by Trustee Board in accordance with the Articles of Association, namely Article 12.

## 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.

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## 1. MEMBERSHIP

### 1.1. Definition

1.1.1. Membership of DSU is as defined in Article 6 of DSU's Articles of Association.

### 1.2. Rights and Privileges

1.2.1. Members of DSU have access to particular services, depending on their membership type. All members of DSU are subject to DMU Student Regulations.

### 1.3. Student Members

1.3.1. All students enrolled on a University programme of study are automatically full members of DSU 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 DSU as outlined in Article 7 of DSU's Articles of Association and this bye-law.

1.3.3. Student Voice Leaders shall be Student Members of DSU.

1.3.4. Students Members of DSU may:

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

1.3.4.8. Use DSU facilities and premises.

#### **1.4. Opting-Out of Membership**

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

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 DSU;

1.4.2.2. Hold elected office in DSU;

1.4.2.3. Vote in DSU elections and referenda;

1.4.2.4. Attend and speak at DSU meetings;

1.4.2.5. Join student groups, and liberation groups affiliated to DSU;

1.4.2.6. Hold committee positions in student groups;

1.4.3. Students who wish to opt-out of membership of DSU must do in writing to [voice@dmu.ac.uk](mailto:voice@dmu.ac.uk)

1.4.4. The opt-out shall be valid until the person chooses to re-join membership of DSU.

1.4.5. Students who wish to re-join membership of DSU must contact DSU [voice@dmu.ac.uk](mailto:voice@dmu.ac.uk)

#### **1.5. Membership and Opted Out student Requirements**

1.5.1. All members of DSU and opted-out students are required to conduct themselves according to DSU's governing documents and code of conduct whilst engaging in any DSU activities. As well as DMU Student Regulations and code of conduct.

#### **1.6. Termination of membership**

1.6.1. Membership of DSU 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;

1.6.2. A Student Voice Leader is removed from office through a vote of no confidence.

## 2. ELECTIONS

### 2.1. Overview of All Elections

- 2.1.1. Procedures specified in this Bye-Law shall should be read in conjunction with the Election Regulations and the Articles of Association of DSU.
- 2.1.2. All DSU's elections shall be fair, democratic, accessible and transparent.
- 2.1.3. Elections Candidates must be Student Members of DSU in accordance with Article 7 of DSU's Articles of Association.
- 2.1.4. Notice of DSU elections will be placed on DSU website at least 5 working days before nominations open. Such notice will include dates of the election, where voting will take place, a list of all the posts to be filled, the time and date of the count, as well as how and when the results will be communicated.
- 2.1.5. Nominations
  - 2.1.5.1. All 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.
  - 2.1.5.2. Nominations can only be made by a prospective Candidate personally.
  - 2.1.5.3. The names and manifestos of Candidates will be displayed on DSU's website as soon as reasonably possible following the close of nominations.
- 2.1.6. To ensure neutrality and integrity of the elections, DSU 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.
- 2.1.7. Staff at DSU and the University cannot influence an election in any way and at no time express any preference of candidate. 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 Deputy Returning Officer at the earliest opportunity.
- 2.1.8. Voting
  - 2.1.8.1. An option to vote to "re-open the nominations" shall be available in all DSU elections, if the voter believes all the Candidates are

unsuitable.

2.1.8.2. 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.

2.1.8.3. Any campus polling stations will be conducted by DSU staff and may be conducted by electronic means or by paper ballot.

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

2.1.10. The Voting period will normally last no longer than five working days.

2.1.11. Vote Count

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

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

2.1.12. Should an elected position be unfilled or become vacant the following process shall be followed;

2.1.12.1. 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.

2.1.12.2. Where there is no alternative eligible Candidate or the Candidate with the next highest number of votes no longer wishes to stand, a further election will be held, scheduled at the discretion of the Deputy Returning Officer; and

2.1.12.3. If a position becomes vacant on or after 1st September a by-election shall be held, scheduled at the discretion of the Deputy Returning Officer.

## **2.2. Returning Officer and Deputy Returning Officer**

2.2.1. Returning Officer

2.2.1.1. The Returning Officer shall be ultimately responsible for the fair and free running of all elections. The Returning Officer shall be responsible for enforcing these bye-laws and the Election Regulations.

2.2.1.2. The Returning Officer shall be selected by DSU's Board of Trustees.

2.2.1.3. The Returning Officer shall be a suitable person who

demonstrates the knowledge necessary to fulfil the role and shall be independent of DSU and the University.

2.2.1.4. The Returning Officer is recognised by DSU and the University as the independent person to whom complaints and appeals should be referred, in relation to all matters concerning the conduct of elections.

2.2.1.5. The Returning Officer shall have sole authority to interpret this Bye-Law and shall not be subject to challenge in any meetings of DSU or any student campaigns.

2.2.1.6. The Returning Officer will submit a statement, via DSU'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.

## 2.2.2. Deputy Returning Officer

2.2.2.1. A suitably qualified staff member of DSU shall act as the Deputy Returning Officer. The Returning Officer shall approve the appointment of this person.

2.2.2.2. The Deputy Returning Officer shall be responsible for assisting the Returning Officer in carrying out their duties.

2.2.2.3. The Deputy Returning Officer shall be responsible for the day-to-day planning of the elections process, which includes;

2.2.2.3.1. Producing guidance/information

2.2.2.3.2. Confirming eligibility of Candidates

2.2.2.3.3. Briefing and training Candidates

2.2.2.3.4. Administering the ballot and count

2.2.2.3.5. Publishing complaint and appeal deadlines

2.2.2.3.6. Delegated powers from the Returning Officer to issue rulings and warning to those taking part in the election in relation to the election rules.

2.2.2.4. If the Deputy Returning Officer's decisions are appealed, the Deputy Returning Officer will refer to the independent Returning Officer for a final decision to be made.

## 2.3. Officer Elections

2.3.1. There shall be a cross-campus ballot for the following Student Voice Leaders and Liberation Officers.

2.3.2. Elections for Student Voice Leaders and Liberation Officers shall take place each academic year during the spring term.

2.3.3. All Officer Elections will follow this sequence;

2.3.3.1. Notice of Elections

2.3.3.2. Nominations

2.3.3.3. Purdah

2.3.3.4. Candidate Briefing(s)

2.3.3.5. Campaign Period opens

2.3.3.6. Voting Period

2.3.3.7. Vote Count

2.3.3.8. Publication of Results

2.3.4. 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.

2.3.4.1. 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 those online).

2.3.4.2. Candidates must seek clarification from the Deputy Returning Officer with regard to any posts they hold or events this wish to participate in.

2.3.5. Students will not be eligible to stand for an Officer position if;

2.3.5.1. The student is, or has been, disqualified from holding officer positions, previous Officer elections, have any criminal convictions or are subject to imminent legal proceedings which, in the view of the Deputy Returning Officer, may result in them being unsuitable to be an officer of DSU. Members are required to disclose such information and must advise the Deputy Returning Officer of the circumstances before standing.

2.3.6. The student has served two terms of office as a Student Voice Leader, as specified in Part 22(2) of the Education Act 1994 and Article 15.2 of DSU's Articles of Association.

2.3.6.1. The student has been sanctioned for gross misconduct by DSU as a paid employee or as a volunteer.

- 2.3.6.2. The student ceases to be a Student Member of DSU, for example through termination of study.
- 2.3.7. The student is already standing for an Officer position. For the avoidance of doubt, a nomination cannot be made for a position both as a Student Voice Leader and a Liberation Officer and the Candidate must choose their preference in order to proceed in the elections.
- 2.3.7.1. A manifesto is not submitted by the published deadline to support their candidacy.
- 2.3.7.2. The student has not participated in a candidate briefing.
- 2.3.8. Any elected Student Voice Leader or Liberation Officer who is eligible to stand again as a Candidate (for any position) should be removed completely from internal working groups and/or meetings regarding the organisation and delivery of elections.
- 2.3.9. Current Student Voice Leaders seeking re-election to any Officer 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 their working resources to campaign.
- 2.3.10. The results of the elections for all Officer posts will be reported to the University's Board of Governors by the CEO of DSU and posted on the DSU's website.
- 2.3.11. Student Voice Leaders and Liberation Officers shall hold office from 1st July following their election until 30th June of the following year.
- 2.3.12. Officers elected via a by-election shall hold office from 1<sup>st</sup> July, or the date of their election if after the 1<sup>st</sup> July, until the 30th June of that same academic year.
- 2.3.13. Should a Liberation Officer position remain unfilled and a student expresses an interest in that post a co-option election process will be held at the next meeting of Student Council.
- 2.3.13.1. The process of co-option shall be as follows:
- 2.3.13.1.1. The student wishing to be co-opted must attend Student Council and state their reasons for standing for the position;
- 2.3.13.1.2. An opportunity to ask the Candidate questions will be available to those attending Student Council;
- 2.3.13.1.3. A ballot shall be conducted amongst the voting members of the Student Council present at that meeting; and;
- 2.3.13.1.4. A simple majority shall determine the result of the co-

option process.

## **2.4. NUS Delegate Elections**

- 2.4.1. There shall be a cross-campus ballot for NUS Delegates, as defined by NUS.
- 2.4.2. The total number of delegates DSU 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 a Student Voice Leader.
- 2.4.3. DSU's Student Voice Leader shall be the delegation leader for all NUS conferences including special or emergency conferences.
- 2.4.4. Should a NUS Delegate position remain unfilled and a student expresses an interest in that post a co-option election process will be held at the next meeting of Student Council.
  - 2.4.4.1. The process of co-option shall be as follows:
    - 2.4.4.1.1. The student wishing to be co-opted must attend Student Council and state their reasons for standing for the position;
    - 2.4.4.1.2. An opportunity to ask the Candidate questions will be available to those attending Student Council;
    - 2.4.4.1.3. A ballot shall be conducted amongst the members of the Student Council present at that meeting; and;
    - 2.4.4.1.4. A simple majority shall determine the result of the co-option process.

## **2.5. Student Group Committee Member Elections**

- 2.5.1. All participants in Student Group elections must be current Student Members of DSU and registered members of the corresponding Student Group.
- 2.5.2. Committee Members must be elected to their position by the Student Members of that Student Group.
- 2.5.3. Committee Members must be elected through an online election, as facilitated by DSU.
  - 2.5.3.1. Alternative methods will be used for some Student Groups at the discretion of the Opportunities Team with the approval of the Deputy Returning Officer; in order to ensure representation without barriers.
- 2.5.4. Committee Members shall hold office from 1<sup>st</sup> July (or following their election if later) until 30<sup>th</sup> June the following year.
- 2.5.5. Additional non-core positions may be created at the discretion of the Student

- Group committee, if a Student Group meets the below criteria;
- 2.5.5.1. All four core Committee Member roles are filled
  - 2.5.5.2. The group has a minimum of 10 registered members
- 2.5.6. The additional role is significantly different from pre-existing committee roles within the Student Group.
- 2.5.6.1. The creation of the additional position is approved by all Committee Members of the Student Group.
  - 2.5.6.2. Once approved, the role must be filled in accordance with this Bye-Law.
- 2.5.7. Student Group Elections shall be held before the end of the academic year.
- 2.5.8. If positions remain unfilled, a by-election may be held at the discretion of the Deputy Returning Officer.
- 2.5.9. Should a core Committee Member position remain unfilled after a by-election and a student expresses interest in that post, a co-option process will be scheduled by the Opportunities team.
- 2.5.9.1. The process of co-option shall be as follows:
    - 2.5.9.1.1. The student wishing to be co-opted must state their reasons for standing for the position in writing to the Student Group committee and Opportunities team;
    - 2.5.9.1.2. An opportunity to ask the Candidate questions will be available to those on the Student Group committee;
    - 2.5.9.1.3. An online ballot shall be conducted amongst the Student Group committee;
    - 2.5.9.1.4. A simple majority shall determine the result of the co-option process.
- 2.5.10. A Student Group Committee Member may only hold one position within an individual Student Group.
- 2.5.11. A student may only hold two Student Group committee roles in total.
- 2.5.12. Any additional non-core Committee Member positions that remain unfilled after two elections (election or by-election), will be automatically removed from the Student Group.
- 2.5.13. A Student Voice Leader of DSU may not serve on the committee of any Student Group.

- 2.5.14. In the event that a core Committee Member position remains vacant following a by-election, resulting in the disaffiliation of the group, that group will be designated as a "Save a Society/Save a Sports Club" group.
- 2.5.15. To initiate the "Save a Society/Save a Sports Club" process, a minimum of four students must approach the Opportunities Team to fill at least the four core vacant positions.
- 2.5.16. None of the students proposing to rescue the student group may have held a committee position in that group at the time it failed to elect all four core committee positions.
- 2.5.17. De Montfort Students' Union reserves the right to grant exceptions for students who were committee members during the group's failure to elect all four core committee positions, provided they could have been successfully elected for a role had the other core positions been filled. Such exemptions are at the discretion of De Montfort Students' Union.
- 2.5.18. Student groups designated as "Save a Society/Save a Sports Club" will retain this status for a duration of two academic years, after which they will be disaffiliated in accordance with these bye-laws.
- 2.5.19. If a student group enters the "Save a Society/Save a Sports Club" process more than once, it shall be disaffiliated in accordance with these bye-laws.
- 2.5.20.

## **2.6. Course Representative Elections**

- 2.6.1. All participants in Course Representative elections must be current Student Members of DSU and studying on the corresponding Course.
- 2.6.2. Course Representatives must be elected to their position by Student Members on their corresponding Course.
- 2.6.3. Course Representatives must be elected through an election, as facilitated by DSU.
- 2.6.3.1. Alternative methods will be used for some Courses at the discretion of the Voice Team with the approval of the Deputy Returning Officer; in order to ensure representation without barriers.
- 2.6.4. Course Representatives are to be elected before the end of their first academic term.
- 2.6.4.1. Where vacancies still exist, a by-election may be held at the discretion of the Returning Officer and/or Deputy Returning Officer
- 2.6.5. Course Representatives may opt to continue their position in the following academic year if they will be returning to study on the same course at DMU,

and opt-in within the communicated timeline.

## **2.7. Faculty Lead Representative Elections**

- 2.7.1. Faculty Lead Representative elections shall take place during the Spring Term of each academic year, unless otherwise determined by the Deputy Returning Officer.
- 2.7.2. All candidates must:
- 2.7.3. Be current Student Members of DSU and enrolled on a programme within the faculty they seek to represent.
- 2.7.4. Be enrolled on an undergraduate programme for UG roles or a postgraduate taught/research programme for PG roles.
- 2.7.5. Submit a nomination and manifesto by the published deadline.
- 2.7.6. Attend a mandatory candidate briefing facilitated by the Student Voice Team.
- 2.7.7. Voting will take place online and will be open to all eligible students within the relevant faculty.
- 2.7.8. Elected Faculty Lead Representatives shall hold office from the 1st July following their election until 30th June of the following academic year.
- 2.7.9. Representatives elected via by-election shall hold office from the date of election until 30th June of the same academic year.
- 2.7.10. Should a Faculty Lead Representative position remain unfilled following an election, and a student expresses interest in the post, a co-option process shall take place at the next meeting of Student Council.
- 2.7.11. The process of co-option shall be as follows:
- 2.7.12. The student wishing to be co-opted must attend Student Council and state their reasons for standing for the position.
- 2.7.13. An opportunity to ask the candidate questions will be available to those attending Student Council.
- 2.7.14. A ballot shall be conducted amongst the voting members of Student Council present at that meeting.
- 2.7.15. A simple majority shall determine the result of the co-option process.

## **2.8. Interpretations**

- 2.8.1. 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.

- 2.8.2. Requests for interpretation of these Bye-Laws or the Elections Regulations should be made in the first instance to the Deputy Returning Officer in writing.
- 2.8.3. All interpretations and rulings made by the Returning Officer or the Deputy Returning Officer shall be communicated to candidates via email. Candidates are expected to check their inboxes regularly for these updates.

## **2.9. Complaints and Appeals**

- 2.9.1. Complaints about the conduct of Candidates should be made, in writing, to the Deputy Returning Officer. The Deputy Returning Officer, aided by appropriate DSU staff, will investigate all complaints and make adjudication according to the nature of the complaint.
- 2.9.2. 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:
  - 2.9.2.1. issue a verbal or written warning;
  - 2.9.2.2. impose a fine on the campaign budget if applicable;
  - 2.9.2.3. restrict the amount of publicity available for the candidate;
  - 2.9.2.4. disqualify the Candidate; or
  - 2.9.2.5. take other action as they see fit.
- 2.9.3. 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.
- 2.9.4. 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.
- 2.9.5. Any complaint about the administration of the election should be made to the Deputy Returning Officer, no later than 12 hours after the close of voting. The complaint should be addressed to the Returning Officer. The Returning Officer will consider all complaints in a timely fashion and will make adjudication according to the nature of the complaint.
- 2.9.6. Once the count has commenced, no further complaints about the conduct of any Candidate or the administration of the election will be considered
- 2.9.7. All complaints must be made in writing with the complainant stating their full name and student registration number.
- 2.9.8. 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 24 hours 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 and Deputy Returning Officer, or nominated person(s) in accordance with the relevant Bye-Laws.
- 3.1.3. Referenda shall be conducted in accordance with Article 13 of DSU's Articles of Association.

#### **3.2. Powers**

- 3.2.1. The Student Members may set Policy (as defined in DSU'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 DSU elections where such elections were conducted in accordance with DSU's Articles of Association and these Bye-Laws.

#### **3.3. Calling a Referendum**

- 3.3.1. A referendum may be called with the exception of Bye-Law 3.2.2 on any issue by:
  - 3.3.1.1. a resolution of the Board of Trustees or;
  - 3.3.1.2. a majority vote at 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, Student Voice Leaders 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 Student Voice Leaders and publicised to the Student Members of DSU.
- 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 DSU 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.
- 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 of 4% 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. BOARD COMMITTEES**

### **4.1. Appointments Committee**

- 4.1.1. The Appointments Committee shall consist of:
  - 4.1.1.1. 1 External Trustee (Chair)
- 4.1.2. 1 Student Voice Leader
  - 4.1.2.1. 1 Student Trustee
  - 4.1.2.2. The Chief Executive and Head of Finance, People and Central Services of DSU or their nominees shall be in attendance in an advisory capacity.
- 4.1.3. The Appointments Committee will report to the Trustee Board regarding decisions, findings and recommendations made after every meeting.
- 4.1.4. The Appointments Committee shall meet when appropriate during the recruitment of a new Trustee.

## **4.2. People & Culture Committee**

- 4.2.1. The People & Culture or 'P&C' Committee's membership shall consist of:
- 4.2.2. One Student Voice Leader (usually Chair)
- 4.2.3. One External Trustee
- 4.2.4. One Student Trustee
  - 4.2.4.1. More Trustees as the committee sees fit
  - 4.2.4.2. The Chief Executive Officer and Head of Finance, People and Central Services of DSU or their nominees shall be in attendance in an advisory capacity.
- 4.2.5. The People & Culture Committee will report to the Trustee Board regarding decisions, findings and recommendations made after every meeting.

## **4.3. Commercial & Development Committee**

- 4.3.1. The Commercial & Development or 'C&D' Committee's membership shall consist of:
- 4.3.2. One Student Voice Leader (usually Chair)
- 4.3.3. One External Trustee
- 4.3.4. One Student Trustee
  - 4.3.4.1. More Trustees as the committee sees fit
  - 4.3.4.2. The Chief Executive Officer and Head of Finance, People and Central Services of DSU or their nominees shall be in attendance in an advisory capacity.
- 4.3.5. The Commercial & Development Committee will report to the Trustee Board regarding decisions, findings and recommendations made after every meeting.

## **4.4. Other Committees**

- 4.4.1. The Board of Trustees may establish other Board Committees as it sees fit.
- 4.4.2. The Board must use reasonable efforts to ensure that their membership is diverse and representative.
- 4.4.3. The Board of Trustees must approve the terms of reference, membership, and manner of appointment, of each Board Committee. Each Board Committee must determine its procedure, including appointing its chair and the frequency

of any meetings.

## **5. OFFICER ROLES**

### **5.1. Student Voice Leaders**

- 5.1.1. The Student Voice Leaders are elected each year by Student Members and will take office for 1 year from July 1<sup>st</sup> following their election until 30 June of the following year.
- 5.1.2. Student Voice Leaders can only serve the maximum time in office permitted by the Education Act (1994) (or any subsequent amending laws) and by DSU's Articles of Association.
- 5.1.3. All Student Voice Leaders and Student Trustees 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.

### **5.2. Student Voice Leader Roles**

- 5.2.1. There are five Student Voice Leaders with a diverse remit to serve the needs of the Student Members under a shared responsibility model. The Student Voice Leader roles are:
  - 5.2.1.1. Student Voice Leader (Employability);
  - 5.2.1.2. Student Voice Leader (Communities)
  - 5.2.1.3. Student Voice Leader (Academic Experience);
  - 5.2.1.4. Student Voice Leader (International Experience);
  - 5.2.2. Student Voice Leader (Inclusion and Wellbeing)
- 5.2.3. The Student Voice Leader job descriptions are outlined in the appendices to this Bye-Law.
- 5.2.4. The Student Voice Leaders are accountable to Student Council and Scrutiny Panel for the discharge of their Remit, and must discharge their Remit consistently with any current strategy, business plan, or policy agreed by the DSU Board of Trustees.
- 5.2.5. Student Voice Leaders who are also Trustees of DSU 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. Liberation Officers**

- 5.3.1. 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.

5.3.2. 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.

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

5.3.4. The Liberation Officers are held to account by Student Council and Scrutiny Panel.

#### **5.4. Liberation Officer Roles**

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

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

5.4.2.1. Global Majority Officer

5.4.2.2. Student Parents, Carers and Guardians Officer

5.4.2.3. Lesbian, Gay, Bisexual, Transgender and Queer + Officer

5.4.2.4. Mature Students' Officer

5.4.2.5. Disabled Students' Officer

5.4.2.6. Women's Officer

#### **5.5. Creating New Liberation Officer Roles**

5.5.1. To create a Liberation Officer role the following process must be followed:

5.5.1.1. Student Council may establish a new Liberation Officer role if it is satisfied that the proposed role will represent one or more self-identifying demographics which are not, or not sufficiently, represented by an existing role.

5.5.2. A new role will take effect when the bye-law amendment has been fully approved by the Trustee Board.

#### **5.6. Automatic Removal of Liberation Officer Roles**

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

5.6.1.1. There have been no members in post for two consecutive terms

5.6.1.2. A proposal is submitted to Student Council by a voting member of Student Council to support the removal of the position, passed by a majority vote.

## **5.7. Automatic Removal of a Liberation Officer**

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

5.7.1.1. They have not attended the mandatory training sessions stipulated by the Voice team, have not provided adequate reasoning for absence and/or made attempts to make alternative arrangements to undergo training.

5.7.1.2. Have been absent from two consecutive Student Council meetings without providing valid reasoning for absence.

5.7.1.3. Have not responded to any communication from DSU regarding meetings, role and responsibilities.

5.7.2. 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 5 working days of being informed of the decision.

5.7.2.1. 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;
- Reinstate the post-holder;

5.7.2.2. This ruling will be final.

## **6. STUDENT GROUPS**

### **6.1. Definition**

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

6.1.1.1. Society;

6.1.1.1.1. Has a minimum of 4 core Committee Members. The core committee roles are; Chairperson, Secretary, Treasurer and

Wellbeing Officer.

6.1.1.1.2. Has clearly written aims and objectives that are significantly different from those of another Student Group.

6.1.1.1.3. Its activities do not conflict with any work or policies of DSU or University.

6.1.1.1.4. Approved by the Opportunities Team and the Student Voice Leader (Community).

6.1.1.1.5. Elects committee members at the end of an academic year in line with Bye-Law 2.

6.1.1.1.6. Sustains costs of all usual activity through membership fees and fundraising.

6.1.1.2. Sport Club;

6.1.1.2.1. Approved by the Opportunities Team and the Student Voice Leader (Community).

6.1.1.2.2. Recognised and approved by DMUsport as a sport club.

6.1.1.2.1. Has a minimum of 4 core Committee Members. The core committee roles are; Chairperson, Secretary, Treasurer and Wellbeing Officer.

6.1.1.2.2. Has clearly written aims and objectives that are significantly different from those of another Student Group.

6.1.1.2.3. Its activities do not conflict with any work or policies of DSU or University.

6.1.1.2.4. Elects committee members at the end of an academic year in line with Bye-Law 2.

6.1.1.2.5. Sustains costs of their core activity, as determined by DMUsport, through DMUsport funding.

6.1.1.2.6. Sustains the cost of additional activity through Club membership fees and fundraising.

6.1.1.3. Student Led Service

6.1.1.3.1. Has a minimum of 3 Committee Members. The Committee roles are; Head, Deputy-Head/Assistant Head, and Treasurer.

6.1.1.3.2. Has clearly written aims and objectives that are significantly different from those of another Student Group.

6.1.1.3.3. Its activities do not conflict with any work or policies of DSU or University.

6.1.1.3.4. Approved by the Opportunities Team and the Student Voice Leader (Community).

6.1.1.3.5. Selects committee members via interview at the end of an academic year as scheduled by the Opportunities Team.

6.1.1.3.6. Sustains costs of their core activity, as determined by DSU, through DSU funding.

6.1.1.3.7. Sustains the cost of additional activity through Student Led Service membership fees and fundraising.

## **6.2. Student Group Committee Member Roles**

6.2.1. The Student Group Committee Members must lead their group in accordance with their role description on the DSU website, and represent their members in DSU and DMU meetings. This includes, but is not limited to;

6.2.1.1. Student Council

6.2.1.2. Student Experience Action Group

6.2.1.3. Committee Catch Ups, or Development Meetings in the instance of Sport Clubs.

6.2.2. Committee Members must abide by all rules of DSU and failure to do so could result in disciplinary action.

6.2.3. Committee Members must complete their mandatory Committee Member training within the communicated timeline.

6.2.4. Committee Members will ensure DSU has up-to-date contact details for all Committee Members of the Student Group and must notify DSU of any changes to circumstances, including student status.

6.2.4.1. Sport Club Committee Members must also notify DMUsport of the above changes to circumstance.

## **6.3. Student Group Membership**

6.3.1. Overview of All Student Group Memberships

6.3.1.1. Student Group Committee Members can set their annual membership fee each year. The maximum membership fee shall be £15.

6.3.1.2. Membership to a Student Group lasts until 30th June in the academic year it is purchased in.

- 6.3.1.1. Members of a Student Group will abide by DSU's Code of Conduct.
- 6.3.1.2. Any Student Member of the group may vote in the democratic decision-making procedures of that Student Group.
- 6.3.2. Society and Student Led Service Membership
  - 6.3.2.1. Any Student Member may become a member of a society or student led service upon the payment of the agreed membership fee or by registering to a free group on the DSU website.
- 6.3.3. Sport Club Membership
  - 6.3.3.1. Any Student Member may become a member of sport club upon payment of the agreed membership and/or affiliation fee(s) via the method outlined by DMUsport.

#### **6.4. Budgets and Funding**

- 6.4.1. Only the Chair/Head and Treasurer of a Student Group may approve expenditure of that Student Group.
- 6.4.2. 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 Development Plan.
- 6.4.3. The balance of funds for any Student Group will be carried over from year-to-year.
- 6.4.4. In the event that a Student Group does not operate for two consecutive academic years, all remaining funds will be transferred into the Student Group Development Fund.
- 6.4.5. Any group wishing to obtain sponsorship must complete a DSU Sponsorship Form and the funding must be approved and signed off by the Opportunities Team and the sponsor.
  - 6.4.5.1. In the instance of Sport Clubs, the Opportunities Team will consult with DMUsport before approving.
- 6.4.6. Any purchases made in part or whole by the Student Group becomes the property of DSU.
- 6.4.7. All Student Group Committee Members must abide by the financial regulations and procedures of DSU.
- 6.4.8. DSU holds the Student Group accounts for and on behalf of each Student Group.
- 6.4.9. No Student Group may hold a separate bank account or building society account.

## **6.5. Student Group Development Fund**

- 6.5.1. The Student Group Development Fund will be administrated by DSU for the benefit of Student Groups.
- 6.5.2. To be awarded a grant from the fund, a Student Group must complete and submit the relevant form via the DSU website. A decision will be made by the Opportunities team and the Student Voice Leader (Community) who will either approve, decline, add caveats or amend requests.

## **6.6. Suspension and Disaffiliation of a Student Group**

### **6.6.1. Suspension**

- 6.6.1.1. Suspension of a Student Group means they cannot access funds from either self- funding or DSU, cannot run events or trips in DSU's name and cannot take part in any union promotional. The group will be taken down from the DSU website but finance codes will remain unchanged for 2 academic years.
- 6.6.1.2. Once suspended, a Student Group can be reinstated if they are able to meet requirements communicated to them by DSU, within the timeline communicated to them.
- 6.6.1.3. DSU can suspend a Student Group for the following reasons:
  - 6.6.1.3.1. If a Society or Sport Club fail to elect a full core Committee through the election, by-election or co-option by the end of the current academic term.
  - 6.6.1.3.2. Failure to ensure that all core Committee Members complete their mandatory training by the communicated deadline.
  - 6.6.1.3.3. Failure to submit relevant health and safety, financial, affiliation or sponsorship documentation within communicated timelines.

### **6.6.2. Disaffiliation**

- 6.6.2.1. Disaffiliation of a Student Group means they cannot access funds from either self- funding or DSU, cannot run events or trips in DSU's name and cannot take part in any union promotional. The group will be taken down from the DSU website but finance codes will remain unchanged for 2 academic years.
- 6.6.2.2. Once disaffiliated, a Student Group cannot be reinstated and will cannot apply to restart until the next academic year. At this stage they will be treated as a new Student Group.

6.6.2.3. DSU can disaffiliate a Student Group for the following reasons:

6.6.2.3.1. If a Society or Sport Club fail to elect a full core Committee through the election, by-election or co-option by the end of the current academic year, or;

6.6.2.3.2. In this instance of a Student Led Service, fail to select a minimum of 3 Committee Members; being Head, Deputy-Head/Assistant Head, and Treasurer, after two rounds of interviews at the end of the current academic year.

6.6.2.3.3. If a Society of Sport Club does not reach a minimum of 10 registered members by close of nominations in the Student Group Committee Election period.

6.6.2.3.4. If a Student Led Service does not reach a minimum of 10 registered members by the end of an academic year.

6.6.2.3.5. Failure to ensure that all core Committee Members complete their mandatory training by a communicated deadline, after 2 written warnings.

6.6.2.3.6. Failure to submit relevant health and safety, financial, affiliation or sponsorship documentation by a communicated deadline after 2 written warnings.

6.6.2.3.7. If a Student Group is found to have breached DSU Bye-Laws and/or policies.

6.6.3. Any Student Group wishing to appeal the decision to suspend or disaffiliate should do so in writing to the Chief Executive Officer.

6.6.3.1. 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
- Reinstate the post-holder

6.6.3.2. This decision will be final.

## **6.7. Removal of a Student Group Member**

6.7.1. A member of a Student Group shall have their membership removed if the Member has been found to be;

6.7.1.1. In breach of DSU's Code of Conduct.

- 6.7.1.2. Acting against Student Group aims and objectives as referenced in their Development Plan.
- 6.7.2. The removal of a Student Group Member will be governed by DSU's disciplinary procedures.
- 6.7.2.1. Any request to remove a Student Group Member will be reviewed by DSU, and an appropriate Investigating Officer will be appointed to conduct the investigation.
- 6.7.3. The refund of the membership fee paid by the removed member will be approved at the discretion of DSU.

## **6.8. Removal of a Committee Member**

- 6.8.1. The removal of Student Group Committee Member will be governed either by;
- 6.8.1.1. A breach in DSU's policies and values as an organisation, thereby meaning action will be taken in accordance to DSU's disciplinary procedures, or;
- 6.8.1.2. Failure to complete their mandatory training by a communicated deadline, after 2 written warnings, thereby meaning immediate removal.
- 6.8.1.3. Failure to register as a member of their Student Group by a communicated deadline, after 2 written warnings, thereby meaning immediate removal.
- 6.8.1.4. From a Vote of No Confidence from the Student Members of that particular Student Group.
- 6.8.1.4.1. The procedure for a Vote of No Confidence can be found in the appendices to the Bye-Laws.
- 6.8.2. 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 5 working days of the ruling.
- 6.8.2.1. 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
  - Reinstate the post-holder
- 6.8.2.2. This decision will be final.

## **6.9. Student Group Members Report**

- 6.9.1. All student groups must write an end of year report, at which the committee will report back to members to summarise the year's activities and finances.
- 6.9.2. The report must be circulated to all registered members of the Student Group before the end of the academic year.

## **7. STUDENT REPRESENTATION**

### **7.1. Course Representation**

- 7.1.1. Course Representatives must fulfil their duties in accordance with their role description on the DSU website, and represent their peers in DSU and DMU meetings. This includes, but is not limited to;
  - 7.1.1.1. Student Council
  - 7.1.1.2. Student Experience Action Group
  - 7.1.1.3. Course Rep Catch Ups
  - 7.1.1.4. Programme Management Board and/or School Academic Committee
- 7.1.2. Course Representatives must abide by all rules of DSU and failure to do so could result in disciplinary action.
- 7.1.3. Course Representatives must complete their mandatory Course Representative training within the communicated timeline.
- 7.1.4. Course Representatives will ensure DSU has up-to-date contact details for themselves, and must notify DSU of any changes to circumstances, including student status.

### **7.2. Course Representatives Ratios**

- 7.2.1. The number of Course Representatives on a course should be as follows:
  - 7.2.1.1. 2 Course Representatives: 1-100 Students
  - 7.2.1.2. 3 Course Representatives: 101-150 Students
  - 7.2.1.3. 4 Course Representatives: 151-200 Students
  - 7.2.1.4. 5 Course Representatives: 201-250 Students
  - 7.2.1.5. 6 Course Representatives: 251+ Students

### **7.3. Removal of a Course Representative**

- 7.3.1. The removal of Course Representative will be governed either by;
- 7.3.2. A breach of DSU's Code of Conduct, policies and values as an organisation, thereby meaning action will be taken in accordance with DSU's disciplinary procedures, or;
  - 7.3.2.1. 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.
- 7.3.3. The procedure for a Vote of No Confidence can be found in the appendices to the Bye-Laws.
- 7.3.4. Failure to engage with the Union or University within the expected duties of their elected role as outlined in their role description, including but not limited to responding to official communications (such as emails or meeting invitations), after two written warnings, may result in immediate removal from their post.

### **7.4. Faculty Lead Representatives**

- 7.4.1. Faculty Lead Representatives must fulfil their duties in accordance with their role description on the DSU website and represent their faculty's student voice at both DSU and DMU meetings. This includes but is not limited to:
  - 7.4.1.1. Faculty Academic Committees
  - 7.4.1.2. The Education Committee
  - 7.4.1.3. DSU Course Rep Catch Ups
  - 7.4.1.4. Student Experience Action Group
  - 7.4.1.5. Student Council
  - 7.4.1.6. Student Choice Teaching Awards Panels
- 7.4.2. Faculty Lead Representatives must support, guide, and work collaboratively with Course Representatives from their faculty to collect and communicate student feedback effectively.
- 7.4.3. Faculty Lead Representatives must abide by all rules of DSU, and failure to do so could result in disciplinary action.
- 7.4.4. Faculty Lead Representatives must complete the mandatory training delivered by the DSU Student Voice Team within the communicated timeline.
- 7.4.5. Faculty Lead Representatives must ensure DSU has up to date contact details for themselves, and must notify DSU of any changes to their circumstances, including

student status.

## **7.5. Faculty Lead Representative Ratios**

7.5.1. Each academic faculty at De Montfort University will have the following Faculty Lead Representative positions:

7.5.1.1. Technology, Arts and Culture (TAC):

7.5.1.1.1. One Undergraduate Faculty Lead Representative

7.5.1.1.2. One Postgraduate Taught/Research Faculty Lead Representative

7.5.1.2. Business and Law (BAL):

7.5.1.2.1. One Undergraduate Faculty Lead Representative

7.5.1.2.2. One Postgraduate Taught/Research Faculty Lead Representative

7.5.1.3. Health and Life Sciences (HLS)

7.5.1.3.1. One Undergraduate Faculty Lead Representative

7.5.1.3.2. One Postgraduate Taught/Research Faculty Lead

7.5.2. The number and type of Faculty Lead Representatives may be reviewed annually by the DSU Student Voice Team in consultation with relevant stakeholders, to ensure accurate and effective representation of the student body.

## **7.6. Removal of Faculty Lead Representatives**

7.6.1. The removal of a Faculty Lead Representative will be governed either by:

7.6.2. A breach of DSU's Code of Conduct, policies and values as an organisation, thereby meaning action will be taken in accordance with DSU's disciplinary procedures, or;

7.6.3. A Vote of No Confidence from the students of that faculty if the electorate of the Faculty Lead Representative no longer views the student as effective and/or fulfilling the duties of their role.

7.6.4. The procedure for a Vote of No Confidence can be found in the appendices to the Bye-Laws. Failure to engage with the Union in their elected role, including but not limited to responding to official DSU communications (such as emails or meeting invitations), after two written warnings, may result in immediate removal from their post.

## 8. STUDENT COUNCIL

### 8.1. Purpose

- 8.1.1. Council is the main representative forum of DSU that works to generate discussions, and influence policy, priorities and activities of DSU.
- 8.1.2. Council may establish, regulate and wind up procedural or advisory committees.
- 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 Student Voice Leaders to account in accordance with their role descriptions and electoral mandate via Scrutiny Panel,
  - 8.1.3.5. being a 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 13 of DSU's Articles of Association.
- 8.1.4. The Student Council must meet at least four times in each academic year.
- 8.1.5. All voting members of the Student Council should be accorded equity of status during the course of debate.
- 8.1.6. Council will be minuted by DSU staff.

### 8.2. Membership of Council

- 8.2.1. Any students holding the following roles will be eligible as voting members of Student Council;
  - 8.2.1.1. Student Group Committee Members
  - 8.2.1.2. Course Representatives
  - 8.2.1.3. NUS Delegates
  - 8.2.1.4. Liberation Officers
- 8.2.2. A Student Member who wishes to be a voting member of Council but does not hold one of the above roles may be voted in at Council by a simple majority.

- 8.2.3. A Student Member may not simultaneously hold more than one voting position at Student Council.
- 8.2.4. Student Trustees of DSU will not be eligible to vote in Student Council.
- 8.2.5. Student Council is an open meeting, all current Student Members are permitted to attend.
- 8.2.6. All current Student Members can submit a motion(s) for consideration by the Student Council.
- 8.2.7. The quorum for a Student Council meeting shall be 25 voting members of the Student Council.

### **8.3. Chair and Deputy Chair**

- 8.3.1. Chair and Deputy Chair of Student Council will be elected by a simple majority vote 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 must fulfil their duties in accordance with their role description on the DSU website.
- 8.3.3. 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.
- 8.3.4. The Chair and Deputy Chair shall be entitled to voting rights the same as other voting members on Council.

### **8.4. Agenda**

- 8.4.1. 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.
- 8.4.2. Emergency items may be considered at the discretion of the Chair of Student Council;
- 8.4.3. The agenda will be circulated to Student Council members no later than five working days before the meeting.
- 8.4.4. The business for the Student Council shall be;
  - 8.4.4.1. Minutes of the previous Student Council meeting
  - 8.4.4.2. Matters arising from the minutes
- 8.4.5. Student Voice Leader Manifesto Progress Reports

- 8.4.5.1. Liberation Officer Manifesto Progress Reports
- 8.4.5.2. Updates from the previous Scrutiny Panel meeting
- 8.4.5.3. Verbal Trustee Board Update
- 8.4.5.4. Motions
- 8.4.5.5. General Discussion
- 8.4.5.6. Any other Business (AoB)

8.4.6. The General Discussion theme for each Student Council will be set in advance.

## **8.5. Motions**

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

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

8.5.1.2. Proposal – Student Member’s idea or suggestion on issues affecting the student membership.

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

8.5.2. Student Voice Leader Mandate - To assign a task to a Student Voice Leader, whereby the officer must enact the wishes of Council and report back to subsequent meetings.

8.5.3. 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.

8.5.4. 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.

## **8.6. Student Policy**

8.6.1. Members of Student Council may make student policy when at least two-thirds of present voting membership decides that the need for prompt action so requires.

8.6.2. DSU Student Policy comprises of resolutions or decisions of Student Council;

8.6.2.1. about student policy or campaigning,

8.6.3. mandating Student Voice Leaders and Liberation Officers,

- 8.6.3.1. concerning DSU Governance,
- 8.6.4. Student policies will expire after two years of being passed. Before they expire, the Student Council will debate whether the Policies should be retained or should lapse (expire).
- 8.6.5. Policies may be submitted and presented by any current Student Member.
- 8.6.6. If any Policy being submitted does not align with the current active policies of DSU, the Policy shall be written using the template policy found in the appendices to the Bye-Laws.
- 8.6.7. If any Policy being submitted aligns to the current active Policies of DSU it will be submitted as an amendment of the existing Policy.
- 8.6.8. 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.

## **8.7. Proposals**

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

## **8.8. Amendments**

- 8.8.1. Any Student Member may submit an amendment to a motion being debated at Student Council.
- 8.8.2. 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.
- 8.8.3. If an amendment is accepted by the proposer of the motion, it shall be included in the motion.
- 8.8.4. 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.

## **8.9. Procedural Motions**

- 8.9.1. Procedural Motions shall be;
- 8.9.1.1. 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.

- 8.9.1.2. Amend a motion – This can be used to edit the wording of a motion. This should not substantially change the spirit of the motion.
- 8.9.1.3. 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.
- 8.9.1.4. A vote taken by secret ballot - This can be used to ensure that a vote takes place via a secret paper or electronic ballot.
- 8.9.1.5. 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.
- 8.9.1.6. A vote is referred to Referendum - This can be used to refer a vote to the wider student body.
- 8.9.1.7. 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.
- 8.9.1.8. A vote is not taken - This can be used if it is felt that the proposal is not relevant to the work of DSU 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.
- 8.9.1.9. 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.
- 8.9.1.10. 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.
- 8.9.1.11. Officer mandate – This can be used when a motion or general discussion should be formalised into a mandate.

8.9.2. A procedural motion must be proposed by a voting member of Student Council.

8.9.3. A procedural motion takes precedence over all other business, except if a

procedural motion is called during a live vote.

8.9.4. 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.

## **8.10. Voting**

8.10.1. When voting the members of the Student Council shall be given the option to vote for, against or abstain.

8.10.2. All items shall be passed by a simple majority of voting members present unless otherwise stated in DSU's Articles of Association or these Bye Laws.

## **8.11. Apologies**

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

## **8.12. Removal of Council Members**

8.12.1. The removal of a Council Member will be governed either by;

8.12.1.1. Written notice of resignation sent to the Student Council Chair, resulting in immediate removal.

8.12.1.2. If they are removed from their pre-existing elected role which granted them voting membership, resulting in immediate removal.

8.12.1.3. A breach of DSU's Code of Conduct, policies and values as an organisation, thereby meaning action will be taken in accordance to DSU's disciplinary procedures

8.12.2. Any Council Member who wishes to appeal the decision to remove them from their respective position should do so in writing to the Chief Executive Officer within 5 working days of being informed of the decision.

8.12.2.1. 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
- Reinstate the post-holder

8.12.2.2. This decision will be final.

## **9. SCRUTINY PANEL**

### **9.1. Purpose**

- 9.1.1. Scrutiny Panel is a Sub Committee of Student Council where the Student Voice Leaders and Liberation Officers are scrutinised on their work and progress towards their manifesto aims.
- 9.1.2. Scrutiny Panel will be minuted by a DSU staff member.
- 9.1.3. The quorum for a Scrutiny Panel to take place will be a minimum of 4 elected panel members.

### **9.2. Timeline**

- 9.2.1. The Student Voice Leaders and Liberation Officers will go through their recent work and explain their progress in a written report which will be available to all students online, and presented at Student Council at least 1 week before Scrutiny Panel.
- 9.2.2. Questions and comments will be gathered from the student body and collated for the Scrutiny Panel to present at the next Scrutiny Panel meeting.
- 9.2.3. Within the meeting, panelists will ask questions in relation to the Officer's work, progress, and manifestos on behalf of the student body.
- 9.2.4. At the end of the panel, the 6 panelists will stay in a closed session and will vote on whether the Student Voice Leaders and Liberation Officers have made sufficient progress.
- 9.2.5. If a Student Voice Leader or Liberation Officer is not deemed to have made sufficient progress, relevant steps will be taken in line with these bye-laws. For example, an Officer mandate motion can be taken back to the next Student Council.
- 9.2.6. After the meeting, Scrutiny Panel members will confirm the minutes of the meeting via written confirmation, which will be made available online for all students to access ahead of the next Council meeting.

### **9.3. Scrutiny Panel Membership**

- 9.3.1. Scrutiny Panel will consist of 6 Student Council members, these will be made up of at least one of each of the following roles;

- 9.3.1.1. Course Representative
- 9.3.1.2. Sport Club Committee Member
- 9.3.1.3. Society Committee Member

9.1.1.1. Scrutiny Panel will be decided by show of hands voting 'for', 'against' or 'abstain'. Each Council Member present is entitled to one vote per panel position.

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

#### **9.4. Removal of Scrutiny Panel Members**

9.4.1. The removal of a Scrutiny Panel Member will be governed either by;

9.4.1.1. Written notice of resignation sent to the Student Council Chair, resulting in immediate removal.

9.4.1.2. Failure to attend 2 consecutive meetings without sending apologies resulting in immediate removal. The Student Council Chair will be notified of any panelist removed in this way, and the position shall be filled by simple majority at the next Student Council meeting.

9.4.1.3. If they are removed from their pre-existing elected role which granted them voting membership of Council, resulting in immediate removal.

9.4.1.4. A breach of DSU's Code of Conduct, policies and values as an organisation, thereby meaning action will be taken in accordance to DSU's disciplinary procedures

9.4.2. Any Scrutiny Panel Member who wishes to appeal the decision to remove them from their respective position should do so in writing to the Chief Executive Officer within 5 working days of being informed of the decision.

9.4.2.1. 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
- Reinstate the post-holder

9.4.2.2. This decision will be final.

## **10. ANNUAL STUDENT MEMBERS' MEETING**

## **10.1. Purpose**

- 10.1.1. The Annual Student Members Meeting exists to update all Student Members on Union strategy, finances and large-scale projects.
- 10.1.2. The Annual Student Members' Meeting shall be called and conducted in accordance with Article 51 of DSU's Articles of Association.

## **10.2. Attendance**

- 10.2.1. All Student Members are permitted to attend and vote at the Annual Student Members' Meeting.
  - 10.2.1.1. A resolution put to the vote must be decided by show of hands voting 'for', 'against' or 'abstain'. Each Student Member present is entitled to one vote per agenda item.
  - 10.2.1.2. A simple majority will determine the outcome of each vote.
- 10.2.2. Persons who are not Student Members or a Trustee of DSU may only be present at an Annual Student Members' Meeting at the discretion of the DSU, and will not have voting rights.
- 10.2.3. DSU staff may support the facilitation of the meeting and ensure the meeting is being held in accordance with DSU's Articles of Association and Bye- Laws, and will not have voting rights.

## **10.3. Timeline**

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

## **10.4. Annual Student Members Meeting Chair**

- 10.4.1. The Chair of the Annual Student Members' Meetings shall be the Deputy Chair of the Board of Trustees as outlined in DSU's Articles of Association.
- 10.4.2. 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 DSU's Code of Conduct.

## **10.5. Agenda**

- 10.5.1. The order of business for the Annual Student Members' Meeting shall be:
  - 10.5.1.1. Apologies for Absence

- 10.5.1.2. Minutes of the previous Annual Student Members' Meeting
- 10.5.1.3. Report of the Trustees
- 10.5.1.4. Annual Accounts
- 10.5.1.5. Report of the Auditor
- 10.5.1.6. Affiliations
- 10.5.1.7. Any other Business (A.o.B.)

## **10.6. Quorum**

- 10.6.1. At least 50 Student Members must be present for the meeting to be quorate, this can be online or in-person. No business shall be transacted at the meeting unless a quorum is present.
- 10.6.2. 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.
- 10.6.3. If the adjourned meeting is not quorate within half an hour, those present and entitled to vote shall be a quorum.

## **10.7. Student Groups**

- 10.7.1. In addition to the principles outlined above members of all Student Groups agree to:
  - 10.7.1.1. Compete in a respectful manner, regardless of the nature of the competition, when representing DSU and/or University in a sports fixture.
  - 10.7.1.2. Operate within the rules of the sport/activity including national or international guidelines which govern the sport/activity.
  - 10.7.1.3. Not use any form of peer pressure.
  - 10.7.1.4. Not to carry out, take part in or promote "initiation" ceremonies.
  - 10.7.1.5. Not to be unduly intoxicated at any event or activity where such behaviour could be deemed as inappropriate.
  - 10.7.1.6. Be aware of behaviour and the impact on others, particularly members of the local community.
  - 10.7.1.7. Report any concerns for the health, safety or welfare of its members to a member of staff from DSU or University.

## **11. AFFILIATIONS**

### **11.1. Affiliating to External Organisations**

11.1.1. DSU may affiliate to external organisations and pay any associated fee, except:

11.1.1.1. any political party

11.1.1.2. any religion or religious group.

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

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

11.1.4. 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.

### **11.2. Student Group Affiliations**

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

11.2.2. Affiliated Student Groups must complete the relevant documentation located on DSU's website and submit the request to the Opportunities Team.

11.2.3. Affiliated Student Groups can affiliate to external organisations by completing the relevant documentation located on DSU's website and submit the request to the Opportunities Team.

### **11.3. Termination of affiliation to an external organization**

11.3.1. 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.

### **11.4. Review of affiliations**

11.4.1. 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.

### **11.5. Board of Trustees Responsibilities**

11.5.1. The Board of Trustees may override any decision to affiliate to an external

organisation, if the Trustees consider it (in their absolute discretions):

11.5.1.1. has or may have any financial implications for DSU.

11.5.1.2. 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).

11.5.1.3. contravenes the charitable aims and objects of DSU.

## **12. FINANCES OF THE STUDENTS' UNION**

### **12.1. Block Grant**

12.1.1. 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.

12.1.2. DSU, through DSU's 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.

12.1.3. DSU's Trustee Board must receive and approve the block grant application prior to submission to the University.

### **12.2. Budgets**

12.2.1. The financial year of DSU shall run from 1st August to 31st July.

12.2.2. Annual budgets are to be prepared during the second term each year and submitted to DSU'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 DSU's Trustee Board by the Senior Leadership Team and the Student Voice Leaders.

12.2.3. 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.

12.2.4. 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.

12.2.5. Non-budgeted expenditure under £1,000 should be approved by DSU's CEO.

12.2.6. Non-budgeted expenditure of £1,000 - £5,000 should be approved by the Leadership Team Meeting.

12.2.7. Non-budgeted expenditure of £5,000 or above should be approved by DSU's Board of Trustees.

12.2.8. DSU's CEO can approve emergency items necessary for the proper running of the business and/or for legal reasons (e.g., H&S)

### **12.3. Capital Expenditure**

12.3.1. Capital expenditure requests must be included in the annual budget process.

12.3.2. Capital expenditure in excess of £50,000 must receive the prior approval of the University.

12.3.3. Fixed assets shall be defined for the purposes of DSU 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 DSU's Trustee Board.

12.3.4. 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.

### **12.4. Management Accounts**

12.4.1. DSU'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.

12.4.2. The Student Voice Leaders will receive a monthly update of the management accounts.

12.4.3. DSU's Board of Trustees will receive a quarterly update of the management accounts at the Trustee Board meeting

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

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

### **12.5. Annual Accounts**

12.5.1. DSU'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 DSU's Trustee Board.

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

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

## **12.6. Bank Accounts**

12.6.1. DSU's Board of Trustees must approve the opening or closing of all bank accounts.

12.6.1.1. There shall be two signatories to the accounts; one Trustee and one member of the Senior Leadership Team

12.6.2. DSU's Board of Trustees is responsible for oversight of all investment of funds of DSU and for approval of the investment policy.

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

12.6.4. Loan agreements with a value of less than £5,000 must be approved by the Student Voice Leader team.

12.6.5. Loan agreements of £5,000 or more must be approved by DSU's Board of Trustees.

## **12.7. Contracts**

12.7.1. All contracts and agreements must be signed by DSU's CEO.

12.7.2. Contracts with a value of less than £5,000 must be approved by the Leadership Team Meeting.

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

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

## **12.8. External Grants**

12.8.1. DSU's Board of Trustees must approve all external grant funding applications.

## **12.9. Insurance**

12.9.1. DSU's Board of Trustees, through DSU'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.

12.9.2. Senior Mangers shall promptly notify DSU's CEO of all new risks, which require

insurance and of any matters affecting existing risks and insurances.

12.9.3. DSU'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.a

## **12.10. Risk**

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

12.10.2. Overall responsibility for risk management is delegated by DSU's Board of Trustees to DSU's CEO.