



London Metropolitan University
Students' Union

London Metropolitan University Students' Union Bye-Laws

February 2019 Revision

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Background

1. London Metropolitan Students' Union is a Charity and a company limited by guarantee ("the Charity").
2. These Bye-Laws are made by the Trustees as defined in Students' Union Memorandum and Articles pursuant to the Articles of Association of the Charity.

Definitions and interpretation

3. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Memorandum and Articles of Association unless the context otherwise requires.
4. The Memorandum and Articles of Association 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 Memorandum and Articles of Association.

Amendment

5. The Trustees and the Student Council shall have the power to, together, amend the Bye-Laws by a majority vote of both bodies. Such Bye-Laws shall not be inconsistent with the Articles. All Bye-Laws and amendments are required to be approved by the University's Board of Governors. Such amendments should not be inconsistent (in London Metropolitan University's Board of Governors' opinion) with the University's rights, duties and obligations under the Education Act, with the University's own articles of association and other governing documents or with the Companies or Charities Acts.

Motions & Policy

6. Motions and Policy should be of direct interest / effect to London Metropolitan Students and the University and not Ultra Vires, as established in law.

Bye-Law 1

Membership of the Students' Union (Charitable Company)

1. Conditions of membership
 - 1.1. The privileges of all categories of membership of the Charity shall be subject always to the requirement that in exercising those privileges members do so in a manner which is consistent with the requirements of the Memorandum and Articles of Association and policies of the Union in compliance with the laws of England; and in compliance with such conditions which may be approved by the Trustees and any code of conduct that may be in force.
 - 1.2 The Trustees shall have the power to suspend or to withdraw a privilege or the privileges of membership in the event of a member failing to comply with the requirements and conditions of membership and any code of conduct that may be in force.

2. Classes of Membership
 - 2.1. In addition to the classes of membership detailed in the Memorandum and Articles Trustees may admit to and remove from Associate Membership of the Union such persons as they consider to be a fit and proper person. An application for Associate Membership shall be made in the form to be determined by the Trustees from time to time and Associate Membership shall be subject to such rights and obligations as the Trustees consider appropriate. Provided always that such Associate Members shall not be Members for the purposes of the Articles or the Companies Acts and shall not be entitled to vote on any matter.
 - 2.2. Associate memberships shall take the following forms
 - 2.2.1. Life Membership: Former Students having successfully completed a full time or part-time course at the University and on payment of the appropriate fee as decided by Trustees.
 - 2.2.2. Honorary Membership: The Governors of the University, Members of the Students' Union Board of Trustees and former Executive Committee members who have graduated from the University.
 - 2.2.3. Honorary Life Membership: The Student Council shall have the power to grant Honorary Life Membership to individuals who have significantly aided the Union or the students of the University during their time at the University and whose dedication deserves special reward and recognition.
 - 2.2.4. Temporary Membership: the following persons are entitled to the privileges of temporary membership:-
 - i. Members of other students' unions which are affiliated to the National Union of Students;
 - ii. Members of other students' unions with which the Union has a current reciprocal membership agreement;
 - iii. persons attending a function or event on Union premises
 - iv. Staff of the University

3. Privileges of Membership

3.1. The privileges of full membership of the Charity shall be:

- 3.1.1. to utilise the social facilities administered by the Union;
- 3.1.2. to have access to the service and support facilities provided by the Union;
- 3.1.3. to be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies;
- 3.1.4. to be eligible for participation in Union committees and the committees of clubs and societies, subject always to their rules of government;
- 3.1.5. to be eligible to vote in any/all elections or referenda that are conducted by the Union, subject always to the regulations governing the conduct of elections and referenda;
- 3.1.6. to be nominated as a candidate for any of the offices of the Union which are subject to election and to act as a proposer, seconder of a candidate in any election subject always to the rules governing the conduct of elections; and
- 3.1.7. to be represented by the Union on academic and welfare issues.

3.2. The privileges of Honorary, Honorary Life and Life Membership shall be:

- 3.2.1. to utilise the social facilities administered by the Union;
- 3.2.2. to be eligible to join registered clubs and societies of the Union but not to hold office in such and in accordance with the rules and regulations governing clubs and societies

3.3. The privileges of Temporary Membership shall be:

- 3.3.1. to utilise the social facilities administered by the Union.
- 3.3.2. to be eligible to join registered clubs and societies of the Union but not to hold office in such and in accordance with the rules and regulations governing clubs and societies
- 3.3.3. all privileges of temporary membership are limited by the period of membership as defined at the time of joining or by the holding of the entitling role, position or status.

4. Fees

- 4.1. Trustees shall have the power to set a membership fee in the case of life and temporary membership. Such scale of membership fees shall be subject to annual review by the Trustees.

5. Opting Out

- 5.1. Privileges available to students of the university who have exercised their right not to be a member of association under Clause 22(2) (C) of The Education Act 1994
- 5.2. Students who opt out of membership of the Union shall be entitled:
 - 5.2.1. to utilise the social facilities administered by the Charity Company (Union) subject to any fee which shall be decided by the Trustees;

- 5.2.2. to have access to the service and support facilities provided by the Union;
- 5.2.3. to be eligible to join registered clubs and societies of the Union subject to the conditions of membership of such clubs and societies but not to hold office in such;
- 5.2.4. The exercise of the above entitlements shall be subject to the same conditions of conduct as apply to members of the Union and the Trustees shall have the power to suspend or to withdraw such entitlements in the event of a Student failing to comply with such conditions.

Bye-Law 2

The Rules for the Conduct of Meetings (Student)

1. Procedure

All Meetings of the Charity Company (Union) shall be held in accordance with the Articles. For the avoidance of doubt, any Student Members' Meeting held under this Article shall not be a Company Law Meeting of the Union for the purposes of the Companies Act

2. Submission of Motions and Amendments to Student Members' Meetings

- 2.1. The preparation and ordering of agendas for all Student Members' Meetings shall be the responsibility of the Chair.
- 2.2. All motions for consideration shall be submitted in writing to the Union Office and signed by the proposer and seconder, by 5pm 7 clear working days before the meeting. Notice of motions can be waived at the entire discretion of the Chair.
- 2.3. All amendments to motions shall be submitted in writing to the Union Office and signed by the proposer and seconder, no later than 48 hours before the meeting.
- 2.4. Publication and ordering of motions and amendments shall be the responsibility of the Chair.
- 2.5. A motion or amendment may only be withdrawn with the consent of the movers of the motion or amendment. The text of a motion or amendment may only be altered, prior to a Student Members' Meeting, with the consent of the movers of the motion or amendment. During a Student Members' Meeting a motion or amendment may only be altered by a resolution of another motion or amendment.
- 2.6. Except by a resolution of the Student Council, no motion or business, either entirely new or conflicting with existing policy may be brought forward more than once during the same academic term.
- 2.7. Proposers and seconders of motions and amendments shall be full student members only.
- 2.8. All motions and amendments shall state the proposer and seconder's names and Student Identification Number.

3. The Chair

- 3.1. The chair of a Student Members Meeting should be the Chair of the Student Council. The chair shall not participate in any debate.
- 3.2. Whenever the Chair speaks s/he shall be heard in silence and any other Member shall at once cease from speaking.
- 3.3. Every speaker shall address the meeting solely through the Chair. The Chair shall be responsible for ensuring that all members present who have speaking rights receive equality of opportunity to speak, subject to 3.6 below.
- 3.4. If two or more members arise to speak at the same time, precedence shall be given to the Member who first draws the attention of the Chair, except that the

proposer and seconder of a motion shall have first rights to speak in favour of their motion.

- 3.5. No Member may speak more than once on the same motion, amendment or report, except by a simple majority vote of the meeting. The proposer and seconder of a motion or amendment shall have the right to reply to any debate before a vote is taken, as outlined in 4.4 and 4.5 below.
- 3.6. The Chair may impose a time and/or number limit on speakers, unless challenged by another member who shall require twenty other members to support the challenge before it is debated.
- 3.7. If any challenge to the Chair's ruling is successful, the Chair shall immediately vacate his or her position in favour of a person nominated by him/her. The challenger shall then state the reason for the challenge and the Chair shall then state his or her case. The ruling or decision shall then be put to the vote and the ruling shall then be upheld or overruled by a simple majority vote of the meeting. Thereafter, the Chair shall re-assume the Chair, except in the instance of a motion of no confidence in the chair being carried as outlined in 3.9. A challenge to the Chair shall take precedence over other procedural motions outlined below.
- 3.8. It shall be the duty of the Chair during speeches to ensure that the meeting is in order; that the remarks are relevant to the matter under debate; that no defamatory remarks are made about another member of the Union and that no new material is introduced in a summing up speech.
- 3.9. If a motion of "no confidence" in the Chair is supported by twenty full members of the Union at the meeting, procedures outlined in 3.7 above shall apply. In the event of the motion being carried by a simple majority vote of the meeting, the Chairperson shall vacate the Chair for the remainder of the meeting to the Deputy Chair of Student Council or in their absence a chair elected by the meeting.

4. Motions

- 4.1. All motions shall contain a proposal by way of resolution.
- 4.2. Only one motion, or report, or an amendment to any motion or report, may be put before the meeting at any one time. If an amendment is carried the original motion incorporating the amendment shall become the substantive motion to which any other amendments shall then refer.
- 4.3. In the event of any amendment being carried, which was not accepted by the proposer of the original motion, the substantive motion shall become the amender's motion who shall then have the right to reply as outlined in 5.4 below.
- 4.4. The proposer of the motion, amendment or report shall have the right to reply to any debate immediately before the vote is taken, but shall not introduce any new material.

5. Procedural Motions

- 5.1. The following procedural motions may be put to a Student Members' Meeting:
 - a i. Change to the order of business;
 - a ii. A motion that the question be now put;

- a iii. A motion that the question be not put;
- b i. A vote of “no confidence” in the Chair, see 3.9
- b ii. A challenge to the Chair’s ruling, see 3.9
- b iii. A motion for temporary adjournment of the meeting of no longer than 10 minutes
- c i. A motion to postpone or adjourn the matter to a later specified meeting
- c ii. A motion to refer the matter to the Trustees
- c iii. A motion to refer the matter to a Committee or Sub-Committee for investigation and report
- c iv. A motion to refer the matter back to a Committee or Sub-Committee for re-examination.

- 5.2. The Chair may reject procedural motions (a ii),(a iii) of this paragraph, if it is considered that the motion has been proposed frivolously or where it appears to have been proposed with the object of curtailing discussion on a matter which has not been granted a reasonable time for discussion.
- 5.3. Procedural motions shall require a proposer and a seconder. Procedural motions may not be proposed while another member is speaking on a point of order or information, or during the act of voting.
- 5.4. Procedural motions in group (a), except (a i), shall relate to the question immediately before the meeting. It shall be at the discretion of the Chair whether procedural motion (a i) is put to the meeting unless a challenge to the Chair’s ruling is successful. Procedural motion (a i) shall relate only to the order of business and can be put at any time after minutes and matters arising of General Meetings and the Council have been discussed. When procedural motion (a i) is moved the Chair shall allow one speech in favour, one against and a summing up, immediately followed by a vote.
- 5.5. No discussion of procedural motion (a ii) shall be permitted. If this procedural motion is put forward and carried, the question shall be put immediately, provided that the proposer of the substantive motion has been given an opportunity of exercising their right to reply as outlined in this Bye-Law.
- 5.6. There shall be no order of preference amongst procedural motions (bi-iii). Procedural motions (bi-iii) shall have precedence over procedural motions (aii) and (ci-v) and shall relate only to the conduct of the meeting without regard to the debate holding the floor of the meeting at that time. When either procedural motion (bi) or (bii) is proposed and seconded, the Chair shall vacate the Chair as outlined in 3.7 and 3.9 above.
- 5.7. Procedural motions in group (c) shall relate only to a substantive motion.

6. Emergency Motions

- 6.1. The procedure for consideration of Emergency Motions shall be as follows:
 - 6.1.1. Motions whose subject matter is concerned with events occurring after the final date for submission of motions may be moved as emergency motions;
 - 6.1.2. Such motions shall not be discussed unless the matter is of such urgency that the conduct of the business of the Union would be impaired by the delaying of discussion until the following Student Members’ Meeting;

- 6.1.3. The inability of members, for any reason whatsoever, to submit motions not defined as emergency motions within the terms of paragraph 6.1.1 and 6.1.2 of these Rules shall not be construed as grounds for the discussion of such motions
- 6.1.4. All emergency motions shall be submitted in writing and signed by the proposer to the Chair, who shall determine whether they shall be considered as emergency motions.

7. Amendments

- 7.1. Amendments may be moved at any time after the motion has been 'stated' by the Chair.
- 7.2. A motion may be amended by:
 - 7.2.1. Deleting words from the motion;
 - 7.2.2. Inserting words into the motion;
 - Deleting certain words from the motion and substituting other words;
 - 7.2.3. Adding words to the motion;
 - 7.2.4. Deleting all words from the motion after the first word 'THAT' and substituting other words providing they refer to the same subject as the original motion
- 7.3. Amendments may not be moved which are direct negatives of the motions when the purpose of the proposed amendment may be achieved by voting against the motion.
- 7.4. Only one amendment to any motion may be put before the meeting at any one time.
- 7.5. If an amendment is rejected, another may be moved to the motion provided that its effect would not produce the same result as the amendment previously rejected.

8. Voting

- 8.1. A request for a motion to be voted on in parts shall require a proposer and seconder and must be made before moving to the vote on an amendment or substantive motion. There shall be no speeches on this procedure and a simple majority vote only of the meeting shall be required. Points decided by the amendment of a motion may not be re-opened by a move to take the original motion in parts.
- 8.2. Voting on motions, amendments or reports shall be by a show of hands or Union cards, at the discretion of the Chair, or, if a challenge to the Chair is successful, by a simple majority vote of the meeting to be taken immediately upon the challenge being upheld.
- 8.3. The Chair shall have a casting vote.
- 8.4. There shall be discussion, but not voting, upon 'Any Other Business'.

8.5. Poll

8.5.1. A poll on a resolution may be requested:

8.5.1.1. in advance of the Student Members' Meeting where it is to be put to the vote if two or more student members request this;
or

8.5.1.2. at a Student Members' Meeting, either before a show of hands on that resolution or immediately after the results of a show of hands on that resolution is declared.

8.5.2. A poll may be requested by:

8.5.2.1. the chair of the meeting;

8.5.2.2. the Trustees

8.5.2.3. two or more persons having the right to vote on the resolution;

8.5.2.4. any person who, by virtue of being appointed proxy for one or more Members having the right to vote at the meeting, holds two or more votes; or

8.6. A request for a poll may be withdrawn if:

8.6.1. the poll has not yet been taken; and

8.6.2. the chair of the meeting consents to the withdrawal.

8.7. Polls must be taken immediately and in such manner as the chair of the meeting directs.

9. General Rules of Order

9.1. Points of order may not be raised:

9.1.1. When another member holding the floor is delivering a speech;

9.1.2. During the act of voting unless it relates specifically to the procedure of that vote;

9.2. At all other times points of order shall take precedence over all other business. A point of order shall be raised by a member rising to their feet and calling 'point of order'. Points of order shall be phrased as a question; shall relate specifically to the conduct of debate at that time; shall not refer to the subject under debate; and shall contain no argument

9.3. Points of information may be raised to the speaker holding the floor by a call of 'point of information'. Points of information shall be phrased as a short question to the speaker e.g. "is it not a fact that....", and shall be used solely to seek or offer strictly factual information. The speaker may refuse to accept the point of information in which case the mover shall give way. If a speaker indicates that s/he is not willing to take any further points of information during a speech their wish shall be upheld by the Chair.

9.4. No question once decided may be re-opened at the same Student Members' Meeting.

10. Interpretation

10.1. The rules of interpretation at Student Members' Meetings shall be that the decision of the Chair shall be final and binding concerning the interpretation of this Bye-Law, but subject to the results of a challenge as specified in 3.7 and 3.9 of this Bye-Law.

11. Order of Business at Student Members' Meetings

11.1. The order of business at Student Members' Meetings, unless determined otherwise by the procedural motions outlined in this Bye-Law, shall be as follows:

- i. introduction from the Chair
- ii. to receive minutes of previous General Meeting,
- iii. matters and actions arising from those minutes;
- iv. formal motions and amendments (if applicable);
- v. to receive reports from the Trustees;
- vi. any other business;
- vii. official notices and announcements;
- viii. close of meeting.

12. Quorum

12.1. The following Rules concerning quorum shall apply during a Student Members' Meeting:

12.1.1. if a member with speaking rights calls 'quorum' during a Student Members' Meeting it shall be regarded as a point of order taking precedence over all other business.

12.1.2. In the event of a call of quorum the Chair shall ascertain whether a quorum is present. If a quorum is not present then the meeting shall cease immediately. The Chair shall allow five minutes for a quorum to be achieved. If the quorum is so achieved then the meeting shall continue. If a quorum is not so achieved then the meeting shall be closed.

12.1.3. A Quorum shall be 1% of the Student Membership who are entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member.

13. Company Law Meetings

Company Law Meetings shall take place according to Article 24 of the Memorandum and Articles of Association.

14. Written Resolutions

Written Resolutions shall be conducted in accordance with Article 25 of the Memorandum.

15. Adjournments

15.1 The chair of the meeting may adjourn a meeting at which a quorum is present if:

15.1.1 the meeting consents to an adjournment;

- 15.1.2 it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
- 15.2 The chair of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 15.3 When adjourning a general meeting, the chair of the meeting must:
 - 15.3.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees; and
 - 15.3.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 15.4 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Union must give at least seven clear days' notice of it:
 - 15.4.1 to the same persons to whom notice of the Union's Student Members' Meetings is required to be given; and
 - 15.4.2 containing the same information which such notice is required to contain.
- 15.5 Business of an adjourned Student Members' Meeting must take place on the same basis as that of the original meeting.

Bye-Law 3

Student Council

Student Council exists as a high-level democratic body for students to bring forward and discuss matters of concern to them, their education and in their dealings with the University and / or Union. It can provide recommendations to Trustees, offer direction to Officers and School Committees and hold them to account. It can raise its concerns to the University and can be consulted on both University and Union development and change. Although having a role in Union governance, it is not a primary governing body of the Union.

1. Council Membership and Meetings
 - 1.1. The Council shall be responsible for policy recommendations to the Trustees, except where policy recommendations are made by Referendum or passed at a Student Members' Meeting, which supercede these.
 - 1.2. The Council shall meet at least 4 times in the year, twice in term 1 (Semester 1), twice across terms 2 and 3 (Semester 2).
 - 1.3. There shall be up to 24 representatives from across affiliated Societies and Clubs.
 - 1.4. Only the President or named committee member of the Society and Club will be entitled to take the seat. There will be an election to decide seats at the Societies Forum in October. Each Society and Club will have one vote only, cast by the Society or Club President or named committee member; the election will be by secret ballot and supervised by a member of Union staff. Named committee members need to be agreed by the Society or Club and noted in writing to the staff member responsible for Society and Club administration.
 - 1.5. There shall be up to 24 Student Academic Representatives (StARs). These will be elected in October. To allow for a full and fair representational base available positions will be allocated according to school size and profile for defined UG Year (1st 2nd etc) and PG groups as defined by the University.
 - 1.6. These elections will be by a secret (electronic) ballot of all StARs in a faculty. These elections will be overseen by the Elections Committee and administered by a member of Union staff appointed by this committee.
 - 1.7. 10 Ordinary members elected by secret ballot at the main Union elections in March.
 - 1.8. All members of the Executive Committee shall be full members of the Student Council.
 - 1.9. School Committee representatives may attend Student Council in an ex-officio, non-voting, capacity.
 - 1.10. Should a StAR resign from their position or cease to be a StAR the seat will remain vacant until such time as the position can be advertised and a new ballot of the school StARs be called.
 - 1.11. Should a Society or Club President or named committee member resign or their office their seat will be open for election at the next Societies Forum.
2. The Powers and Duties of the Student Council
 - 2.1. The Student Council shall have the following powers and duties:-
 - 2.1.1. to provide recommendations to the Trustees;

- 2.1.2. Subject to Article 36.3, Student Council shall be responsible for all policy recommendations to the Trustees, except where policy recommendations are made by Referendum or passed at a Student Members' Meeting.
- 2.1.3. to receive and consider reports from the Executive Committee, School Committees, Trustees, and any other student forums or committees as may exist at that time.
- 2.1.4. to consider a motion of no confidence in or censure of a Sabbatical Officer or Trustee.
- 2.1.5. to refer relevant matters to any existing Standing Committees.
- 2.1.6. to receive verbal, minuted, reports from Sabbatical Officers.
- 2.1.7. to elect at its first meeting of each academic year representatives to the Board of Trustees, based on the Board's open application process, recorded in Article 28.
- 2.1.8. to receive verbal, minuted, reports from its representatives on the Board of Trustees.
- 2.1.9. to propose and second motions to Student Members' Meetings.
- 2.1.10. to convene working parties and sub-committees from amongst the membership of the Student Council whose remit shall be determined by itself.
- 2.1.11. to admit and remove Honorary Members.
- 2.1.12. direct and hold accountable the Executive and School Committees
- 2.1.13. elect delegates to meetings and conferences of NUS as defined by NUS except NUS Annual Conference where the delegates will be elected in accordance with Bye Law 10.
- 2.1.14. agree new and review existing affiliations except in the case of a recommendation to disaffiliate from NUS which must be ratified by referendum. Such a referendum shall not take place more than once every 2 years.
- 2.1.15. discuss and feedback on University initiatives and actions

3. Quorum

- 3.1. The quorum for Meetings of the Student Council shall be 50% plus 1 of the occupied seats.

4. Notice of Meetings

- 4.1. Notice of the time, date and place of all Student Council meetings, along with an invitation for items to be included on the agenda will be sent to all Student Council members and posted at all University sites at least seven days before each meeting.
- 4.2. Notice of emergency meetings of Student Council must be circulated and posted at least forty-eight hours before the meeting.
- 4.3. The Chair will call an emergency meeting of the Student Council upon receipt of a written request from 50% of the total Student Council members and/or by resolution of the Executive Committee or the Board of Trustees.

5. Agenda

- 5.1. The agenda for a Council Meeting shall be drawn up, with the minimum agenda points, as follows:

- i. Opening remarks – Chair (including apologies)
- ii. Notice of items of Any Other Business
- iii. Elections (if any)
- iv. Minutes of the last meeting
- v. Matters arising from the minutes
- vi. Executive Committee Report and questions

- vii. Motions for consideration
- viii. Guest Speakers
- ix. Any Other Business as notified at the start of the meeting
- x. Emergency motions at the discretion of the Chair.

5.2. The agenda, executive report and motions shall be circulated to all members of the Council at least forty-eight hours in advance of the meeting.

5.3. The Executive Committee shall present a summary written report prepared by the President to every Council Meeting which shall outline key tasks performed by each member and indicate which areas of work they have been responsible for. The report shall:-

- i. List the contents of all directions from the previous Council Meetings which have been delegated to named Executive Officers.
- ii. Indicate whether all or part of the directions has been fulfilled.
- iii. List all outstanding actions.

5.4. The following motions may be moved on the report:-

- i. Adoption of the report
- ii. Reference back of the report or specified parts
- iii. The instruction that an unfulfilled direction be fulfilled
- iv. The censure of a named member or members of the whole Executive Committee.
- v. The removal of responsibility for a specific area of work from a named member

6. General Debate

6.1. Meetings of the Student Council shall normally be conducted in open session. Under the guidance of the meeting, the Chair may put an item "into debate". Members wishing to speak on the item shall indicate their wish to do so by raising their hand.

6.2. Under the guidance of the meeting, the Chair may put an item into "formal debate". Speeches will then be taken alternately for and against the item, followed by a summation from the original proposer before a vote is taken. The Chair shall decide under the guidance of the meeting and before the commencement of the debate, the number and length of speeches to a maximum of 5 minutes.

6.3. The Chair shall take speakers at his/her discretion with precedence given to those members who first draw the attention of the Chair.

7. Voting

7.1. The Chair shall call a vote by asking for a show of hands in favour, against or abstaining on a particular resolution. A resolution shall be carried by a simple majority of those voting unless otherwise stated in this schedule.

7.2. The Chair shall have a casting vote only.

7.3. Only those able to prove their membership of Council shall vote.

7.4. Council can move to have a secret ballot. The Administrator will be responsible for the conduct of such votes. Council members will be issued with individual voting forms on which their vote shall be recorded. The Administrator will provide the results of each vote to the Chair for announcement.

8. Attendance at Student Council Meetings
 - 8.1. If a Student Council member ceases to be a registered student of the University then such a member shall be deemed to have resigned their post with immediate effect.
 - 8.2. If any member misses two Student Council meetings in an academic year without apologies of the Chair prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to mitigating circumstances, decided upon by the Chair.
 - 8.3. All full members may attend Student Council meetings as observers and may be granted speaking rights at the discretion of the Chair.
 - 8.4. Observers, either individually or collectively, may be excluded by the vote of a simple majority of those present.
 - 8.5. Guest speakers may be invited to speak at Student Council by a simple majority of those present.
 - 8.6. Any member of Union or University staff may attend and speak at Student Council meetings at the discretion of the meeting.
 - 8.7. There shall be an Administrator to the Student Council, who shall not be a Trustee, appointed from the administrative staff of the Union
 - 8.8. The Administrator shall keep minutes of all proceedings to include the names of all persons present at each such meeting. Any such minute, if purported to be signed by the Chair shall be sufficient evidence and minutes of the proceedings.
 - 8.9. The Chief Executive of the Charity Company (Union) or his/her representative shall attend in an advisory capacity and have full speaking rights at each meeting of the Student Council, they may attend together with other members of permanent staff of the Charity Company (Union). They will have no voting rights.

9. Motions
 - 9.1. All motions shall be proposed and seconded by Council Members
 - 9.2. Any Full Member of the Union who is not a member of the Council wishing to submit a motion must petition the Council and such a motion must be submitted to the Chair seven working days in advance and be accompanied by the signatures of 1% of Full Members of the Union. The Chair may invite one petitioner to propose the motion at the Council Meeting.
 - 9.3. All motions except Emergency Motions must be submitted at least 10 working days before the meeting. The text of such motions shall be circulated to all Council Members and available to all Union members at least 7 working days before the meeting, at all sites.
 - 9.4. Amendments to motions must be submitted to the Chair, proposed and seconded by a Member of Council, in writing, at least 4 working days before the meeting. Any Full Member of the Union may also submit amendments in writing at least 4 working days before the meeting. The signatures of 1% of Full Members of the Union shall accompany such an amendment.
 - 9.5. The Chair may rule an amendment out of order if:-
 - i. It is not relevant to the original motion;
 - ii. It is a variation of a previously defeated amendment;
 - iii. If it is a negation of the motion.

- 9.6. An Emergency Motion may be submitted only if its contents deal with matters which have arisen since the closing date for the submission of motions and they cannot wait until the next Council meeting. The Chair alone shall decide on whether an Emergency Motion shall be considered. Emergency Motions must be submitted in writing at least 48 hours before the meeting.
 - 9.7. The member proposing the motion shall make a speech in favour to be followed by the Chair inviting a speech against. Each of these speeches shall be no longer than five minutes. There shall then be a second round of speeches for and against, each not to exceed five minutes and then the motion shall be open for discussion, at the discretion of the Chair. The proposer may make a summation immediately before the vote is taken.
 - 9.8. After a motion has been proposed, amendments, if any, must be dealt with and they should be proposed and seconded in the same way as motions.
 - 9.9. Any amendment may be incorporated immediately with the consent of the proposer and seconder of the original motion.
 - 9.10. Once an amendment is before a meeting, it must be dealt with before dealing with 'the Substantive' as follows:-
 - 9.11. If an amendment is carried, the motion as amended becomes the substantive motion;
 - i. Only one amendment shall be before the meeting at any one time;
 - ii. Once an amendment has been passed the proposer of the original motion shall have the right to pass the summation speech for the substantive to the proposer of the amendment;
 - iii. No amendment may be moved after the summation speech has either begun or finished.
 - 9.12. All motions shall be passed by simple majority of the members present in favour except for motions proposing "no confidence" or "censure" which shall require a two thirds majority, and constitutional amendments which shall require two-thirds majority.
 - 9.13. Any motion or amendment proposed and seconded can only be withdrawn by a simple majority of Council. A motion withdrawn by the proposer is still open to the seconder and another Council Member to propose, providing this immediately follows the withdrawal.
 - 9.14. Should there be no discussions when a motion or amendment has been proposed, the Chair shall:-
 - i. Formally ask if there is any opposition or questions
 - ii. Advise the Council that if there is no opposition, the motion or amendment will be carried
 - iii. In the event of there still being no opposition declare the motion or amendment carried.
 - 9.15. A motion which is defeated or a motion or amendment which is substantially the same as a defeated motion shall not be considered again at the same meeting.
10. Points of Order
- 10.1. A point of order may be raised at any time, except during a speech or during a vote, unless relating to that speech or vote. It requires one Council Member to make it. Points of order have precedence over all other business, and have the following descending order of priority:-

- i. A request for a quorum count;
- ii. A request for a ruling or interpretation from the Chair;
- iii. A request for a re-vote;
- iv. Other points of order relating to the procedure of the meeting.

11. Procedural Motions

11.1. Procedural Motions are next in precedence to points of order. Their descending order of priority is as follows:-

- i. That this meeting has no confidence in the Chair;
- ii. That the Chair's ruling be overturned;
- iii. That the meeting be adjourned;
- iv. That the meeting be closed;
- v. That the question be now put;
- vi. That the question be not put;
- vii. That the question be adjourned to later that meeting or to a later meeting;
- viii. That the question be referred to another body or person;
- ix. That the question be voted on as a whole;
- x. That the question be voted on in parts.

11.2. All procedural motions shall require the support of at least ten Council Members before being discussed. They shall be voted upon after at least one speech in favour and one against and shall require a simple majority to be passed.

11.3. For a motion of "no confidence" in the Chair, the President shall take the chair for the duration of the Council's consideration of that motion. If the motion is passed the Chair shall immediately revert to being an ordinary Council Member and the Council shall elect a new chair.

12. Points of Information

12.1. Points of Information may be raised while a member is speaking, except when the Chair is making her/his opening remarks or when a member is summing up. They shall consist of information offered or a question asked of a member, providing the member accepts the point. They shall contain no point of argument.

13. The Council Chair

13.1. At the first meeting of the Council each year a Council Chair (Chair) shall be elected from amongst the full voting members to serve for that year.

13.2. Until such time as the Members of Council have elected the Chair, the chair shall be taken to be the President

13.3. The Chair shall have the general power to direct the proceeding of the meeting and his/her ruling on any point shall be final, subject only to standing orders.

13.4. The Chair may address the meeting to explain or administer standing orders or to answer questions.

13.5. The Chair shall not participate in debates, he/she shall vacate the chair to the President for the whole of any business that he/she wishes to speak upon.

- 13.6. The Chair shall ensure that the meeting is in order, that remarks are relevant to the questions under debate and that no racist, sexist, homophobic, intimidating, threatening, harassing or defamatory remarks are made, either generally or by one member concerning another.
- 13.7. The Chair shall not be an executive officer. The Chair will hold a seat in their own right and is therefore not required to be an elected / co-opted member of Council for the forthcoming academic year.
- 13.8. If the Chair ceases to be a registered student of the University then they shall be deemed to have resigned their position with immediate effect.
- 13.9. In the event of a challenge to a ruling from the Chair, the Chair shall vacate the position in favour of the Deputy Chair. The proposer shall speak for the motion and then the challenged Chair shall speak against, before a vote is taken.
- 13.10. In the event of the motion being carried, the Deputy Chair shall assume the Chair, until discussions on that item have been concluded.
- 13.11. Members shall, when speaking, address themselves by name to the Chair.
- 13.12. The Chair shall decide the right of priority in speaking. If more than one member wishes to speak at the same time priority shall go to whoever "catches the eye" of the Chair first.
- 13.13. Whenever the Chair speaks, any member speaking or offering to speak must desist. If the Chair calls a member to order, the member speaking shall cease to do so and stand down. No other person shall speak to the meeting until the Chair gives permission for the debate to continue.
- 13.14. Any member refusing to comply when called to order by the Chair shall be expelled from the meeting and not allowed to return. The Council may by a majority vote also require that a member so suspended from one meeting be suspended for up to a further two meetings.

14. The Deputy Chair

- 14.1. At the first meeting of the Council each year a Council Deputy Chair (Deputy Chair) shall be elected from amongst the full voting members to serve for that year.
- 14.2. The Deputy Chair shall not be an executive officer of the Union during their term as Deputy Chair.
- 14.3. The Deputy Chair shall act in the absence of the Chair acting in accordance with the responsibilities and rights of Chair as outlined in this bye-law.

15. Council Policy Lapse

- 15.1. At the beginning of the first Council Meeting of the academic year, the President shall notify the meeting of all Student Council policies that have been in existence for three years or more or that were last ratified three years earlier.
- 15.2. The text of these policies shall be circulated to all Council Members indicating when they shall lapse. Any objections to the policy lapse should be notified and then raised under 'Any Other Business'.
- 15.3. The Chair shall invite a speech moving each objection and a speech against and the meeting shall then move to a vote, where a simple majority shall prevail
- 15.4. If no objections are raised, that policy shall lapse immediately.

Bye-Law 4

School and Executive Committees

1. School Committees
 - 1.1. School Committees shall co-ordinate representation and activities for students in each School.
 - 1.2. The School Committee will be delegated such authorities as required by the Trustees
 - 1.3. There will be three committees, representing the six schools:
 - 1.3.1. Social Professions & Social Sciences
 - 1.3.2. Cass & Computing Science & Digital Media
 - 1.3.3. Guildhall School of Business and Law & Human Sciences
 - 1.4. The Trustees will review these prior to elections on an annual basis.
 - 1.5. There will be a Sabbatical Officer for each School Committee who will act as the representative officer of the Union.
 - 1.6. The Sabbatical Officers shall be paid an allowance determined by the Trustees in line with general University grade scales and will be required to sign a contract of employment and Code of Conduct.
 - 1.7. Each School Committee will elect two part-time School Officers, who will represent their School on this body as well as on Executive Committee. Each School Committee will be chaired by the representative Sabbatical Officer for that committee, and elected by a secret ballot of members of the Union who are registered there.
 - 1.8. Each School Committee shall have four appointed members who are Student Academic Reps (StARs)
 - 1.9. The Committee shall be elected according to the regulations contained in Election Regulations, Bye Law 11 of this constitution. They will serve as members of the committee from July 1st of that year to June 30th of the following year.
 - 1.10. The four block members shall be unpaid volunteers and will be required to sign a code of conduct.
 - 1.11. The role of the Committee shall be to:
 - 1.11.1. facilitate student involvement
 - 1.11.2. co-ordinate social, cultural and School based societies
 - 1.11.3. represent students around that School
 - 1.12. School Committees are governed by relevant legislation and where applicable decisions that have been made by Student Members' Meeting or Referendum and subject to the oversight of the Trustees Board.
 - 1.13. The Committee's responsibility shall not include the duties of the Trustees as set out in Articles but shall include representation and campaigning work and the implementation of policy save in so far as these responsibilities have not been delegated to another committee by Trustees.
 - 1.14. The committee will meet formally every two weeks during term time, with informal meetings in addition, as required.

2. Executive Committee

- 2.1. The Executive Committee's responsibility shall not include the duties of the Trustees as set out in Articles but shall focus on representation and campaigning work and the implementation of policy driven by students, save in so far as these responsibilities have not been delegated by Trustees to another committee.
- 2.2. The Executive Committee will be delegated such authorities as needed by the Trustees and governed by relevant legislation and the decisions that have been made by the Student Members' Meeting, the Student Council, School Committees, a Referendum and subject to the oversight of the Trustees Board.
- 2.3. The Sabbatical Officers shall be paid an allowance determined by the Trustees in line with general University grade scales and will be required to sign a contract and Code of Conduct.
- 2.4. Executive Officers will be elected in accordance with the election regulations.
- 2.5. There will be a Deputy President, elected from the full time officers, at the first meeting of the Executive Committee.
- 2.6. The Chair of the Executive Committee shall be the President.
- 2.7. Unless the Trustees determine otherwise, the Executive Committee shall include:
 - 2.7.1. the Sabbatical Officers; and
 - 2.7.2. two part-time Officers from each School Committee elected according to the election regulations
 - 2.7.3. four part-time Liberation officers covering the following portfolios: Women, LGBTQ+, BAME and Disabilities.
- 2.8. The role of the Executive Committee shall be to:
 - 2.8.1. Carry out the decisions made by Trustees, Student Members' Meetings, and recommendations of Student Council, School Committees & Referenda
 - 2.8.2. Be responsible for the overall direction of the Union through the implementation and development of its strategic plan as agreed by the Trustees;
- 2.9. Formal Meetings of the Executive committee shall be monthly with informal meetings as required

3. General

- 3.1. The quorum for a meeting of either a School Committee or the Executive Committee shall be 50%+1 of the voting members during term time; for the Executive Committee it will be 50%+1 of the full-time officers at all other times.
- 3.2. The Senior Staff Member (Chief Executive) will attend the formal meetings in an advisory role and shall have full speaking rights at these Executive and Trustees meetings, but shall not be entitled to vote at such meetings.
- 3.3. Other members of staff may attend and speak at meetings at the invitation of the meeting.
- 3.4. The Senior Staff Member (Chief Executive) shall ensure appropriate administrative support for formal meetings.
- 3.5. If an officer (Executive Committee member) ceases to be a registered student of the University then they shall be deemed to have resigned their

position with immediate effect.

- 3.6. No member of the Union shall be eligible for more than two terms of office as a sabbatical officer.
- 3.7. If any officer (Executive Committee member) misses two consecutive meetings or three in an academic year, without apologies to the President prior to the meeting, s/he will be deemed to have resigned from office, unless there are mitigating circumstances, as defined by the Chair.

Bye-Law 5

Absences, Vacancies and Removal from Office

1. Officers are answerable for their disciplinary conduct to the Union and University policies and procedures in force at the time including those applying to students. Officers are answerable for their political effectiveness to the procedures relating to censure and no confidence.
 - 1.1. In the event of an Executive Officer being absent, the Executive Committee shall undertake such action as required to ensure that the duties of that officer are properly carried out.
 - 1.1. In the event of any full-time executive office becoming vacant following an election into the role, this role will remain vacant for the remainder of the academic year and provisions will be made to ensure that the duties of this role are properly fulfilled. These provisions will be decided on by a vote of the Trustee Board.
 - 1.2. In the case of the President position becoming vacant the Deputy President shall act as President for the remainder of the academic year.
 - 1.3. In the event of a Student Officer (part-time) position becoming vacant, the Executive Committee shall decide, at its next meeting, whether to ask the Student Council to co-opt a member into the vacancy. The Student Council will select the member by secret ballot at its next meeting from prospective candidates. Notice of this will be served in the Council agenda.
 - 1.4. If any part-time officer misses two consecutive or any three meetings in an academic year, without apologies to the President prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to ill health.
 - 1.5. Any member of the Executive Committee may be censured at a Student Council meeting in accordance with the Memorandum and Articles.
 - 1.6. If two motions of "censure" are passed in one academic year, the person named shall face a "no confidence" vote at Council.
 - 1.7. Members of the Executive Committee shall be automatically removed from office if:
 - i. they commit an act of gross misconduct;
 - ii. they have been expelled from University for reasons that may include but are not limited to, termination of study, non-payment of fees, disciplinary matters, or;
 - iii. they have unsuccessfully completed a Criminal Records Bureau check.
 - 1.8. Gross misconduct may include, but is not limited to:
 - i. perverting, or attempting to pervert the democratic procedures of the Union;
 - ii. intimidation towards other Executive Officers, students or Union or University staff.
 - iii. behaviour that is in breach of the Unions or University's Equal Opportunities Statement.

iv. Defrauding, or attempting to defraud the Union or University.

v. Embezzlement of funds.

1.9. A Sabbatical Officer may be removed from office if they are in breach of their contract of employment or code of conduct.

1.10. A Student Officer may be removed at the discretion of the Trustees if they are in breach of their academic study rules, e.g. poor attendance, or the results of a University disciplinary are unfavourable.

1.11. The University Secretary has the right to review process and outcome in relation to motions of no confidence to ensure due process has been followed.

2. Disqualification, Resignation and Removal of Trustees

The rules regarding this are contained within Article 31 of the Memorandum and Articles of Association.

3. Removal of Trustees by the Members or the Student Council

The rules regarding this are contained within Article 32 of the Memorandum and Articles of Association.

4. Removal of Trustees by the Board
The rules regarding this are contained within Article 33 of the Memorandum and Articles of Association.

5. Removal of Sabbatical Officers (Officer Trustees)
The rules regarding this are contained within Article 34 of the Memorandum and Articles of Association.

Bye-Law 6

Powers and Duties of the Trustees

1. Order of Business at Trustees' Meetings
 - 1.1. The order of business for Trustees' Meetings shall include the following:
 - i. apologies for absence;
 - ii. minutes of previous meetings;
 - iii. matters arising and action points from the minutes;
 - iv. General Managers report;
 - v. Executive Committee report
 - vi. Finance report;
 - vii. any other reports;
 - viii. motions and agenda items;
 - ix. any other business;
 - x. date, time and venue of next meeting.
 - 1.2. A meeting of the Board may be called by any four, or more, Trustees.
 - 1.3. Emergency meetings of the Trustees may be called by more than half of the Trustees in office. Only the stated business of an Emergency Trustees' Meeting may be discussed at such a meeting.
2. Conduct of Business At Trustees' Meetings

The Chair
3. The Chair and Vice-Chair roles are confirmed within Article 49 of the Memorandum and Articles of Association.
 - 3.1. In the event of a challenge to a ruling from the Chair, the Chairperson shall vacate the Chair in favour of the Vice Chair. The proposer shall speak for the motion and the challenged Chairperson shall speak against before a vote is taken. In the event of the motion being carried, the Vice Chair shall assume the Chair, until discussion on that item has been concluded.

- 3.2. Meetings of the Trustees shall normally be conducted in open session. Under the guidance of the meeting, the Chair may put an item 'into debate'. Trustees wishing to speak on the item shall indicate their wish to do so by raising their hand.
- 3.3. Under the guidance of the meeting, the Chair may put an item into 'formal debate'. Speeches will then be taken alternately for and against the item, followed by a summation from the original proposer before a vote is taken. The Chair shall decide, under the guidance of the meeting and before the commencement of the debate, the number and length of speeches.
- 3.4. The Chair shall take speakers at his/her discretion with precedence given to those Trustees who first draw the attention of the Chair.
- 3.5. All speakers shall address the meeting through the Chair.
- 3.6. The quorum for Trustees' meetings may be fixed from time to time by a decision of the Trustees, but it must never be less than five. Unless otherwise fixed, the quorum shall be five and such quorum must include at least two Sabbatical Trustees and two externals. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a Conflict of Interest, the quorum shall be four. The majority of the quorum must be made up of student members.
 - 3.6.1. If the total number of Trustees for the time being is less than the quorum required, the Trustees must not take any decision other than a decision to increase the number of Trustees including by calling a general meeting or election so as to enable the Members to elect further Trustees.
- 3.7. The Chair shall call a vote by asking for a show of hands in favour, against or abstaining on a particular resolution. A resolution shall be carried by a simple majority of those voting unless otherwise stated. A trustee may call for a secret ballot, such requests will be met

4. Attendance at Trustees' Meetings

- 4.1. If a Student Trustee ceases to be a Student then such Trustee shall be deemed to have resigned their position with immediate effect.
- 4.2. If any Trustee misses two consecutive meetings of the Trustees, without apologies to the Chair prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to mitigating circumstances, as defined by the Chair.
- 4.3. Observers, either individually or collectively, may be excluded from Trustees' Meetings by a simple majority vote of the Trustees present.
- 4.4. The Trustees may enter into closed session by means of a simple majority vote of the voting members present at the meeting. When it has been decided to continue a meeting in closed session, observers and other non-Trustees present will be required to leave the meeting.
- 4.5. A decision to allow individuals, other than Trustees, to attend closed sessions may be taken by a simple majority vote of the Trustees present at the meeting.
- 4.6. Minutes of closed sessions shall be taken by another Trustee as necessary present at the meeting.

- 4.7. Guest speakers may be invited to speak at Trustees Meetings at the discretion of the Trustees.

Bye-Law 7

Membership Powers and Duties of Committees

Committees of Council

1. Membership
 - 1.1. Each Committee shall comprise a Chair and at least five Members who shall be drawn from the relevant activity or representative group
 - 1.2. Each Committee shall have the power to co-opt members.
 - 1.3. Committees may be formed by Council for a specific purpose.
 - 1.4. Each Committee shall be responsible in the first instance to the Student Council and shall elect a member to represent their committee/group at Student Council meetings
 - 1.5. Each Committee shall produce an annual report for presentation to Student Council.
 - 1.6. Each Committee shall have an identified member of the Executive Committee and Union Staff Member to support the development and organisation of the Committee.

2. Standing Committees of Trustees
 - 2.1. Appointments Committee
 - 2.1.1. The committee will make recommendations on the appointments to Trustee Board, recruitment process and timescales
 - 2.1.2. The committee will be the recruitment panel for trustee recruitment
 - 2.1.3. The committee will consist of the Chair, 1 external trustee and 1 Student Trustee appointed by the Board of Trustees
 - 2.2. Finance Committee
 - 2.2.1. The committee will make recommendations on financial procedures, process and budget to Trustee Board, as indicated by the financial regulations of the Union
 - 2.2.2. The committee will consist of the President and 2 External Trustees appointed by the Board of Trustees
 - 2.3. Elections committee
 - 2.3.1. The structure and responsibilities for this committee are as set out in bye-laws 10 and 11 relating to elections
 - 2.4. Student Experience
 - 2.4.1. The committee will make recommendations on the overall student experience at London Metropolitan University
 - 2.4.2. The committee will consist of the Deputy President, and 1 External Trustee and 1 Student Trustee appointed by the Board of Trustees
 - 2.5. The Chief Executive shall provide support to all of the above committees

3. General Duties of Committees
 - 3.1. To consider evidence and make recommendations to the Trustees, Executive Committee and Student Council, relevant to the remit of each Committee.
 - 3.2. The specific powers and duties of Committees shall be as determined by the committee and agreed by Student Council and the Board of Trustees

4. Miscellaneous Provisions

- 4.1. Meetings may be called by the Chair of the Committee or at the request of Trustees or Student Council.
- 4.2. Trustees and Officers may attend Committee meetings, speaking at the Chair's discretion; but shall be granted speaking and voting rights only on those committees of which they are named members.

Bye-Law 8

Societies

1. Definitions
 - 1.1. A Society shall be defined as a group of students with a common interest who shall meet and implement activities to further their group's interests
2. Objects
 - 2.1. The Union through its staff and officers will:
 - i. Encourage, provide and support activities as appropriate to meet the interests of students of the University
 - ii. Manage, guide and aid in the development of Societies.
 - iii. Work with the University, and where appropriate external bodies, to develop opportunities, societies and recreational events.
 - iv. Provide activities to encourage community involvement through and for our members.
 - v. Provide support for emerging Societies.
 - vi. Through Societies activities provide the opportunity and facilities to encourage social and personal development.
 - vii. Co-ordinate and administer Societies' activities, including the supervision of financial matters relating to Societies.
 - viii. Develop processes for recognition for those volunteering through Societies.
3. Membership
 - 3.1. Membership of all Societies shall be open to all students in accordance with the Education Act 1994. All Societies shall define their own membership in accordance with the Students' Union and University equal opportunities policy.
 - 3.2. Society committee positions can only be held by current students who are members of the Union and the Society in question.
 - 3.3. Any dispute regarding the membership of any Society shall be referred to the member of Union staff responsible for this area
 - 3.4. Societies must have a minimum of 10 members to formalise their existence.
4. Associate membership
 - 4.1. The following may join as associate member on payment of fees and completion of associate members forms
 - i. Member of NUS affiliated Colleges or Universities
 - ii. University Alumni, Staff or Graduates
5. Memberships Fees
 - 5.1. To be eligible to participate in activities of the affiliated Societies, members must have paid the relevant Society membership fees.
 - 5.2. Members must have paid membership within one calendar month of the start of term or immediately on application and acceptance thereafter.
 - 5.3. Membership fees shall be set by individual Societies and reflect the funding and developmental aims of the Society, but be at a minimum of £5.

- 5.4. Committees of Societies will be expected to monitor the payment of membership fees and spot checks should be performed throughout the year.
- 5.5. Refunds will only be given within the one calendar month 'cooling off' period from when purchased. Any membership refund requested after this period will be at the discretion of the Union.

6. Societies Forum

- 6.1. Societies Forum exists as a forum for members to discuss issues and share feedback on the development of Union Societies.
- 6.2. Societies Forum shall provide recommendations and advice to the member of Union Staff responsible for Societies and the President of the Students' Union (or other nominated Sabbatical Officer) on the following key decisions, which they shall together make:
 - i. Budgets
 - ii. Allocation of development funds
 - iii. Approval of new Societies
- 6.3. Society's Forum shall take place once per semester.
- 6.4. All Societies members are permitted to attend and shall have the right to speak.
- 6.5. Society's Forum shall be chaired by the President.
- 6.6. The Chief Executive and Trustees shall have attendance and speaking rights.

7. Affiliation

- 7.1. In order to establish a Society an application pack which includes a constitution, aims and objectives must be submitted to the member of Union Staff responsible for Societies
- 7.2. The objectives of the proposed society should not cover any that are already provided for in the objectives and activities of existing societies
- 7.3. Each Society must hold at least one all members meeting and elect committee members each academic year according to their constitution and the names of these officers shall be presented in writing to the Union Office. Committee meetings should have a quorum as stated in the individual Society constitution. These elections should take place before the end of Term 3 (Semester 2) for the committee to be effective in the new academic year.

8. Positions

- 8.1. Societies shall have 3 key positions represented on their committee. These positions shall be as follows:

- 8.1.1. The Society's President (Chair) - The duties of the President shall be to:
 - i. Be a figurehead of the Society.
 - ii. Ensure that the Society operates in accordance with the Students' Union constitution, policies and procedures as well as the Societies own constitution, aims and objectives.
 - iii. Oversee the day to day running and be the main point of contact for the Society.
 - iv. Chair the Societies meetings, democratically and appropriately.
 - v. Attend all relevant training sessions and meetings as required.
- 8.1.2. The Society's Treasurer - The duties of the Treasurer shall be to:
 - i. Keep current accurate financial information of the Society's activities and to be responsible for all financial transactions (only the Treasurer may authorise withdrawals or expenditure).
 - ii. Ensure that the Society operates in accordance with the Students' Union constitution, policies and procedures as well as the Society's own constitution, aims and objectives.
 - iii. Attend all relevant training sessions and meetings as required.
- 8.1.3. The Society's Secretary & Vice Chair – The duties of the Secretary will be to:
 - i. Deputise in the absence of the President and assist with duties as decided by the committee.
 - ii. Organising appropriate meetings keep records and update information to the Union Office.
 - iii. Ensure that the Society operates in accordance with the Students' Union constitution, policies and procedures as well as the Society's own constitution, aims and objectives.
 - iv. Attend all relevant training sessions and meetings as required.
- 8.2. Societies shall be able to have further positions on their committee as determined by their constitution.
- 8.3. Minutes for all official Society Committee meetings and all members meetings must be taken and copies submitted within 10 working days to the Union Office.

9. Budgets

- 9.1. Budgets will be awarded in accordance with Union Policy, the provision of funds available and in compliance with the Education Act 1994, and based upon:
 - i. The cost of the activity;
 - ii. The disciplinary record of the Society;
 - iii. The level of activity in the previous year;
 - iv. The number of members;
 - v. The previous year's financial records;
 - vi. The yearly funding form submitted.
- 9.2. Once Budgets are set for the forthcoming year, they are final.
- 9.3. Societies are not permitted to have their own bank accounts or keep funds. Any Society found to have an external bank account will be suspended with immediate effect until an investigation by the Board of Trustees can take place.

- 9.4. All funds must be paid into the Students' Union's accounts.
 - 9.5. Societies and their committees will conduct themselves in accordance with the financial regulations of the Students' Union in force at that time.
 - 9.6. Societies need to consult in advance before receiving a donations or sponsorship award. A Society cannot enter into an agreement for sponsorship without the consent of the Union, or they will be suspended with immediate effect until an investigation by the Board of Trustees can take place.
 - 9.7. The Trustees shall approve overall spending for student activities.
 - 9.8. The Trustees shall ensure that all activities shall operate and discharge in accordance with the law and both the Union and University's policies in a fashion that is not Ultra Vires.
10. Disciplinary
- 10.1. Each Society or member is accountable for their behaviour.
 - 10.2. Breach of conduct, policy or behaviour that may bring the University or Students' Union into disrepute may result in disciplinary action and suspension of activity.
 - 10.3. Any Society breaking Students' Union policy, the Constitution, the content of this Bye-Law, or their own governing rules shall be subject to disciplinary action.
 - 10.4. Disciplinary matters will be heard by the Chief Executive, relevant Sabbatical officer and a Trustee, appointed by the Board of Trustees.
 - 10.5. Any breach of this policy as decided by a disciplinary panel can result in one or more of the following outcomes:
 - i. Closure of the society
 - ii. Closure of the specific activity
 - iii. A Fine
 - iv. Funding is removed or frozen (including any self-raised funds)
 - v. Student Disciplinary procedure through the University
11. Complaints
- 11.1. Complaints about service delivery shall be dealt with in accordance to the Students' Union complaints procedure.
 - 11.2. Any complaint about a member of staff will be dealt with according to the Students' Union complaints procedure.
 - 11.3. Complaints related to Officers will be dealt with in accordance to the University disciplinary rules or Students' Union governing documents, dependent on their nature.
12. Dissolution
- 12.1. Should the Society reach a point where it is no longer willing or able to carry out its aims and objectives and as such ceases to exist, or not re-affiliate within one academic year, all assets and money will revert back to Union.

Model Constitution for Societies

1. NAME

The name of the Society shall be

2. PURPOSE

The purpose of the Society shall be to:- [Insert purpose of the Society which must not conflict with the Constitution of the Union]

3. OFFICERS

There shall be 3 Officers of the Society, who will be Full Members of the Union, the President, Secretary and the Treasurer and they shall be elected by means of secret ballot at an Annual General Meeting of the Society.

- a. The duties of the President shall be to ensure the safety and security of all equipment and other assets provided for the Society and to account for such at the end of each year.
- b. The duties of the Secretary shall ensure that the provisions of this Constitution are followed and that no action contrary to its term or the objects of the Union is taken by the Society.
- c. The duties of the Treasurer shall be:
 - i. To prepare a budget (termly) to be presented to the first meeting of the Society and then to be presented, amended if necessary, to the Union.
 - ii. To keep accounts of income and expenditure which shall be open to inspection.
 - iii. Book activities, authorise expenditure and keep records thereof.

4. AUTHORITY & MEETINGS

The supreme body of the Society shall be the members / general Meeting and there shall be at least one Annual Members / General Meeting of the Society in each Academic Year. [Each Society must hold at least one adequately advertised Annual General Meeting per Academic Year, the details of which should be inserted below]

5. MEMBERSHIP

Membership shall be open to both Full and Associate members of the Union.

6. AMENDMENTS TO THE CONSTITUTION

This constitution may only be amended by resolution of a two-thirds majority of Members voting at a General Meeting of the Society. Such an amendment shall require to be ratified by the member of Union staff responsible for Societies and the President of the Students' Union / nominated Sabbatical Officer.

Bye-Law 9

Complaints Procedure

The Education Act, 1994, requires that each university should take such steps as are reasonably practicable to ensure that its students' union acts in a fair and democratic manner and that, inter alia, all students should have reasonable access to university-provided facilities and services. The complaints procedure set out below relates to the London Metropolitan University Students' Union.

1. The complaints procedure set out in the following paragraphs relates specifically to interactions between students and the Students' Union, in accordance with the Education Act, 1994. Complaints related to staff will be handled according to separate procedures for such complaints
2. All complaints will be considered promptly and in accordance with the principles of natural justice. Parties considering complaints will bring their best endeavours to seek an equitable and effective resolution at the earliest stage possible.
3. Information concerning complaints and their outcomes shall be reported at least annually to the Trustee Board.
4. Complaints may be considered on one or more of the following grounds:
 - a. that a student is dissatisfied in his or her dealings with the Union
 - b. that a student is being unfairly disadvantaged by reason of his/her having exercised the right not to be a member of the Students' Union.
5. Students who are also trustees (including sabbatical officers) may make complaints where they have been affected as individuals as a result of dissatisfaction in any dealings with the Union.

Procedure

6. Complaints shall be considered under the following procedure:
 - a. Complaints should be submitted in writing to the President of the Students' Union in the first instance, setting out the specific grounds of this complaint.
 - b. If a complaint is made against a member of staff any action taken must be in compliance with the employee's contract, the staff handbook and any relevant legislation.
 - c. The President will form a panel, which will consist of themselves, a further Sabbatical officer and an External Trustee.
 - d. The panel will request to meet the complainant, as part of the investigation.
 - e. The President will respond to the complainant in writing, setting out the panel's conclusions and where appropriate, any recommendations or proposals and how these should be implemented and enforced to remedy the situation, within ten working days.
 - f. If it is not possible to investigate the complaint in full within the time frame stated above, an interim response should be made to the complainant explaining the situation and the likely date by which a full response will be made, within the period of 1 calendar month.

- g. Where the complaint is against the President, the Deputy President shall investigate the complaint, consulting as necessary with others and supported by the Chief Executive.

Appeals

- 7. The complainant may submit an appeal in writing to the University Secretary in relation to the decision(s) of the Panel on the grounds that:
 - a. the decision makers have misapplied a procedure, policy or regulation;
 - b. the decision(s) is not supported by the evidence;
 - c. there was a serious procedural error (whether of this procedure prescribed by these regulations or of the requirements of natural justice) or other irregularity when the complaint was investigated and the decision(s) reached that makes the decision unfair;
 - d. no reasons for the decision were given; and/or
 - e. the student has new evidence that they could not reasonably have provided when making the complaint or during the investigation and which would probably have an important influence on complaint outcome.
 - f. Other than this, the University Secretary shall not consider any evidence that was not provided when the complaint was being investigated and a decision reached under paragraph 6.
- 8. The appeal must be in writing and
 - a. state the grounds of appeal;
 - b. be received by the University Secretary within 1 calendar month of the decision(s) being sent.
- 9. The University Secretary, or a Nominee thereof, will convene an Appeals Panel comprising:
 - a. The Chair of the Student Council, as Chair of the Appeals Panel;
 - b. Two Trustees (not otherwise involved in the investigation), not being members of the Executive Committee, nominated by the Chair of the Student Council and University Secretary.
- 10. The Appeal Panel shall meet within 10 working days of receiving the written appeal.
- 11. The University Secretary or Nominee shall write to inform the complainant of the date of the Appeal Panel meeting at least 5 working days in advance.
- 12. Should the complainant wish to reschedule the meeting, the complainant shall write to the Appeals Panel, stating the reasons. The meeting may be rescheduled on one occasion only.
- 13. Upon receipt of the request, the University Secretary or Nominee shall consult with the complainant and the panel members for an appropriate date to reschedule.
- 14. At the meeting, the Chair shall ask the complainant to outline the complaint.
- 15. The Chair shall summarise the complaint and any evidence provided.
- 16. The Panel members may question the complainant to explain any issues for clarity.

17. The Appeals Panel shall then go into closed session to consider the complaint fully.
18. The Chair of the Appeals Panel will respond to the complainant in writing, setting out the conclusions of the Appeals Panel and, where appropriate, any proposals or recommendations to remedy the situation.
19. The decision of the Appeal Panel is final.

Bye-Law 10

Annual Elections

- 10.1. Eligibility posts:
 - 10.1.1. There shall be four Full Time Officer posts
 - 10.1.2. A directly elected President, elected from any school by cross campus ballot
 - 10.1.3. There will be three officers directly linked to schools as follows
 - CASS, Computing & Digital Media
 - GSBL, and Human Sciences,
 - Social Professions and Social Sciences
 - 10.1.4. Two elected Full time Officer will take roles as Officer Trustees (The President and another FT officer decided by student council, who will be the Deputy President in addition to their school role)
 - 10.1.5. Candidates for FT School roles must be registered students in one of those two Schools.
 - 10.1.6. Where an eligible student takes FT office after graduating/completion of a course they shall be deemed to be continuing (registered) students of their original School and remain Union members for their period of office
 - 10.1.7. A student who is eligible may run for both a PT and FT role. They will be eliminated from the PT ballot should they win the FT position and their votes redistributed to other candidates accordingly. A student may not hold an FT and PT role. A student who is currently a PT officer will continue in office as a PT officer until their term as FT officer commences.
 - 10.1.8. Any full member, who will not have completed their course of study before taking and completing a term of office or any member who is enrolled or intends to enrol for a further course of study, shall be eligible to serve as a Part Time Executive Member. Should they complete their course or they are no longer registered at the university or lose student status for any reason they shall have deemed to have resigned from their position. They must be students during their period of office.
 - 10.1.9. There will be 10 PT officers, 6 elected by School and 4 portfolio equalities roles reflecting the equality forums (Women's, LGBTQ+, BAME, Disability).
 - 10.1.10. Candidates for PT portfolio roles would come from self-identifying group members and be elected by self-defining group members
 - 10.1.11. For PT school roles, candidates for the elected posts will need to be registered students at the School and elected by students of the school
- 10.2. School Committees
 - 10.2.1. Each School will have a school committee comprising the FT Officer, P.T School Officer and up to four appointed Student reps
- 10.3. Block Posts
 - 10.3.1. For cases where a dedicated female "block" is required (NUS), all female candidates are separated from the electoral pool and an STV count for all these candidates is run electing the required number.

- 10.3.2. If there are not enough female candidates to fill the position this is kept open for later co-option.
- 10.3.3. Female candidates who were not elected are then entered back in to the pool with all other candidates the remaining positions are filled as per the normal STV process, with no dedicated gender positions.

- 10.4. Conduct of Elections
 - 10.4.1. Timing: Annual elections shall be held before the end of March each year to elect the Union officers for the following year (1st July – 30th June). The timetable for elections and all other arrangements shall be the responsibility of the Returning Officer. The period from the opening of nominations to the declaration of the election result shall not exceed eight weeks.
 - 10.4.2. Election regulations shall be approved by the Board of Trustees and University Board of Governors.
 - 10.4.3. Election Rules: Rules governing the conduct of elections, including rules for candidates, shall be prepared and maintained by the Returning Officer and issued to all candidates. These rules cannot be in variation to these election regulations.
 - 10.4.4. Term of Office: Officers and Officer Trustees shall take up office on 1 July following their election and shall hold office until 30th June the following calendar year.
 - 10.4.5. NUS Delegates (as defined by NUS) shall be elected for a single Conference as specified in the election regulation and in accordance with the procedures laid down by NUS.
 - 10.4.6. Re-open Nominations (RON): In all elections, voters shall be given the option of voting to re-open nominations. All candidates, including unopposed candidates, shall therefore run against “Re-Open Nominations” (RON).
 - 10.4.7. Recognition of Election results: In any University wide election at least 5% of those eligible to vote must do so. In the event that this is not the case the University may not recognise the outcome.

Bye-Law 11

Election Regulations

11.1 Standing for election / eligibility

- i) You have to be a member of London Metropolitan University Students' Union to be eligible to vote or stand for election.
- ii) Students who have been subject to disciplinary action by the Students' Union or University following a serious offence will not be eligible if the offence was found proven. Any offence considered major misconduct under the University's disciplinary regulations will count as a serious offence and may include, but not be limited to, unlawful activity, violence, harassment, intimidation or victimisation of staff and/or students, damage to Union or University property.

- iii) If an Officer is deemed to have resigned through non-attendance, they are not eligible for election in the same academic year.
- iv) Officers previously dismissed for disciplinary reasons will not be eligible for election.
- v) Candidates will need to be eligible (in line with the University's current regulations) to progress to the next year and/or graduate.
- vi) It is the candidate's responsibility to disclose any disciplinary action taken by the University, prior to submitting their manifesto. Failure to do so may result in your candidacy being rejected and/or a penalty to be decided by the Returning Officer in accordance with Clause 11.13 below.
- vii) The Students' Union and University will require successful candidates to have a satisfactory Disclosure and Barring Service check. The Sabbatical Officer will be deemed to have resigned and the appointment terminated where a DBS clearance is obtained which is deemed not satisfactory to the Students' Union Chair and or University Secretary.
- viii) The Students' Union and University will require successful candidates to have satisfactory record on the Insolvency Register to hold a position on its board. In the case of the President, they will be deemed to have resigned from post if this is not the case. Should the Officer hold a seat on the Union Charity Board, they would be deemed to have resigned from that Board. The failure of such a check would also prevent the Officer from holding the role of Deputy President.
- ix) Candidates are able to stand for one FT Executive and one PT position only. A student who is eligible may run for both a PT and FT role and will be eliminated from the PT ballot should they win the FT position and their votes redistributed accordingly
- x) Candidates may be re-elected for a second year and serve a maximum of two years as a Full Time Officer. Part Time officer may serve a maximum of two years but can go on to hold FT role for a maximum of two years (2 terms)
- xi) Candidates for FT school roles must be registered students at one of the Schools
- xii) Candidates for PT roles will need to be registered students at the School for school roles or self-defining members for portfolio roles.
- xiii) Where an eligible student takes a FT officer role after graduating/completion of a course they shall be deemed to be continuing (registered) students of their original School and remain Union members for their period of office.

11.2 Elections Timetable

a. General

- i) Notice of all elections will be given to all students a minimum of 10 working days before nominations open. The notice will include details of the dates on which nominations open and close, times and venues of hustings, how, where and when to vote; as well as details of all the posts to be filled.
- ii) Nominations will be open for a period of at least five working days. Notice of those candidates nominated will be displayed within two working days of close of nominations, on the notice boards and web sites of the Union.

- iii) Candidates are not to begin campaigning until after candidate briefings and official notification is given.
- iv) Any candidate wishing to withdraw from the election must notify the Returning Officer/Assistant Returning Officer of this in writing.
- v) Vote counting will commence within one working day of close of the ballot. The Returning Officer will declare the time and location of the count to all candidates, before voting commences.
- vi) Any complaints relating to the election or conduct of candidates prior to the count must be submitted to the Returning Officer, in writing, within one working day of the close of voting. Any complaint relating to the conduct or validity of the count must be made to the Returning Officer within one working day of the count taking place.
- vii) All ballot papers and electronic voting data will be stored for four weeks after the election is completed and then destroyed, unless a complaint or appeal has been lodged in which case the ballot papers and electronic voting data will be preserved for a period of four weeks from the conclusion of any consequent investigation.

b. Election of Delegate for the National Union of Students National Conference

- i) The President of the Students' Union will be the ex officio delegate to the National Union of Students National Conference and will be a delegation leader. Should the President not be able to attend the Conference, the Executive shall select an alternative member to attend.
- ii) All other delegates to this conference will be elected in accordance with the regulations at the time.

11.3 Voting

- i) Only current members of the Union are eligible to vote in elections.
- ii) All elections will include the opportunity to vote for 'Re-Open Nomination' (RON). The election of RON results in the election for that position being re-held.
- iii) The vote will be cast using a system agreed by the Returning Officer which may be a paper ballot or an electronic ballot system or a combination of both. Such votes will be secure and the list will be available for the scrutiny of the Returning Officer.
- iv) If electronic voting is used it will be available for a minimum of seventy-two hours. One or more ballot areas (electronic and/or paper) will be available across sites for a minimum of three working days. Location of the electronic ballot areas will be appropriately advertised to members.
- v) Voting will be by Alternative Vote (AV) 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.
- vi) Polling Stations
 - a. Candidates should not be physically present in the area of the polling station. The RO or their deputy/nominee will define the area of the polling station
 - b. Candidates should not interfere with ballot boxes
 - c. Candidates should not interfere with the electorate

d. Candidates should be respectful of polling station staff

Any such behaviour will be considered an election violation to be investigated by the Returning Officer who may impose a relevant penalty in accordance with clause 11.13 below

vii) For Full time roles:

Voting will be by cross campus ballot to satisfy the requirement of the Education Acts.

viii) For PT roles:

Voting for the PT portfolio equalities roles (Women's, LGBTQ+, BAME, Disability) voting will be from eligible students self-defining as members of these groups. For PT school roles these will be elected by students of those schools.

11.4 Nominations

- i) All candidates must fully and correctly complete the nomination form (which may be electronic and online) to be eligible to stand. Forms will require the name and student ID number, email and phone number of proposers and seconders, who will be contacted for verification.
- ii) Only current members of the Union are eligible to nominate candidates.
- iii) Completed nomination forms must be submitted according to the instruction of the returning officer before the agreed closing date.
- iv) For a nomination form to be valid it must be received before the stated closing date and time. The nomination form and elections website will state the closing date and time. Forms received after this time will be invalid.
- v) Candidates must submit publicity materials electronically at the same time as their nomination forms.

11.5 Announcement of Candidates

The Returning Officer or assistant will publish the following on SU notice boards and websites:

- i) The names of all candidates submitting valid nomination papers.
- ii) The names of each Proposer and Secunder for these candidates.
- iii) The manifesto provided by each candidate.
- iv) The date of the election.
- v) The times and methods by which votes may be cast.
- vi) The date(s), time(s) and venue(s) of all hustings.
- vii) Details of any invalid nomination paper, together with the reason for its invalidity.

11.6 Manifesto

- i) All candidates must submit a maximum five hundred word manifesto (part of the nomination form) which will be displayed on the appropriate websites and notice boards.
- ii) All manifestos should be written in English and must comply in particular with the Unions and University's Equal Opportunities Policy.
- iii) Candidates are required to provide a photograph and a short video (30 second) of themselves.

11.7 Candidate Briefings and Hustings (Question Time)

- i) Candidates are invited to take part in briefings prior to the elections. Hustings are called and chaired by the Chair of Council, (or nominated deputy in the event of the chair being a candidate) in which they have the opportunity to explain their manifestos to the members.
- ii) All candidates for full time posts must attend Hustings and Briefings. Failure to do so, except on grounds specified by the Returning Officer, will result in a penalty to be decided by the Returning Officer.
- iii) Hustings will take place at a venue(s) and time(s) as pre-advertised by the Returning Officer.
- iv) All full-time candidates will deliver a speech at Hustings to be followed by questions from the floor.
- v) Anyone is permitted to attend Hustings, but only members of the Union may ask questions of candidates.
- vi) Candidates should concentrate on issues and are not permitted to make derogatory or personal remarks about other candidates, staff, former staff or students.

11.8 Publicity

a. Production of publicity

- i) Publicity of any form is not permitted prior to the official commencement of the election campaigning as determined by the Returning Officer. This includes making publicly available (public being more than 10 persons), any social media or web based information.
- ii) Candidates will be entitled, free of charge, to printing/photocopying as outlined in the election information sheet. This is restricted to original artwork to be submitted with the nominations form.
- iii) Designs are subject to the approval of the Returning Officer or their nominated deputy.
- iv) Candidates are not to exceed their printing and publicity budget as outlined by the Returning Officer.
- v) Candidates will not be allowed certain publicity materials. This list will be reviewed by the Returning Officer and includes additional unauthorised web space or sites, stickers, and graffiti. Further details will be available in the information pack and at the candidate's briefing.
- vi) Outside sponsorship is not allowed to fund campaigns and publicity. Any candidate with outside sponsorship will be disqualified.
- vii) Derogatory reference to other candidates, staff, former staff or students either by name or implication is forbidden.
- viii) Election material is not to be libellous or defamatory.
- ix) Campaigning, other than printed publicity and canvassing must be approved in advance by the Returning Officer or their Deputy/Nominee. The Returning Officer will normally approve such requests unless the proposed method would give an unfair advantage to any candidate or it contravenes Union and or University Policy.
- x) All publicity must comply with the Union and University's Policy including those relating to Equal Opportunities.

- b. Distribution of publicity
- i) Election publicity must not obscure, deface or remove any current candidates, Union or University publicity/information already displayed.
 - ii) No candidate is to remove or in any way deface the election publicity of another candidate.
 - iii) Publicity materials must not be displayed or distributed within the Library.
 - iv) Only materials suitable for fixing publicity should be used. Any costs incurred resulting from damage caused by publicity or from additional cleaning costs in removing publicity, will be charged to the candidate(s) responsible, who will be wholly liable for any such costs.
 - v) The Returning Officer or Deputy will designate and allocate poster sites at the Candidate Briefing session(s).
 - vi) Any flyers distributed will be removed if littered.

11.9 Campaigning & Canvassing

- i) Candidates are responsible for the actions of any campaigner or supporter assisting in their campaign. All election regulations apply to supporters as well as candidates, and it is the responsibility of the candidate(s) to ensure, as far as reasonably possible, that anyone assisting in their campaign reads, fully understands, and abides by these regulations.
- ii) Union societies, committees and other groups may not give support to candidates via official club/society activities (including social media).
- iii) It is the responsibility of candidates to ensure that they have any necessary authority and/or permission to canvass in student accommodation.
- iv) No candidate can use Union or University meetings, lectures or events inside or outside the University campus without permission of the organiser, such permission should extend to all candidates.
- v) Candidates must, at all times, respect and work within the law of the land when canvassing.
- vi) When conducting activities on University or Union property, official permission should be granted from relevant persons and be in accordance with the above.
- vii) Candidates may not utilise Union or University student mailing lists for the purposes of campaigning, such as stars contacts, society memberships etc. This applies for both public and private lists.
- viii) No candidate may use any Union resources except for those made available to all by the Union.
- ix) Slates and joint campaigning, Candidates are permitted to organise in teams, sometimes known as "slates", and may produce shared publicity and encourage voters to support all the members of the team. However, slates may not pool their resources to give them an unfair advantage or do things that independent candidates could not do. Candidates are jointly liable for the actions of fellow slate members.

11.10 Governing and Supervision of Elections

11.10.1 The Returning Officer

The Trustee Board and the University's Board of Governors jointly approve the Returning Officer every three years from candidate(s) proposed by the Elections Committee. Students' Union members, University Staff and Union Trustees cannot be a Returning Officer.

With the exception of the suspension and/or removal of Assistant Returning Officers, the Returning Officer will have the final say in elections matters including but not limited to matters of interpretation of these regulations, eligibility, discipline and exclusion. There shall be no appeal to the Trustees Board. All appeals are as outlined in section 11.14 "Right of Appeal".

The responsibilities of the Returning Officer(s) are:

- i) Enforcement of these election regulations and ultimate responsibility for the free and fair running of elections.
- ii) To submit a report on the conduct of the elections to the Union's Trustee Board and the University's Board of Governors, within one month, following each election stating whether the election was conducted freely and fairly in line with the election regulations and what steps should be taken to improve future elections. The report will be published on the Union's website.
- iii) To co-opt up to four Assistant Returning Officers, one of whom may be nominated as the Deputy Returning Officer. The appointment of such Assistant Returning Officers must be confirmed by the Trustee Board.

11.10.2 Assistant Returning Officers:

- i) Are co-opted three yearly by the Returning Officer to assist the Returning Officer in the administration and general running of elections.
- ii) Should not be members of the Student body / Student Officers or Union Trustees.
- iii) Can be immediately suspended by the Returning Officer, subject to notice and ratification by the Trustees. The Returning Officer has the power to dismiss an Assistant Returning Officer subject to notice and ratification by the Trustees. Trustees will hear any appeals or complaints related to such matters.

11.10.3 Deputy Returning Officer

The Deputy Returning Officer is responsible for the Returning Officer's duties, should the Returning Officer be in any way indisposed. The Deputy Returning Officer will be an Assistant Returning Officer and appointed by the Returning Officer.

11.10.4 The University Secretary

The University is satisfied that these regulations ensure the conduct of fair elections as required by the Education Act 1994. However the University Secretary has the power to give such directions as it reasonably believes are necessary to comply with its obligations under Part II of the Education Act 1994.

11.11 Resignations

- i) In the event of the resignation of any Officer prior to July 1st. Other candidates in the election will be contacted with regard to their intentions and willingness to be considered for election.
 - ii) The individual who has resigned and any candidates who do not wish to be considered will be removed and their votes redistributed to other candidates according to preference. The resulting winning candidate would then take the position
- l) In the event of an Officer resigning or being removed after the 1st July, the Trustee Board will consider roles and responsibilities with both FT and PT officer teams, and agree the distribution of roles and responsibilities within the Officer team.

11.12 Conduct

Should candidates act contrary to the principles set out below they are committing an offence under these regulations and are subject to sanctions from the Returning Officer.

- i) A student must be free to cast their vote without undue influence or pressure.
- ii) Candidates must respect that every student has the right to vote confidentially and freely. Any complaints raised by students about being unfairly pressured to vote for any particular candidate will be taken extremely seriously. Candidates must not attempt to help students during the process of voting, even if a student has requested assistance.

This can include but is not restricted to voting on another students behalf (with or without their consent), using mobile devices to obtain votes, intimidation, creating false or bogus ballots or any other attempt to unfairly influence the outcome is an offence under these regulations.

- iii) Obey the law, union and university policies.

Candidates, slates and campaign teams, as always, must adhere to the law, University regulation and Union policy. Breach of these policies can lead to action against you and your slate / teams by the Returning Officer and further disciplinary which could in turn affect your student status.

- iv) Treat others as you wish to be treated.

11.13 Interpretation and Complaints

- i) The Returning Officer is solely responsible for the interpretation of these regulations including but not limited to matters of eligibility, discipline and dismissal.
- ii) Complaints should be submitted in a timely manner. Delay in submitting a complaint is unnecessary and against the spirit of the election. Complaints must be made within one working day of the close of polling.
- iii) Requests for interpretation of these regulations or complaints about the conduct of candidates can be made to the Returning Officer, in writing, including evidence where appropriate and the expected resolution.
- iv) The Returning Officer, assisted by the Assistant Returning Officers if necessary, shall investigate all complaints and make adjudication according to the seriousness and complexity of the complaint. Decisions on complaints and conduct will be made within two working days, which may include the decision to hold a further enquiry.

- v) In the event of a candidate being proven to have broken one or more of these regulations, the Returning Officer shall have the power to:
 - a. Issue an oral or written warning.
 - b. Restrict the amount of publicity available to the candidate.
 - c. Disqualify the candidate.
 - d. Require the candidate to publicly correct or withdraw any inaccurate or prohibited statement or to remove any prohibited publicity material or
 - e. Take any other appropriate action.
- vi) Any complaints on the conduct of candidates during canvassing shall be dealt with by the Returning Officer. The Returning Officer may suspend a candidate for a period of time pending investigation, taking account of the nature of the alleged offence. Following investigation, a candidate may;
 - a. Face disqualification or removal from office.
 - b. Confiscation of election materials.
 - c. Be asked to issue an apology or
 - d. Agree to be bound by a code of conduct or be issued with a warning.
- vii) All rulings made by the Returning Officer will be posted on the elections notice board and website. Candidates are expected to consult these regularly.
- viii) The Returning Officer is recognised by the Trustee Board and University as the independent person to whom complaints should be referred. The Returning Officer will submit a statement to the Trustee Board and Board of Governors following each election, stating whether the elections have been conducted fairly and properly in accordance with the election regulations.
- ix) There shall be a right of appeal to the University Secretary in accordance with clause 11.14 below.
- x) A breach of election regulations is itself a form of misconduct under University disciplinary regulations.
- xi) Any decision to vary the election regulations or election notice temporarily must have the approval of the university secretary.
- xii) The Returning Officer may choose to delay the announcement or suspend the outcome of the vote if there is a suspicion that unfair activity may have influenced the outcome pending a full investigation. If a full investigation finds evidence that there has been activity that has unfairly influenced the outcome the Returning Officer may take such action as required, including but not limited to removing candidates, eliminating votes and rerunning the election.
- xiii) The announcement of results does not prevent further investigations and or action including but not limited to removing candidates, eliminating votes and rerunning the election, should the returning officer discover matters of concern post announcement.

11.14 Right of Appeal

- i) Appeals by candidates against the decision of the Returning Officer shall be made, in writing, to the University Secretary, within 5 working days of the Returning Officer's decision. The University Secretary will deal with all appeals at the same time, a decision will be made 5 days after the last date that an appeal can be made.
- ii) Appeals against the decision of the Returning Officer may be made to the University Secretary on the following grounds:

- a. the Returning Officer has misapplied a procedure, policy or regulation;
 - b. the decision(s) is not supported by the evidence;
 - c. there was a serious procedural error (whether of the election regulations or
 - d. of the requirements of natural justice) or other irregularity that makes the decision unfair;
 - e. No reasons for the decision were given.
- iii) The Appeal must be made in writing and should contain which post was run for, the candidate's role in it, the nature of the decision to be appealed, the grounds for appeal and the outcome being sought. The candidate must provide all documentation and evidence to support their appeal, at the time of submission.
 - iv) On appeal the University Secretary shall have the power to affirm:
 - v) set aside or vary any finding or decision reached by the Returning Officer, or
 - vi) Refer the matter, or any part of it or any decision to the Returning Officer for further consideration, together with any such guidance as the University Secretary thinks fit.
 - vii) The University Secretary will inform the candidates of his/her decision in writing, setting out the reasons for the decision and, where appropriate, any proposals or recommendations made;
 - viii) The decision of the University Secretary is final.

11.15 Suspension

- i) Should any candidate be alleged to be in serious breach of these Regulations or any other document or instruction issued by the Returning Officer, then that person may be suspended from the election process by the Returning Officer until such time they are reinstated, penalised or disqualified.
- ii) Within 48 hours of any such suspension being imposed, the Returning Officer will make a decision on whether a suspended candidate may continue to take part in the election process. Candidates may appeal to the University Secretary or their delegate in accordance with clause 11.14 above.

11.16 The Elections Committee:

- i) Is a sub-committee of The Board of Trustees
- ii) The Chair will be elected from the committee membership
- iii) It will meet a minimum of 4 times per year with a quorum of five. Additional
- iv) meetings may be called with the agreement of the Chair, or at the request of the Trustees
- v) It can make recommendations to the Trustees for changes to these regulations.
- vi) The members of the committee are:
 - a. President
 - b. One other Executive Officer – to be decided by Exec
 - c. One student - to be appointed by Student Council
 - d. Returning Officer
 - e. Deputy and Assistant Returning Officers

- f. An External Trustee
- g. University Secretary or their deputy
- vii) Any officers and student members of the Elections Committee standing for election will be automatically removed and replaced until the process, including any review, is complete.
- viii) Remit of Elections Committee
 - a. To make recommendations on policy and procedure.
 - b. To manage promotion of the election in its wider sense.
 - c. To set dates for approval.
 - d. To review the election process.
 - e. To set targets.
 - f. To oversee the elections budget.
 - g. The committee shall have the power to set up such groups as needed to conduct the operation of elections.

11.17 Role of Full and Part time Officers:

- i) Officers, sabbatical or otherwise, are restricted in their involvement during the election period. They should have no involvement in the process, its operation or interpretation during this time, except where specifically referenced within this document.
- ii) Officers are expected to play a full part in the general promotion of the elections to the student body, to encourage both candidates to stand and members to vote

Bye-Law 12

Editorial Board

Overview

The Editorial Board have control over all student media published by the Students' Union. This includes sound broadcasting, print, video, internet and other forms of media that the Students' Union may utilise. The Board sets the overall strategy for Student Media (in line with Students' Union strategy).

Responsible to:

- Board of Trustees

Committee Membership:

- President
- Member of staff with responsibility for Communications
- Verve Radio Manager
- Verve Magazine Editor
- 1 Member of Student Council, appointed by Student Council at its first meeting

In attendance:

- Chief Executive, or appointee thereof

The Board will decide on:

- Creative content and format, across media
- Programming schedule
- Budget expenditure
- Systems and process for media selection and distribution
- Role of volunteers and opportunities to engage

It will ensure:

- Legal compliance of all media
- Budgets are adhered to
- Media is student-centred and focused
- The Union and its activities are promoted
- Any revenue opportunities are maximised
- Student journalists and broadcasters have and adhere to a code of conduct reflecting guidance laid down by the NUJ and the Students' Union Editorial Code

Student Union Editorial Code

Introduction

The Editorial Code (EC) is the agreed standard by which Students' Union publications adhere to. The EC governs the activities of volunteers participating in media activities. This code is governed by the Students' Union editorial board. This EC should also be regarded as the editorial policy of the Students' Union.

1. Purpose
 - 1.1. Student media exists:
 - 1.1.1. To inform the membership of the Students' Union on issues that are important to them
 - 1.1.2. To strengthen the student community through a common voice
 - 1.1.3. To provide unique experiences and opportunities for members to create and share media content as well as participate in the running of media
2. Editorial Policy
 - 2.1. Student Media should not be regarded as unbiased. It is accepted that members wishing to express an opinion should be able to do so through student media
 - 2.2. News and opinion are clearly differentiated. News should be opinion neutral, as far as possible.
3. Editorial Control
 - 3.1. The Board of Trustees have ultimate authority in editorial control. They may instruct edits or alterations to any published media before, during or after publication for legal, financial or reputational reasons
 - 3.2. The Board responsibilities are delegated through the President
 - 3.3. There is an obligation to allow freedom of speech on the University campus, and no member will have their view censored providing it does not breach this code or the University Code of Practice.

Bye-Law 13

Guiding Principles of Officer Roles

1. Guiding principles are presented here with detailed portfolios, formulated annually by the Elections Committee, subject to ratification by Trustees.
2. Principles for all part-time officers:
 - 2.1. Promote student representation, at all levels
 - 2.2. Promote the best interests of students in all places and in all decision making
 - 2.3. Ensuring you are proactively available to students
 - 2.4. Play an active role in the delivery of the Union's mission, vision and values
 - 2.5. Ensure the Union operates democratically
 - 2.6. Attend appropriate meetings and conferences and report back
 - 2.7. Build and maintain good, professional and supportive working relationships
 - 2.8. Promote a positive image of the Union
 - 2.9. Commit to your ongoing personal and professional development
 - 2.10. Work within Union policy, University policy and the law.
3. Principles for Sabbatical officers:
 - 3.1. Act as the public face of the Students' Union
 - 3.2. Co-ordinate activities in your schools
 - 3.3. Support the development of the democratic structures in your schools
 - 3.4. Be accountable to students
 - 3.5. Lead lobbying on issues affecting students in your schools
 - 3.6. Ensure students are represented in the University's development of their school
 - 3.7. Work with StARs to ensure their engagement in democratic structures
 - 3.8. With staff work with societies
 - 3.9. To take on any portfolios as agreed at the first executive meeting.
4. Portfolios
 - i) Detailed portfolios are prepared annually by the Elections Committee, subject to approval by the Trustees.
 - ii) The President's role shall additionally include:

- 4.1. To attend the Board of Governors and to provide a student perspective and knowledge of the student experience.
 - 4.2. To reciprocally manage, and be managed by, the Chief Executive of the Students' Union.
 - 4.3. Support and co-ordinate the activities of the Executive Officers.
 - 4.4. Ensure that all officers attend the various University committees that they sit on.
- Be the primary liaison between the Students' Union and the NUS, alongside the Chief Executive.

The Duties of Trustees

1. Key Responsibilities:

The following information sets out the responsibilities which a Trustee is expected to undertake.

- 1.1. Ensuring that the Union has clear vision, mission, values and strategic direction and that these are applied in its every day work
- 1.2. Being responsible for the performance and behaviour of the Union
- 1.3. Ensuring that the Union effectively consults with its members: students, and other key stakeholders – surveying clearly its external environment to its advantage
- 1.4. Developing policies and procedures to ensure a hygienic environment for good governance
- 1.5. To ensure that Risks are successfully monitored and mitigated against organisationally
- 1.6. Ensuring probity with regards its finances, ensuring monies are allocated and safeguarded appropriately
- 1.7. Ensuring that the Union complies with all legal and regulatory requirements
- 1.8. To ensure that performance is measured (at least annually) using a clear set of Key Performance Indicators organisationally
- 1.9. Acting as guardians of the Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application
- 1.10. Ensuring that the Union's Governance is of the highest possible standard
- 1.11. To ensure that the Union complies with Charity Law and the Charity Commission
- 1.12. To ensure that the Union does not breach any requirements of rules set out in its governing documents and that it remains true to its charitable purposes and objects
- 1.13. To act with integrity and openness and avoid personal conflict or interest or misuse of charity funds or assets.
- 1.14. To ensure that the Chief Executive, and their delegated authority, is properly managed, developed and held to account
- 1.15. To promote strong training, development and succession planning procedures for the entire Board, to ensure that its skills, practices and knowledge are retained and enhanced over time

