



London Metropolitan University
Students' Union

London Metropolitan University Students' Union Bye-Laws

16/1/2017 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 from time to time to jointly amend Bye-Laws. 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.

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 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 "catches the eye" 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 the Chair 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 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;
 - 7.2.3. Deleting certain words from the motion and substituting other words;
 - 7.2.4. Adding words to the motion;
 - 7.2.5. 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 demanded:
 - 8.5.1.1. in advance of the Student Members' Meeting where it is to be put to the vote; 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 demanded 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
 - 8.5.2.5. a person or persons representing not less than one tenth of the total voting rights of all the Members having the right to vote on the resolution
- 8.6. A demand 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 100 of the Members entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member shall be a quorum.

13. Company Law Meetings

13.1. The Trustees may call a Company Law Meeting at any time. Such meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.

- a. A Company Law Meeting will only be required where the Union wishes to pass a company law resolution (other than by way of written resolution) in accordance with the Articles and/or the Companies Acts, for example a resolution to amend the Union's Articles of Association.

- b. The quorum of the meeting shall be 50% of members plus 1 with a majority of student members present.

14. Written Resolutions

14.1. Subject to this Article a written resolution agreed by:

- a. Company Law Members representing a simple majority; or
- b. (in the case of a special resolution) Company Law Members representing not less than 75% of the total voting rights of eligible Company Law Members shall be effective

14.2. On a written resolution each Company Law Member shall have one vote.

14.3. A written resolution is not a special resolution unless it stated it was proposed as a special resolution.

15. Circulation

15.1. A copy of the proposed written resolution must be sent to every eligible Company Law Member together with a statement informing the Company Law Member how to signify his or her agreement and the date by which the resolution must be passed if it is not to lapse.

15.2. In relation to a resolution proposed as a written resolution of the Union the eligible Company Law Members are the Company Law Members who would have been entitled to vote on the resolution on the Circulation Date of the resolution.

15.3. The required majority of eligible Company Law Members must signify their agreement to the written resolution within the period of 28 days beginning with the Circulation Date.

15.4. Communications in relation to written resolutions must be sent to the Union's auditors in accordance with the Companies Acts.

16. Signifying agreement

16.1. A Company Law Member signifies his or her agreement to a proposed written resolution when the Union receives from him or her (or from someone acting on his or her behalf) an authenticated document:

16.1.1. identifying the resolution to which it relates; and

16.1.2. indicating the Company Law Member's agreement to the resolution.

16.2. For the purpose of Articles

16.2.1. a document sent or supplied in Hard Copy Form is sufficiently authenticated if it is signed by the person sending or supplying it; and

16.2.2. a document sent or supplied in Electronic Form is sufficiently authenticated if:

16.2.2.1. the identity of the sender is confirmed in a manner specified by the Union; or

16.2.2.2. where no such manner has been specified by the Union, if the communication contains or is accompanied by a statement of

the identity of the sender and the Union has no reason to doubt the truth of that statement.

- 16.3. If the Union gives an electronic address in any document containing or accompanying a written resolution, it will be deemed to have agreed that any document or information relating to that resolution may be sent by Electronic Means to that address (subject to any conditions or limitations specified in the document).

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 Hub 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.
 - 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 each affiliated Society and Club.
 - 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. Seats will be taken by the President of the Society or Club or a named committee member. 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 the elections committee.
 - 1.7. 10 Ordinary members elected by secret ballot at the main Union elections in March.
 - 1.8. Members of the Executive Committee and Hub Committees shall be ex-officio members of the Student Council and may not represent another constituency group.
 - 1.9. Should a StAR resign from their position or cease to be a StAR the seat will remain vacant until such time the position can be announced and a new ballot of the school StARs be called.
 - 1.10. Should a Society or Club President or named committee member resign or cease in 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. to receive and consider reports from the Executive Committee, Hub Committee, Trustees, Student Forums and Standing Committee
- 2.1.3. to consider a motion of no confidence in or censure of a Sabbatical Officer or Trustee.
- 2.1.4. to refer relevant matters to Standing Committees.
- 2.1.5. to receive for information only written reports from Sabbatical Officers.
- 2.1.6. to elect at its first meeting of each academic year representatives to the Board of Trustees.
- 2.1.7. to receive written reports from its representatives on the Board of Trustees.
- 2.1.8. to propose and second motions to Student Members' Meetings.
- 2.1.9. to convene working parties and sub-committees from amongst the membership of the Student Council whose remit shall be determined by the Student Council.
- 2.1.10. to admit and remove Honorary Members.
- 2.1.11. direct and hold accountable the Executive and Hub Committees
- 2.1.12. 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 the Union's Bye-Laws
- 2.1.13. 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.
- 2.1.14. discuss and feedback on "global" 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 ten 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 fifty per cent 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 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 written report prepared by the President to every Council Meeting which shall outline past work 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 "catch the eye" 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 membership of Council shall vote.
- 7.4. Council can move to have a secret ballot voting. The officer 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 officer shall provide to the Chair the results of each vote.

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 the 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 ill health.
 - 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 officer to the Student Council who shall not be a Trustee appointed from the administrative staff of the Union
 - 8.8. The officer 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 of the meeting at which the proceedings were held, or by the chair of the next succeeding meeting, shall be sufficient evidence and minutes of the proceedings.
 - 8.9. The Senior staff member 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 eight working days in advance and be accompanied by 100 signatures 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 8 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. 100 signatures 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 its content cannot await 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 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 fifteen 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 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 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 Council Chair, the chair shall be taken to be the President

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

13.5. The Council 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 Council 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 Chair 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 Council Chair.
- 13.12. The Council 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 Council Chair first.
- 13.13. Whenever the Council Chair speaks, any member speaking or offering to speak must desist. If the Council 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 Council Chair gives permission for the debate to continue.
- 13.14. Any member refusing to comply when called to order by the Council 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 a further two meetings.

14. The Deputy Chair

- 14.1. At the first meeting of the Council each year a Council 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 Union council policies that have been in existence for three years or more or that was 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

Hub and Executive Committees

1. Hub Committee
 - 1.1. Union Hubs shall co-ordinate representation and activities for students around each Hub. Each Hub shall correspond to one or two Schools (see 1.3).
 - 1.2. The Hub Committee will be delegated such authorities as needed by the Trustees
 - 1.3. There will be four Hubs:
 - 1.3.1. CASS Hub
 - 1.3.2. GSBL Hub
 - 1.3.3. Computing & Digital Media and Human Sciences Hub
 - 1.3.4. Social Professions and Social Sciences Hub
 - 1.4. The Trustees will review these prior to elections on an annual basis.
 - 1.5. There will be a Sabbatical Officer for each Hub who will act as the representative officer of the Union at that Hub.
 - 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 Hub will elect a Committee chaired by the representative Sabbatical Officer for that Hub, and elected by a secret ballot of members of the Union who are registered at the Hub.
 - 1.8. The Hub Committee shall have six members elected in a block by the single transferable vote, with the following requirements:
 - 1.8.1. Three elected, three appointed members who are Student Academic Reps (StARs)
 - 1.9. At least three of the six members will be women
 - 1.10. 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.
 - 1.11. The six block members shall be unpaid volunteers and will be required to sign a code of conduct.
 - 1.12. The role of the Committee shall be to:
 - 1.12.1. facilitate student involvement
 - 1.12.2. co-ordinate social, cultural and Hub based societies
 - 1.12.3. represent students around that hub
 - 1.13. Hub 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.
 - 1.14. 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.
 - 1.15. The committee will meet formally on a 2 weekly basis during term time with informal meetings 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 include representation and campaigning work and the implementation of policy on a University wide and external basis, save in so far as these responsibilities have not been delegated by Trustee's 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, Hub 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. Unless the Trustees determine otherwise, the Executive Committee shall include:
 - 2.6.1. the Sabbatical Officers; and
 - 2.6.2. two part-time Officers from each Hub Committee elected at that Hub Committee's first meeting
- 2.7. The role of the Executive Committee shall be to:
 - 2.7.1. Carry out the decisions made by Trustees, Student Members' Meetings, and recommendations of Student Council, Hub Committees & Referenda
 - 2.7.2. Be responsible for the overall direction of the Union through the implementation and development of its strategic plan as agreed by the Trustees;
- 2.8. 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 the Hub 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 (General Manager) 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 (General Manager) 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 an 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 absence is due to ill health.

Bye-Law 5

Absences, By-Elections 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 before the end of term 1 (Semester 1) then a by-election will be held subject to the election rules that by-elections must be held in term time and polls open within thirty working days of resignation from office or the start of term if the resignation should be out of term time.
 - 1.2. In the case of the President position becoming vacant the Deputy President shall act as President. The Deputy shall only act as President until the By-Election results are announced and a new President is elected, or the end of his or her original period of office if there is no successful by-election candidate or a by-election is not held in accordance with 1.2 above.
 - 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 (non-voting) member from its membership 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 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 the Criminal Records Bureau check administered by the University.
 - 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 office of a Trustee shall be vacated if:

2.1. that person ceases to be a Trustee by virtue of any provision of the Companies Act 2006 or is prohibited from being a company director by law;

2.2. he or she becomes prohibited by law from being a charity trustee;

2.3. in the case of a Sabbatical Trustee, he or she ceases to be a Sabbatical Officer or resigns as an employee of the Union;

2.4. in the case of a Student Trustee, he or she ceases to be a Student;

2.5. in the case of a Sabbatical Trustee or a Student Trustee, he or she is removed from membership of the Union in accordance with the Union's code of conduct and or disciplinary regulations;

2.6. he or she resigns by notice to the Union (but only if at least four Trustees will remain in office when the notice of resignation is to take effect);

2.7. the Trustees reasonably believe he or she is suffering from mental or physical disorder and is incapable of acting as a trustee and they resolve that he or she be removed from office;

2.8. he or she fails to attend three consecutive meetings of the Trustees and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that he or she be removed for this reason; or

2.9. he or she is removed from office under Article [38] or [39].

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

The office of a Trustee shall be vacated if:

3.1. a motion of no confidence in the Trustee is passed by a simple majority of the Members voting in a Referendum, provided that at least 1000 Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 200 Members; or

3.2. a motion of no confidence in the Trustee is passed by a two thirds majority in a vote of the Student Council. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 200 Members or as a result of an officer receiving two votes of censure from council in accordance with the Bye-Laws and not occurring at the same meeting.

3.3. Such a motion of no confidence will be notified to the trustee in writing by the Chair at least 14 days prior to the meeting at which it is to be voted upon. The notice shall specify the circumstances alleged to justify removal from office. The Officer shall be afforded a reasonable opportunity of being heard by or making written representations to the meeting.

4. Removal of Trustees by the Board
 - 4.1. The office of Alumni Trustee or External Trustee shall be vacated if a two thirds majority resolution of no confidence is passed by the Trustees. For the avoidance of doubt, the Trustee concerned and any Trustee who has a Conflict of Interest in relation to the matter shall not vote on this resolution and the quorum shall be adjusted accordingly in accordance with Article [54].
 - 4.2. Such a motion of no confidence will be notified to the Trustee in writing by the Chair at least 14 days prior to the meeting at which it is to be voted upon. The notice shall specify the circumstances alleged to justify removal from office. The Trustee shall be afforded a reasonable opportunity of being heard by or making written representations to the meeting

5. Removal of Sabbatical Officers (Officer Trustees)

Sabbatical Officers (Officer Trustees) shall be removed from office if he or she:

 - 5.1. is subject to a motion of no confidence passed by a simple majority of the Members voting in a Referendum, provided that at least 1000 Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 200 Members; or
 - 5.2. a motion of no confidence in the Officer is passed by a two thirds majority in a vote of the Student Council. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 200 Members or as a result of an officer receiving two votes of censure from the Council in accordance with the Bye-Laws and not occurring at the same meeting, provided that, in the case of a Sabbatical Officer, such removal shall be subject to the Union having first carried out any steps it is required to take under the Sabbatical Officer's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.
 - 5.3. Such a motion of no confidence will be notified to the Officer in writing by the Chair at least 14 days prior to the meeting at which it is to be voted upon. The notice shall specify the circumstances alleged to justify removal from office. The Officer shall be afforded a reasonable opportunity of being heard by or making written representations to the meeting.
 - 5.4. In the case of a Sabbatical Officer there will be a right of appeal. Appeals must be made in writing to the Chair of the Student Council within 14 days. The appeals panel will review the decision and will consist of the University Secretary or nominee, President or Deputy President in their absence, an external trustee and an independent external advisor agreed by the panel.
 - 5.5. A motion of censure requires a proposer and 10 signatures from Council Members. The Chair of Council may also raise a motion of censure in relation to an individual's conduct at meetings directly. The motion should specify the nature of the concern and should be submitted to the Chair 14 days prior to the meeting; the chair will then notify in writing the subject of the motion 10 days prior to the meeting outlining the nature and background of the motion. The Officer shall be afforded a reasonable opportunity of being heard by or making written representations to the meeting. Censure motions require a two thirds majority to pass.

Bye-Law 6

Powers and duties of the Trustees

1. The Trustees powers and duties shall be carried in accordance with the provisions of the Companies Acts, the Education Act, The Charities Acts, the Memorandum and Articles and Bye Laws, any Referendum held, and these Bye-Laws the law and the Memorandum and Articles of the Company
 - 1.1. The Board of Trustees shall be responsible for the management and administration of the Union and ensure compliance with charity law, Charity Commission guidance and HMRC guidance in relation to all Union activities, including non-charitable trading. In the case of non-charitable trading the responsibility should not fall to London Metropolitan University to agree what trading activities can and cannot legitimately be carried out. The Board of Trustees are subject to the Education Act, these Articles and the Bye-Laws and may exercise all the powers of the Union.
 - 1.2. The Board of Trustees powers as stated in Articles and shall include but not be limited to responsibility for:
 - i. the governance of the Union;
 - ii. the budget of the Union; and
 - iii. the strategy of the Union.
2. Order Of Business at Trustees' Meetings
 - 2.1. The order of business for Trustees' Meetings, unless deemed otherwise by the meeting, shall be as follows:
 - 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.
 - 2.2. A meeting of the Board may be called by any four or more Trustees.
 - 2.3. 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 meeting.
3. Conduct Of Business At Trustees' Meetings
The Chair
 - 3.1. The Chair shall be the President.
 - 3.2. 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.

- 3.3. A Vice Chair shall be Elected from the Student members of Trustees' Board, at the second meeting of each Academic year.
- 3.4. 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.
- 3.5. 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.
- 3.6. The Chair shall take speakers at his/her discretion with precedence given to those Trustees who first 'catch the eye' of the Chair.
- 3.7. All speakers shall address the meeting through the Chair.
- 3.8. 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 six. Unless otherwise fixed, the quorum shall be six and such quorum must include at least two Sabbatical Trustees and one external. 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.
 - 3.8.1. 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.
- 3.9. 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
- 3.10. The Chair shall have a casting vote only.

4. Attendance at Trustees' Meetings

- 4.1. If a Student Trustee or a Council 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 President prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to ill health.
- 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.
- 4.8. The General Manager of the Union shall attend trustees meetings in an advisory capacity and have full speaking rights but shall not be entitled to vote at such meetings.
- 4.9. Any other member of the staff may attend and speak at Trustees' Meetings at the invitation of the meeting.

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
 - 2.1.2. The committee will make recommendations on trustee recruitment process and timescales
 - 2.1.3. The committee will form the recruitment panel for trustee recruitment
 - 2.1.4. The committee will consist of the Chair, 1 external trustee appointed by the Board of Trustees, 1 Student Trustee supported by the General Manager
 - 2.2. Finance committee
 - 2.2.1. The committee will make recommendations on finance to trustee board as defined in the financial regulations of the Union
 - 2.2.2. The committee will make recommendations on financial procedures and process
 - 2.2.3. The committee will form the budget committee for the trustee board
 - 2.2.4. The committee will consist of the President, 1 external trustee appointed by the Board of Trustees, 1 Student Trustee 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 the bye-laws relating to elections
 - 2.4. The General Manager shall provide support to the above committees

3. General Duties of Committees
 - 3.1. To consider 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 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.

5. Groups
 - 5.1. The membership of each group shall be open to all Students' Union members. Only individuals who have registered with the Students' Union as group members shall be permitted to join and participate in group activities.
 - 5.2. A Group may be formed, with the agreement of Student Council, by any number of members with a common interest in representing the specific needs of an identified student group.
 - 5.3. The organisation and structure of a group is a matter for the group, but should be in keeping with the Union's existing democratic structures, governing documents and current relevant policy.

6. Accountability
 - 6.1. Each Group shall present an annual summary of their activity to Student Council.
 - 6.2. Each Group shall have an identified member of the Executive Committee and Union Staff Member to support the development and organisation of the Group.

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 needs of students of the University
 - ii. Manage guide and aid development of Societies.
 - iii. Work with the University and where appropriate external bodies to forward and develop opportunities, societies and recreational events.
 - iv. Provide activities to encourage community involvement through 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 opportunities and 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 appropriate Society.
 - 3.3. Any dispute regarding membership of any Society shall be referred to Societies council.
 - 3.4. Societies must have a minimum of 8 members.
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 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 at a minimum of £2.50.

- 5.4. Committees of Societies will be expected to monitor the payment of membership fees and spot checks will 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 Council / Forum

- 6.1. Societies Council exists as a forum for members to discuss issues and conduct business as well as acting as a forum for feedback and development
- 6.2. Societies Council shall have the following remit
 - i. Ratify budgets
 - ii. Agree the allocation of development funds
 - iii. To make recommendations to Trustees and Executive Committee
 - iv. Approval of new Societies
- 6.3. Societies Council shall take place at least four times in an academic year.
- 6.4. All Societies members are permitted to attend and shall have the right to speak.
- 6.5. Each Society shall hold one vote via their president or nominee.
- 6.6. Societies Council shall be chaired by a member of the Societies Council elected at the first meeting.
- 6.7. The quorum for Societies Council shall be 50% plus 1 of the eligible member societies.
- 6.8. Executive officers with a societies remit will be an officio member to a maximum of two
- 6.9. The Senior Staff Member (General Manager), Trustees, Societies staff have attendance and speaking rights.
- 6.10. If a Society does not attend or send apologies to a Societies Council meeting a £10 fine will be imposed on their appropriate account. If two consecutive Societies Council meetings are not attended, the offending Society funds will be frozen.

7. Affiliation

- 7.1. All new Societies need approving by Societies Council.
- 7.2. In order to establish a Society an application pack which includes a constitution, aims and objectives must be submitted
- 7.3. The committee members of the new Society must attend the Societies Council to clarify any points about their constitution, aims and objectives.
- 7.4. The objectives of the proposed society should not cover any that are already provided for in the objectives and activities of existing societies
- 7.5. 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. Ideally 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 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
- 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.
- 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.
- 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 Union reception.

9. Budgets

- 9.1. Budgets will be awarded in accordance with policy documents relating to the provision of funds available and in compliance with the Education Act 1994 and based upon
 - i. The cost of the activity; (Transport, Affiliations, etc)
 - 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 funds available
 - vii. The yearly funding form submitted
- 9.2. Once Budgets are set for the forthcoming year, they will be agreed by Societies Council.
- 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.

- 9.4. All funds must be paid in to the Students' Union.
 - 9.5. Societies and their committees will conduct themselves in accordance with the financial regulations of the Students' Union in force at the 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 Union.
 - 9.7. The Trustees shall approve overall spending for student activities. Individual allocations will be ratified by Societies Council as set out above.
 - 9.8. The Trustees shall ensure that all activities shall operate and discharge in accordance with the law and Union and University policy 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 in to 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 the rules governing shall be subject to disciplinary action.
 - 10.4. Disciplinary matters will be heard by the General Manager, relevant Sabbatical officer and an elected member of Societies Council.
 - 10.5. Any breach of this policy as decided by any of the above group can result in one or more of the following:
 - i. Closure of the activity
 - ii. Fine
 - iii. Funding removed or frozen (including self-raised funds)
 - iv. Disciplinary procedure by 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 University 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 able to carry out its aims and objectives and as such fold, or not re-affiliate with in one 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 objects 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 a 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 Society Council.

Bye-Law 9

Complaints Procedure

Preamble

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 University 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 Union in the first instance, setting out the specific grounds of 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. If necessary the President may request to meet the complainant, as part of the investigation,
 - d. The President will respond to the complainant in writing, setting out his or her conclusions and where appropriate, any recommendations or proposals and how these should be implemented and enforced to remedy the situation, within ten working days.
 - e. 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.

- f. Where the complaint is against the President, the Deputy President shall investigate the complaint, consulting as necessary with others and supported by the General Manager.

Appeals

7. The complainant may submit an appeal in writing to the University Secretary in relation to the decision(s) of the President or Deputy President on the grounds that:
 - a. the decision maker 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 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 twenty working days of the decision(s) being sent.
9. The University Secretary or Nominee will convene an Appeals Panel comprising:
 - a. The Chair of the Student Council, as Chair of the Appeals Panel;
 - b. Two trustees, 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 10 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.
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 for Sabbatical Officer posts:
 - 10.1.1. There shall be up to five Sabbatical Officer posts
 - 10.1.2. There will be one officer for each of the four Hubs (CASS, GSBL, Computing & Digital Media and Human Sciences, Social Professions and Social Sciences)
 - 10.1.3. Officer Trustees are full-time, sabbatical roles
 - 10.1.4. Candidates for sabbatical Hub roles must be registered students at the School or Schools corresponding to that Hub.
 - 10.1.5. Where an eligible student takes 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

- 10.2. Part Time / Hub Committee (Block) Posts
 - 10.2.1. Any full member, who will not have completed their course of study before taking and completing a term of office, shall be eligible to serve as a Part Time / Hub Committee Member or appointed 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.
 - 10.2.2. For Hub / PT roles, candidates for the elected (part time officer) posts will need to be registered students at the School or Schools corresponding to that Hub. The appointed members who are Student Academic Reps will also need to be registered students at the at the School or Schools corresponding to the Hub.
 - 10.2.3. Hub Committees will be formed as follows:

Three elected (part time officers) and three appointed members who are Student Academic Reps (StARs)
 - 10.2.4. Special Conditions for Hubs:
 - 10.2.5. Hubs Committees will be elected as a block at the annual elections:
 - 10.2.5.1. There shall be 3 women members as a minimum across both elected and appointed members.
 - 10.2.5.2. Appointed members will be selected by a majority ballot of StARs from the relevant School(s).
 - 10.2.5.3. The vote, which follows elections, shall allocate seats to ensure the correct male / female balance.
 - 10.2.5.4. Where it is necessary to elect female posts to ensure the balance female candidates are separated from the electoral pool and these elections are run electing the required number for that specific Hub (1 or 2).
 - 10.2.5.5. Female candidates who were not elected are then entered back in to the pool with the other candidates for a second count to fill the remaining positions. If there are not enough female candidates to fill the position this is kept open for later co-option.
 - 10.2.6. Blocks and Voting (Hubs / NUS)

- 10.2.7. For cases where a dedicated female “block” is required, all female candidates are separated from the electoral pool and an STV count for all these candidates is run electing the required number.
- 10.2.8. If there are not enough female candidates to fill the position this is kept open for later co-option.
- 10.2.9. 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.

10.3. Conduct of Elections

- 10.3.1. 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.
- 10.3.2. Election regulations shall be approved by the Board of Trustees and University Board of Governors.
- 10.3.3. 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.
- 10.3.4. 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.
- 10.3.5. 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.
- 10.3.6. By-elections shall be held in the event of the following:-
“Re-Open Nominations” (RON) is successful in any election and/or a post holder elected in the election resigns before taking office
- 10.3.7. 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).
- 10.3.8. 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. This does not apply in the case of by-elections.

10.4. The Presidential Portfolio / Poll

- 10.4.1. A presidential poll will be run alongside the main voting. It should be clear this is not a separate vote for a President and there is no separate presidential position
- 10.4.2. The presidential poll contains all candidates for sabbatical positions from the four Hub elections.
- 10.4.3. All voters will be asked to indicate their preference of candidate for the presidential role when they vote.
- 10.4.4. Once voting closes counting for the four Hub sabbatical positions will take place and individuals elected as per the election regulations.

- 10.4.5. At this stage all candidates other than the four elected sabbatical Hub officers will be eliminated from the presidential poll and votes transferred as per the normal AV rules and the election count then run as per the Union's standard AV rules with the presidential portfolio going to the winning candidate.

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 satisfactory Disclosure and Barring Service clearance to be appointed. The Sabbatical Officer will be deemed to have resigned and the appointment terminated where DBS clearance is obtained which is not satisfactory to the Students' Union and University.
 - viii) Candidates are able to stand for one Executive position only.
 - ix) Candidates may be re-elected for a second year and serve a maximum of two years as a Sabbatical Officer.
 - x) Candidates for sabbatical Hub roles must be registered students at the School or Schools corresponding to the Hub.
 - xi) Candidates for Hub / PT roles will need to be registered students at the School or Schools corresponding to the Hub.
 - xii) Where an eligible student takes 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.
- 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.
- viii) In the event of a sabbatical officer or a student officer position becoming vacant then a by-election will be held according to the by-election guidelines set out in this document.

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 sabbatical roles:
Voting will be by cross campus ballot to satisfy the requirement of the Education Acts.
- viii) For Hub / PT roles:
Voting will be on a Hub only basis where possible.

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 By-Elections

By-Elections are to be held in accordance with these Election Regulations and are to be held in the following circumstances:

- i) Where sabbatical or student officer positions remain unfilled following the main election
- ii) In the event of a sabbatical officer role becoming vacant during the first term.

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 student's 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, with a reporting link to the Executive Committee
- 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 Sabbatical 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

Financial Regulations

INTRODUCTION

London Metropolitan University Students' Union is a Company Limited by Guarantee and Registered Charity and is independent from the London Metropolitan University

FINANCIAL CONTROL

Every staff member and officer of the Union shall be responsible for the observance of the Financial Procedures. Current budget holders and areas of responsibility are as shown in Appendix 1

THE TRUSTEES BOARD

The Trustees Board is responsible for the management and administration of the Union. Its financial responsibilities are to:

- ensure the solvency of the Union
- safeguard the Union's assets
- ensure the effective and efficient use of resources
- ensure that financial control systems are in place and working effectively
- ensure that the Union complies with the University's audit code of practice
- approve the Union's Strategic Plan
- approve annual income and expenditure budgets
- approve the annual financial statements for submission to the AGM
- appoint the Union's bankers under the instructions of the AGM
- appoint the Union's internal and external auditors under the instructions of the AGM

The Trustees Board has ultimate responsibility for the Union's finances, but delegates elements of this to the Union's committees and managers as detailed.

FINANCE COMMITTEE

The committee will consist of the President, 1 external trustee appointed by the Trustees Board, 1 Student Trustee appointed by the Trustees board supported by the General Manger and Management Accountant it will,

- make recommendations on finance to the Trustees Board
- make recommendations on financial procedures and process
- form the budget committee for the Trustees Board
- receive and comment to the Trustees Board on proposed revisions to income and expenditure budget estimates
- receive and comment to the Trustees Board on annual capital expenditure plans
- periodically receive and comment to the Trustees Board on ongoing financial monitoring information in respect of capital expenditure plans

- receive and comment to the Trustees Board on the financial strategy element of the Union's Strategic Plan
- consider and determine on behalf of the Trustees Board, matters which can be dealt with in accordance with the Trustees Board's established policies and procedures concerning the Union's finance, subject to the limits imposed
- review and monitor arrangements in respect of
 - cash management, investment and borrowing
 - banking
 - insurance
 - financial risk procedures
- advise on and determine such matters as may be referred or properly delegated to them by the Trustees Board

EXECUTIVE COMMITTEE

The financial responsibilities of the Executive Committee are to

- periodically review and monitor the application of financial policies
- Approve expenditures in accordance with these regulations and determine matters as delegated to it by the Trustees Board
- receive and comment to the finance committee on budget estimates, prior to the start of the financial year to which they relate
- periodically receive and comment to the finance committee on ongoing financial monitoring information in respect of income and expenditure budgets and solvency

BUDGET HOLDERS

- It shall be the duty of budget holders to monitor and regulate their financial performance during each budget period.
- Additional expenditure to the approved budget cannot be incurred without prior approval of the Executive Committee
- The inclusion of items in approved budgets shall constitute final authority to incur such expenditure.
- The detailed form of the budget shall be determined by the Management Accountant / General Manager, consistent with the general directions of the Trustees Board, Finance Committee and, after consultation, relevant staff and Sabbatical Officers.
- Each Budget Holder shall be provided with copies of the full budget for their area of responsibility.

AUDIT REQUIREMENTS

External auditors and internal auditors shall have authority to:

- access premises at reasonable times
- access all assets, records, documents and correspondence relating to any financial and other transactions of the Union
- require and receive such explanations as are necessary concerning any matter under examination

- request any employee or officer to account for cash, stores or any other Union property under his/her control.
- access records belonging to third parties, such as contractors, when required.

Whenever any matter arises which involves, or is thought to involve, irregularities or fraud concerning procurement, cash, stores or other property of the Union or any other suspected irregularity in the exercising of the activities of the Union, the General Manager shall notify the President and University's Finance Director who will take such steps as they consider necessary by way of investigation and involvement of internal audit.

The General Manager and Management Accountant are responsible for drawing up a timetable for final accounts purposes and will advise staff, officers and the external auditors accordingly. These will be submitted to the Trustees Board for approval.

EXTERNAL AUDIT

External auditors will be recommended for appointment by the Trustees Board. The Union is required to put the service out to tender at least every five years.

The primary role of external audit is to report on the Union's financial statements and to carry out such examination of the statements and underlying records and control systems as is necessary to reach their opinion on the statements and to report on the appropriate use of funds; auditors have the right of access to such documents, records, personnel and other information kept by the Union or University on the Union's behalf.

INTERNAL AUDIT

The internal auditor is appointed by the Trustees Board. A bi-annual internal audit report is submitted to the Trustees Board. The internal auditor will also comply with the Auditing Practices Board's Auditing Guideline '*Guidance for Internal Auditors*'.

RESPONSIBILITIES

General Manager

Day to day financial administration is controlled by the General Manager who is responsible to the Trustees Board for:

- preparing annual income and expenditure budgets and financial plans including capital budget, in association with the Management Accountant
- ensuring that the Union maintains satisfactory financial systems
- providing of professional advice on all matters relating to financial policies and procedures.
- Strategic, capital planning
- Cash flow control

Management Accountant

The Management Accountant is responsible for:

- preparing accounts, management information and monitoring expenditure against

budgets and all financial operations

- preparing the Union's annual accounts and other financial statements and accounts which the University is required to submit to other authorities
- providing professional advice on all matters relating to financial policies and procedures.
- Liaising with other members of the Unions services team as required.

Budget Holders

Budget Holders are advised by the General Manager in executing their financial duties and are responsible for:

- establishing and maintaining clear lines of responsibility within their department for all financial matters.
- Where resources are devolved to budget holders, they are accountable to the Trustees Board for their budget.

Support Team

The support team is responsible for:

- Ensuring staff and officers adhere to the financial procedures as advocated in the regulations
- Ensuring relevant paperwork, which meets the regulations, is available in a timely fashion

BUDGETING

Budgetary Control

Devolved budgets place control with the Budget Holder, who will have overall control of income and expenditure, within an agreed budget, for his/her area of responsibility and must ensure that day-to-day monitoring is undertaken effectively. The Budget Holder will be assisted in this duty by management information provided by the General Manager and Management Accountant.

Significant departures from agreed budgetary targets must be reported immediately to the Exec by the budget holder concerned and, if necessary, corrective action taken. If these are likely to make a substantial difference to the year end budget projections, the trustees Board should be notified immediately.

The General Manager and Management Accountant are responsible for supplying budgetary reports on all aspects of the Union's finances. The General Manager and Management Accountant are also responsible for supplying monthly management accounts, in an agreed format, to the Exec, Finance committee, Trustees Board and Budget Holders

Resource Allocation

Resources are allocated annually by the Trustees Board. Budget Holders are responsible for the economic, effective and efficient use of resources allocated to them.

Budget Preparation

The General Manager, in association with the Management Accountant, is responsible for preparing annually an income and expenditure budget, a capital programme and cash flow for the entire Union before submission to finance committee and the Trustees Board.

During the year, the General Manager is responsible for submitting any revised budgets to the finance committee and Trustees Board for approval.

Capital Programme

Capital expenditure on land, buildings, furniture and associated costs can only be considered as part of the capital programme if acquired through a procurement process in accordance with the Union's detailed financial procedures and procurement regulations, and approved by the Trustees Board.

The General Manager is responsible for providing regular statements concerning all capital expenditure to the Finance Committee and Trustees Board for monitoring purposes.

Proposed capital projects should be supported by:

- a statement which demonstrates the project's consistency with the strategic plan and strategy approved by the Trustees Board
- an initial budget for the project. The budget should include a breakdown of costs including professional fees, VAT and funding sources
- a financial evaluation of the plans
- a demonstration of compliance with normal tendering procedures (appendix 3)
- a cash flow forecast.

Following regular progress reports, on completion of a capital project, a final report should be submitted to the Trustees Board recording actual expenditure against budget and reconciling funding arrangements where a variance has occurred.

PURCHASING

Expenditure

Expenditure shall only be made against an approved budget by the nominated budget holder (details of budgets and budget holders are detailed in the Budget Guidelines, which are circulated at the start of each financial year).

The placing of orders outside of the purchasing system is to be discouraged.

All Union stationery must include the following statement:

"Nothing in this letter constitutes a contract unless accompanied by an official order form".

An official requisition form must be completed for all goods and services to be purchased. The requisition must be raised and signed by the relevant Budget Holder, within the limits

set. No goods should be ordered without a purchase order being raised, unless purchases are made using a procurement card.

Purchase orders will be raised by an appointed SU Administrator for the University's system. Exceptions to this rule, which will be covered separately in the regulations, are:

- Petty cash purchases
- Goods or services supplied under contract, e.g. maintenance agreements
- Reimbursements to staff and officers, e.g. for travel expenses
- Goods purchased by procurement card by the relevant budget holder

Any order above budget holder limits must be authorised by both the President and General Manager.

If payment is required in advance of the receipt of goods or services, the budget holder must obtain a 'pro forma invoice' from the supplier, attach it to the request form and pass it to Admin staff to process. On receipt of the goods/services, the supplier will issue a VAT invoice, which must be passed to Finance.

Purchase requisitions for Societies from self-raised funds require the signature of the Society Treasurer.

Any request for which no budget funds are available must be referred to the Executive Committee.

All capital orders or long-term contracts must be approved by Finance Committee and be signed by the General Manager and the President or their deputy.

Societies

Expenses incurred for goods and services purchased by societies, for use by their club or society, can be reclaimed on expenses claims forms. These must be accompanied by relevant receipts, and passed to the administration staff, who will ensure that there are sufficient funds available to meet the expense before processing these for payment. Claims must be made in a timely manner and no later than 28 days from the date of receipt.

SIGNATURES

Signatures are a vital element in the system of accountability. They are not merely an acknowledgement, but a personal commitment that the order has been made for the proper furtherance of departmental or Union objectives. Failure to comply with financial procedures is a disciplinary offence. Falsification of signatures will be viewed as gross misconduct. The University Finance shall maintain a list of specimen signatures.

RECEIVING GOODS & SERVICES

Goods/services received must be promptly checked to ensure that the complete order has been received. The delivery note, certified and dated by the person receiving the goods, must be passed to in time to enable supplier's credit terms, including settlement discounts, to be honoured.

INVOICES

The University will not process invoices, without prior consultation with the budget holder, in the following circumstances:

Where documentation is incomplete

Where there is a difference between invoice and order value on the requisition

Where no order exists

Where the invoice is incorrectly addressed

Budget holders must take responsibility for dealing with such problems. Failure to do so may result in supplies being stopped.

PERSONAL INTEREST

Any personal or family interest, which may impinge or might reasonably be deemed by others to impinge upon impartiality in any matter relating to purchasing duties, must be declared to the General Manager, or, to the President if it concerns the General Manager

PURCHASING CARD

The Union maintains procurement cards for purchases which require payment by credit card, including purchases through a web site and payment made by telephone.

Cards should only be used to buy items within the card-holders departmental area. Purchases for all areas of the Union may be made by the General Manager for which a requisition must be obtained from the budget holder as soon as possible.

For further instructions on use of purchase card, please refer to the University's procurement card policies.

ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared on the historical cost basis of accounting and in accordance with applicable accounting standards.

Format of the Accounts

The accounts are prepared for the financial year ending 30 June, in the format required by Companies House & the Charities commission.

Basis of Consolidation

If required, the Union will prepare financial statements which consolidate the financial statements of the Union and all its related undertakings for the financial year, in accordance with applicable accounting standards.

Capital

Items will be considered for capitalisation:

- If it is considered that its useful life exceeds three years
- If the value exceeds £1000 ex VAT
- If it conforms to current accounting standards
- All capital expenditure must be approved in advance by the President, General Manager and Management Accountant

Accounting Records

The General Manager/University's Finance Department are jointly responsible for the retention of financial documents. These should be kept in a form acceptable to the relevant authorities.

The Union is required by law to retain prime documents for six years. These include:

- official orders
- paid invoices
- accounts raised
- bank statements
- copies of receipts
- paid cheques
- complete paper or electronic record transactions as appropriate for each year from the computerised accounting system, *sufficient to enable V.A.T. or Corporation Tax returns to be prepared.*

Additionally, for auditing and other purposes, other financial documents should be retained for three years.

The storage of financial records may be delegated to the University, subject to the University's agreement.

INCOME AND BANKING

General

Stationery, all receipt forms, invoices, tickets or other official documents in use must have the approval of the General Manager

Levels of charges for contract research, services rendered, goods supplied and rents and lettings are determined by procedures approved by the Board of Trustees.

All sales invoice requests will be authorised by the budget holder for processing.

The General Manager is responsible for ensuring that all grants notified are received and appropriately recorded in the Union's accounts.

Appointment of Bankers

The Board of Trustees is responsible for the appointment of the Union's bankers. The appointment shall be for a specified period, after which, consideration shall be given by the Board to tendering the service.

Banking Arrangements

Only the Board of Trustees may open or close a bank account for dealing with the Union's funds. All bank accounts shall be in the name of the Union or one of its subsidiary companies.

Any cheques drawn on behalf of the Union must be signed by either the General Manager or appointed deputy and the President or appointed Trustee.

All mandates drawn on behalf of the Union must be signed by either the General Manager and the President or deputy.

The University's Finance Department is responsible for ensuring that all bank accounts are subject to regular reconciliation and that large or unusual items are investigated as appropriate.

Cash Receipts

- All monies received, from whatever source, must be recorded on a daily basis, together with the form in which they were received
- Money must be paid to the cashier as per the financial procedures. Custody of all cash holdings must comply with the requirements of the Union's insurers.
- No deductions may be made from any cash collected on behalf of the Union prior to paying into the cashier.
- Personal or other cheques must not be cashed out of money received on behalf of the Union.

The Collection of Debts

The University's Finance Department should ensure that:

- invoices are raised promptly in respect of income due to the Union
- invoices are raised on official Union stationery, by Union authorised signatories
- swift and effective action is taken to collect overdue debts in accordance with the Union's procedures
- outstanding debts are monitored and reports are prepared for officers & managers.

Gifts, Benefactions and Donations

The General Manager/University's Finance Department are responsible for maintaining financial records in respect of gifts, benefactions and donations made to the Union and initiating claims for recovery of tax where appropriate.

Security of Documents

The Secretary of the Board of Trustees is responsible for the safekeeping of official and legal documents, including share certificates, relating to the Union. Signed copies of deeds, leases, agreements and contracts must, therefore, be forwarded to the Secretary. All such documents shall be held in an appropriately secure, fireproof location and copies held at a separate location.

Stocks and Stores

Budget holders are responsible for establishing adequate arrangements for the custody and control of stocks and stores within their departments, where appropriate. The systems used for stores accounting in departments must have the approval of the General Manager.

Budget Holders are responsible for ensuring that regular inspections and stock checks are carried out. Stocks and stores of a hazardous nature should be subject to appropriate security checks.

Budget Holders' stocks require valuation in the balance sheet. They must ensure that stock-taking procedures in place and instructions to appropriate staff within their department are issued in accordance with advice contained in the financial procedures.

Post

All monies received on behalf of the Union by post must be banked in accordance with the financial procedures.

EXPENDITURE

General

The Union will maintain and keep up to date procurement regulations.

Authorities

The University, as managers of the management information system, shall maintain a register of authorised signatories. Any changes to the authorities to sign must be notified to the Finance Director immediately. The union is obliged to supply specimen signatures of those authorised signatories in accordance with the University's scheme of delegation and financial procedures.

Officers and budget holders are not authorised to commit the Union to expenditure without first reserving sufficient funds to meet the purchase cost through the budgeting system.

Levels of expenditure for goods and services shall be in accordance with the Union's approved policies and procedures.

Petty Cash

Where a single item is for less than £50 it should be paid petty cash if possible. Requisitions for reimbursement, together with appropriate receipts or vouchers, must be submitted within 28 days of the date of receipt.

The member of staff granted a float is personally responsible for its safekeeping. The petty cash must be kept locked in a secure place in compliance with the requirements of the Union's insurers when not in use, and will be subject to periodic checks

At the end of the financial year a certificate of the balances held should be completed by the member of staff responsible for the float and signed by the General Manager.

Tendering

The Union's tendering procedure follows the University's and is contained in the University's approved tender regulations

Contracts

All contracts will attempt to ensure best value for money and should be agreed having reference to the Union's standard terms and conditions.

Conditions of contract for the purchase of goods and services will be followed.

Major capital projects should be appraised in line with the University's guidance on major capital projects.

EU Regulations

The Union should comply with its legal obligations concerning European procurement legislation. EU procurement regulations apply to written contracts for all forms of procurement or hire (whether or not hire purchase) with a total value exceeding a threshold value. Levels of expenditure for goods and services shall be in accordance with the approved policies and procedures and must comply with current legislation in force at the time of contract.

Payment of Invoices

The Union currently uses the financial system maintained by the University and is therefore subject to certain conditions imposed by the University.

It is anticipated that the University will pay the Union's invoices on its behalf without further reference to the Union where invoice and order match.

Payments to UK suppliers will normally be made by BACS.

Suppliers should be instructed by the budget holder to submit invoices, clearly displaying the appropriate order number, to the University's Finance department.

Budget Holders are responsible for ensuring that expenditure within their department does not exceed funds available.

Payments will only be made against invoices which have met the following criteria:

- the goods have been received, examined and approved with regard to quality and quantity, or that services rendered or work done is satisfactory
- where appropriate, it is matched to the order
- invoice details (quantity, price, discount) are correct
- the invoice is arithmetically correct
- the invoice has not previously been passed for payment
- where appropriate, an entry has been made on a stores" record or departmental inventory

Invoices must be passed to Finance Department as soon as they have been certified. Care must be taken by the budget holder to ensure that discounts receivable are obtained.

SALARIES AND WAGES

General

Officers of the Union will be directly contracted to the Union and paid through the payroll system.

Permanent Staff of the Union will be jointly employed by the University and Union. Student / Casual staff will be employed by the Union.

The University payroll system is responsible for all payments of salaries and wages to Permanent Staff, including payments for overtime or services rendered. All time sheets and other pay documents, including those relating to fees, will be in a form prescribed or approved by the University and agreed with the Union

The union is responsible for all payments of salaries and wages to Permanent Staff, including payments for overtime or services rendered

Letters of appointment to Permanent staff must be issued by the Human Resources office. The University will be responsible for keeping all matters relating to permanent staff, in particular these include:

- appointments, resignations, dismissals, supervisions, secondments and transfers
- absences from duty for sickness or other reason, apart from approved leave
- changes in remuneration other than normal increments and pay awards
- information necessary to maintain records of service for superannuation, income tax, national insurance etc.

The Union will be responsible for keeping all matters relating to student staff and officers, in particular these include:

- appointments, resignations, dismissals, supervisions, secondments and transfers
- absences from duty for sickness or other reason, apart from approved leave
- changes in remuneration other than normal increments and pay awards
- information necessary to maintain records of service for superannuation, income tax, national insurance etc.

The University shall be responsible for keeping all records relating to payroll including those of a statutory nature on behalf of permanent staff

The Union shall be responsible for keeping all records relating to payroll including those of a statutory nature on behalf of student staff and officers

All payments must be made in accordance with the Union/University's detailed payroll financial procedures and comply with Inland Revenue regulations.

Superannuation

The University is responsible for day-to-day superannuation matters including:

- authorisation of payments of contributions to various authorised superannuation schemes
- preparing the annual return to various superannuation schemes

The union is responsible for arrangements in relation to its officer and student staff

Travel, Subsistence and Other Allowances

All claims for payment of subsistence allowances, travelling and incidental expenses shall be completed on approved forms, following the guidance provided.

Claims must be certified General Manager. The certification by the appropriate signatory shall be taken to mean that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Union and, in all cases, supported by valid receipts.

ASSETS

Land, Buildings, Fixed Plant and Machinery

The purchase, lease or rent of land or buildings or fixed plant can only be undertaken with authority from the Board and with reference to University requirements.

The General Manager is responsible for maintaining the Union's register of land, buildings, fixed plant and machinery.

Inventories

In addition to the asset register, budget holders are responsible for maintaining inventories for all plant, equipment and furniture and stores in their departments with a value in excess of £1,000 and the security of such assets.

The inventory must include items donated or held on trust.

Inventories must be checked at least annually by the Budget Holder and retained in accordance with approved policies and procedures.

Asset Disposal

Disposal of equipment and furniture must be in accordance with procedures outlined in appendix III

Disposal of assets over £2,000 must take place **only** with the authorisation of the Board.

Treasury Management

Short term borrowing for temporary purposes shall be authorised by the President and General Manager and notified to the Board.

Borrowing for periods in excess of twelve months shall require the authorisation of the Board.

Other Companies

In certain circumstances it may be advantageous to the Union to establish a company to undertake services on its behalf. The Board is responsible for approving the establishment of companies and the procedure to be followed in order to do so. It is the responsibility of the Board to establish the shareholding arrangements and appoint directors of companies wholly or partly owned by the Union.

The directors of companies, where the Union is the majority shareholder, must submit an annual report to the Board.

Risk Management

The Union will comply with the University's risk management policies.

The General Manager is responsible for effecting insurance cover as determined by the Board and University. He or she is therefore responsible for obtaining quotes, negotiating claims and maintaining the necessary records. He/she will also deal with the University's insurers and advisers about specific insurance problems in liaison with the University Procurement Manager

Budget Holders, Managers and Officers must ensure that any agreements negotiated within their departments, or with external bodies, cover any legal liabilities to which the Union may be exposed.

They must give prompt notification to the General Manager of any potential new risks and additional property and equipment, which may require insurance and any alterations affecting existing risks.

Budget Holders, Managers and Officers must inform the General Manager immediately of any event that may give rise to an insurance claim. The General Manager will notify the Union's insurers and, if appropriate, prepare a claim in conjunction with the University.

The General Manager will keep a register of all University insurances and the property and risks covered.

All staff using their own vehicles on behalf of the Union shall maintain appropriate insurance cover for business use.

TAXATION

The Union, with agreement from the University, may delegate to the University's Finance Department operational responsibility for maintaining the Union's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

SECURITY

Managers, Officers and Budget Holders are responsible for maintaining proper security at all times for all buildings, stock, stores, furniture, cash, etc. under his or her control. He or she shall consult with the General Manager in any case where security is thought to be defective or where it is considered that special security arrangements may be needed. These concerns will be passed on as appropriate to the University.

Keys to safes or other similar containers are to be stored appropriately at all times. The loss of such keys must be reported to the General Manager.

A Data Protection Officer shall be responsible for maintaining proper security and privacy of information held on computer based and other relevant filing systems. The restriction of access to computer areas to authorised persons only by the use of passwords is the type of security control available that will be used. Physical filing systems should be lockable and secure. Information relating to individuals held on computer based and other relevant filing systems will be subject to the provisions of the Data Protection Act. A Data Protection Officer is appointed to ensure compliance with the Act. This person shall also act as first point of reference for all freedom of information requests and will also therefore be the Freedom of Information officer.

CODE OF CONDUCT FOR STAFF & OFFICERS

The Union expects that staff at all levels will observe the Union & University's code of conduct. This reflects the three fundamental principles of openness, integrity and accountability, and covers:

- probity and propriety
- selflessness, objectivity and honesty

- relationships

Additionally, members of the Board are required to disclose interests in the register of interests.

VAT

Should the union register for VAT and to allow the Union's to enjoy the best possible position regarding VAT reclamation, the following specifics apply:

VAT Receipts

To reclaim VAT, it is necessary to have a VAT receipt for purchases over £100 which must include:

- Company Address, VAT registration number, Sub Total of Cost, breakdown of VAT and total charge. If it does not contain this information the VAT may not be reclaimable and will be treated as such

General

All income must be clearly identified and coded according to source, any income that is unable to be specified will automatically be subject to VAT.

All expenditure must again be correctly attributed and coded to allow maximisation of reclamation. As a general rule, VAT can only be reclaimed if it is associated to a VATable income or block grant.

Societies

Societies will be defined as groups existing within the SU, that are not defined as sporting within terms of customs and excise definition (i.e non BUCS, not competitive or competition-based, not physical or athletic)

Income

The following areas will be subject to VAT and any gross incomes will have VAT removed:

- Membership/ Affiliation
- Sponsorship
- Ticket sales
- Clothing sales
- Other sales (ie calendar)

The following areas are exempt from VAT and the full amounts will be posted to accounts:

- Donations (with no associated condition)
- Trips/tours

Expenditure (Grant, SRF, Membership)

The following items are entitled to have VAT reclaimed and should be considered for budgeting and posting purposes as being exempt of VAT. Please note VAT is only reclaimable with appropriate receipts; if these are not supplied the cost including VAT will have to be charged to accounts. These rules apply to expenditure from grant fund, SRF and membership monies:

Clothing Purchases; Equipment purchases; Event costs. etc

VAT is not reclaimable on the following areas regardless of funding source:

Items not supported by a VAT receipt; Trip or tour costs; supplies and suppliers not registered for VAT

RAG

RAG and Charities is a difficult area for Students' Unions as a lot of activity can fall in to ULTRA VIRES laws and rulings.

The Union can not give its own money or resources to another charity or use its resources to support another charity's activity (directly or indirectly). This would be beyond the scope of our aims and objectives and the definition of Students' Unions, it would be Ultra Vires

Accounts need to be used in the appropriate way to ensure compliance with these rules:

3rd Party Charities account

This account simply exists as a pass-through/holding account for money we have collected directly for a charity. The charity must be clearly identified and the money is to go straight to them,

Rag Activities

For events or activities with a cost attached, where monies are collected for general RAG charities to then be split once all costs are covered.

Should an event make a loss, such losses would need to be covered by those responsible for RAG or the Trustees agreeing to such an event, as the union would be unable to cover such losses from its accounts, to do so would be ultra vires.

This account is separate from the union's accounts and budget.

Public collections

Public collections need licensing and authority from local councils.

VAT

VAT treatment would depend on the source of funding but as a general rule RAG would be exempt from VAT on income and unable to reclaim money back on expenditure.

Accounting

RAG activities and Rag third party collections should not form part of the union's accounting and should be accounted separately.

Rag Society should be accounted as per any society of the Union.

Rag general should be accounted as any general project within the union.

NOTE

All monies associated with Rag third party should be clearly attributed to a charity and their can be no expenditure under any circumstance.

Only after all costs are charged may surplus monies be donated to charity from the RAG activities accounts, any losses are personally the responsibility of RAG organiser and supporting Trustees.

At no time can money be donated from Union funds.

GIFTS AND HOSPITALITY

Background

All staff should conduct themselves with integrity, impartiality and honesty at all times. Staff and Officers should maintain high standards of propriety and professionalism. This includes avoiding laying themselves open to suspicion of dishonesty, and not putting themselves in a position of conflict between their official duty and private interest.

Some staff and officers necessarily spend time with other organisations where it is normal business practice or social convention to offer gifts, hospitality or awards. Offers of this kind can place staff in a difficult position: To refuse may cause misunderstanding or offence; however to accept may give rise to questions of impropriety or conflict of interest. Gifts, hospitality or awards should only be accepted in exceptional circumstances.

The guiding principles are:

- The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest.
- The action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Gifts

Staff and officers should not accept any gift, reward or hospitality from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity.

Gifts of a trivial or inexpensive nature may be accepted, but more substantial or expensive offerings should be declined. If unsolicited gifts of a substantial nature arrive from contractors they should be returned with a polite explanation, as rules do not allow their acceptance.

If in any doubt about whether an offer of a gift should be refused (it is accepted that refusal of a gift may sometimes cause offence) they should consult the General Manager who in turn may discuss the matter with the relevant Dean, Director of Services or the Finance Director, if it is considered that the gift should be accepted or the gift relates to them

If they consider that a gift cannot be used to support the Union business, he/she may authorise retention of the gift by an individual. Alternatively, if the individual does not wish to retain the gift, arrangements may be made for the gift to be stored until disposal, for example through a local charity.

Staff and officers must record any gifts accepted, where the value is in excess of £25, in the central register held by the Union's Manager

Hospitality

It is accepted that staff and officers sometimes receive conventional hospitality. They may attend, as part of their official function, an event organised by another body for promotional or influential purpose. Such offers should be reported to the General Manger.

Offers of hospitality that exceed this norm should in general be refused. The following items should be avoided:

- hospitality offered in substitution for fees for broadcasts, speeches, lectures or other work done
- inducements which could lead to a contractual position between the University and a supplier, contractor or consultant
- substantial offers of social functions, travel or accommodation
- acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source.

Particular care should be taken when offered any form of hospitality or gift from a person or organisation which has, or is hoping to have, a contractual relationship with the University or Union. If staff or offices have any doubt about whether to accept hospitality offered they should refer the matter to the General Manager, who in turn may discuss it with the relevant Dean, Director of Services or the Finance Director.

APPENDIX 1

AUTHORITY LIMITS

Exec: Will have to approve all expenditure in excess of budgets and budget revisions

Exec: Will have to approve all Expenditure over £2,000 on a single item or order

Budget Holders are authorised for amounts up to £2,000 within their set budgets

Authority levels:

General Manager £10,000

Student Office & Activities Co-ordinator £2,000

SU Liaison & Quality Coordinator £500

President £500

Goods in excess of £10,000 will be authorised by the University Procurement team or the Director of Finance

BUDGET HOLDERS

General Manager

Student Office & Activities Co-ordinator

SU Liaison & Quality Coordinator

President

APPENDIX 2

UNION FINANCIAL PROCEDURES (To be used in conjunction with Financial Regulations)

As with all organisations, the SU has a system for purchasing and managing its money. Part of this system is the management of orders by the Purchase Order system run by the University. For this system to operate efficiently and to comply with the financial regulations, the following systems must be used. They may seem tedious but they are to protect you.

Requisitioning Goods

- An order requisition form **must** be completed for **all** goods and services and passed to relevant administration staff for signing and processing.
- **No** verbal orders can be placed until a requisition form has been properly authorised and an order number supplied by the administrator, unless payment is to be made by procurement card.
- Suppliers should be asked to quote the official SU order number on their invoice or the invoice will be returned to them unpaid
- Requisitions for orders up to the value of £2,000 (excluding vat), which have a budget in place and are fully coded, may be authorised by budget holders and passed to relevant administration staff for inputting
- All requests for orders exceeding £2,000 must be approved, in advance, at a minuted formal meeting of the Executive. Exceptions to this rule are call off orders for essential commitments which will be agreed at the beginning of the financial year,
- Where orders for individual items will be in excess of £1,000, three separate quotes should be obtained **prior** to the placing of an order and copies of these quotes attached to the requisition.
- Procurement cards can be used to purchase goods and services within the card holder's budget areas **only**, as well as personal expenses and according to the University procedures
- Where possible orders should be placed with suppliers who have existing University contracts

Goods Receipt and payment of Suppliers

- When deliveries are received all paperwork should be signed, discrepancies noted and passed to administration staff
- All invoices should be passed to relevant administration staff for processing and forwarding to the University Finance Office for payment. These must be signed and dated by the budget holder where no delivery note is available.
- Please note that payments cannot be made without proof of receipt of goods and an official order number being included on the invoice.
- Procurement cards holders must complete a purchase card log for each statement and forward, with all receipts, to Finance. A copy must be kept for audit purposes.

Petty Cash / Personal Expenses

- Claims for up to £50 in total will be paid though petty cash on production of a valid VAT receipt and completion of forms and authorisation

Sales Invoices

- Where a sales invoice is required the details of the customer name, address, telephone number, purchase order number and contact name, together with the amount and the nature of the charge (VAT to be identified), should be forwarded to administration staff who will complete a sales invoice requisition form and forward it to the University Finance Office for an official invoice to be sent out
- An official order/confirmation should be obtained from the customer before any SU resources are committed and prior to the issue of the official invoice
- Where a credit note is required, the details of the invoice to be credited and the amount should be forwarded to administration staff, who will arrange for an official credit note to be issued.

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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 editorial board sets the overall strategy for student media (in line with Union strategy).

Responsible to

- Board of Trustees

Committee Membership

- President
- Sabbatical Officer with Media Portfolio
- Verve Radio Manager
- Verve Magazine Editor
- 1 Member of Student Council

In attendance

- General Manger or appointee

The board will give general guidance on

- Print and Web content and format
- Broadcast Programming
- Budget levels for the forthcoming year

It will ensure

- legal compliance of all media
- budget 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 editorial code

It will

- Regularly review all programming and releases
- It will review all content prior to publication and agree such publication
- It will agree the broadcast schedule for all broadcast programming
- Ensure suitable systems are in place for selection of media editors and sufficient support is in place
- Ensure media volunteers have opportunities to get involved and are suitably supported

Student Union Editorial Code

Introduction

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

1. Purpose
 - 1.1. Student media exists for separate but equally important reasons
 - 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 of trustees responsibilities are delegated to 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.

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Officer Role descriptions and Portfolios

1. General principles and description are provided here. Detailed Portfolios are formulated annually by the elections committee subject to ratification by Trustees.
2. Key Responsibilities of all EXECUTIVE OFFICERS and HUB COMMITTEE members
 - 2.1. Promote student representation, activities, development and participation in the Union, University and the School(s) corresponding to their Hub.
 - 2.2. Promote the best interests of students in all places and in all decision making
 - 2.3. Ensuring you are available to students, proactively seeking regular opportunities to engage.
 - 2.4. Take an active involvement in the review, development and implementation of the Union's mission, values and strategic plan.
 - 2.5. Ensure the Union operates democratically
 - 2.6. Attend appropriate meetings and conferences and report back to Committees, and the membership.
 - 2.7. Build and maintain good, professional and supportive working relationships with the other Officers, Union staff members, and other key contacts.
 - 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. SABBATICAL (HUB) Officers
 - 3.1. Act as the face of the Union in the relevant School(s) and lead representational and other activities ensuring you are accessible and known to students in the School(s) corresponding to your Hub.
 - 3.2. Support and co-ordinate the activities of the Hub Committee.
 - 3.3. Co-ordinate the development of the democratic structures of the Hub, ensuring that regular meetings of the Hub Committees are held.
 - 3.4. Lead lobbying on student issues affecting students in the relevant School(s).
 - 3.5. Ensure students are represented in the University's development of the relevant School(s).
 - 3.6. Work with StARs based at the Hub ensuring they have support and input to the Hub Committee and activity.
 - 3.7. With staff work with School-based societies.
 - 3.8. To take on portfolios as agreed at the first executive meeting.
4. Portfolios
 - i) Detailed portfolios are to be prepared annually by the elections committee subject to approval by the trustees. Due to the importance of the Presidential role the basis of the portfolio is outlined below.
 - ii) President
 - 4.1. Act as the public face of the Union.

- 4.2. To attend the Board of Governors and to provide a student perspective and knowledge of the student experience.
- 4.3. Act as liaison with the General Manager.
- 4.4. Support and co-ordinate the activities of the Executive Officers.
- 4.5. Ensure that all officers attend the various University committees they sit on.
- 4.6. Be the prime point of contact inside the Union for enquiries to and from NUS, at national and regional levels.

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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 a clear vision, mission and strategic direction and is focused on achieving these.
- 1.2. Being responsible for the performance of the Union and for its behaviour.
- 1.3. Ensuring that the Union complies with all legal and regulatory requirements.
- 1.4. Acting as guardians of the Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application.
- 1.5. Ensuring that the Union's governance is of the highest possible standard.
- 1.6. To ensure that the Union complies with Charity Law and ensure that the Union prepares reports on what it has achieved and completes and returns its annual returns and accounts.
- 1.7. 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.
- 1.8. To act with integrity and avoid personal conflict or interest or misuse of charity funds or assets.

2. Duties and tasks to fulfil these responsibilities

The following items are the duties and tasks that the Trustees are expected to undertake:

- 2.1. To work in partnership with other Trustees, the Union Manager and other Union staff to ensure that the Union has a clear vision, mission and strategic direction and is focused on achieving these. The Trustees are responsible for ensuring and monitoring that:
 - 2.1.1. The Union has a clear vision, mission and strategic plan that have been agreed by the Trustee Board, and that there is a common understanding of these by Trustees and staff.
 - 2.1.2. Operational and other plans support the vision, mission and strategic priorities.
 - 2.1.3. The annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.
 - 2.1.4. Trustee board policies support the vision, mission and strategic priorities
 - 2.1.5. There are effective mechanisms in place to
 - Listen to the views of current and future members;
 - Review the external environment for changes that might affect the Union.
 - Re-assess the need for the Union and the services it does or could provide; and

- Review regularly its strategic plan and priorities.
- 2.2. To be responsible, with the other Trustees, for the performance and behaviour of the Union.
 - 2.2.1. To consider the method for measuring objectively the progress of the Union in relation to its vision, mission, strategic objectives/priorities, plans and annual targets, and to regularly receive reports on the performance of the Union.
 - 2.2.2. To ensure that the fundamental values and guiding principles of the Union are articulated and reflected throughout the organisation.
 - 2.2.3. To ensure that the views of members on the performance of the Union are regularly gathered and considered by the Trustee Board.
 - 2.2.4. To ensure that both that individual themselves and the Union as a whole invest in ongoing professional development.
 - 2.2.5. To receive regular reports from the on progress towards strategic priorities agreed by the Trustee Board.
 - 2.2.6. To hold the Union Manager to account for the management and administration of the Union.
 - 2.2.7. To ensure that the Union Manager receives regular, constructive feedback on their performance in managing the Union and in meeting their annual and longer term targets and objectives.
 - 2.2.8. To ensure that the Union Manager develops a learning organisation and that staff and volunteers review their own performance and regularly receive feedback.
 - 2.2.9. To articulate the values of the Union.
 - 2.2.10. To formulate Trustee Board policies.
 - 2.2.11. To ensure that there are mechanisms for students, employees, volunteers, and other individuals, groups or organisations to bring to the attention of the trustees any activity that threatens the probity of the Union.
- 2.3. Ensuring that the Union complies with all legal and regulatory requirements.
 - 2.3.1. To be aware of, and to ensure the Union complies with, all legal, regulatory and statutory requirements.
 - 2.3.2. To maintain familiarity with the rules and documents that govern the Union, to ensure that the Union complies with its governing instruments and to review these regularly.
 - 2.3.3. To agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for Trustee Board committees and sub-committees, job descriptions for trustees, key staff, and volunteers, and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.
 - 2.3.4. To ensure that the responsibilities delegated to the Union Manager are clearly expressed and understood,
- 2.4. Being guardians of all the Union assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

- 2.4.1. To ensure that the Union has satisfactory control systems and procedures for holding in trust for the members all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the Union, within the constraints of the law and ethical and other policies laid down by the Trustee Board.
- 2.4.2. To ensure that the major risks to which the Union is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
- 2.4.3. To ensure that the funds, income and property of the Union is applied for the purposes and objects set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- 2.4.4. To avoid undertaking activities that may place the Union's funds, assets and reputation at undue risk.
- 2.4.5. To take special care when investing funds or borrowing funds for the Union's use.
- 2.4.6. To act reasonably, prudently and collectively in all matters relating to the Union and always to act in the interests of the Union.
- 2.4.7. To ensure that the Union is and will remain solvent.
- 2.4.8. To be accountable for the solvency and continuing effectiveness of the Union.
- 2.4.9. To exercise effective overall control of the Union's financial affairs and to ensure that the way in which the Union is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
- 2.4.10. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the Union's good name and reputation are properly valued, utilised and safeguarded.
- 2.4.11. To ensure that all income due to the Union is received and that all tax benefits are obtained and all rating relief due is claimed.
- 2.5. 2.5. Ensuring that the Union's governance is of the highest possible standard.
 - 2.5.1. To ensure that the Union has a governance structure that is appropriate to an organisation of its size/complexity, stage of development, and its charitable objects, and that enables the Trustees to fulfil their responsibilities.
 - 2.5.2. To reflect annually on the Trustee Board's performance and individual Trustees' performances.
 - 2.5.3. To use reasonable skill and care in their work as Trustees using their personal skills and experience as needed to ensure that the Union is well run and efficient.
 - 2.5.4. To ensure that the Trustee Board has the skills required to govern the Union well, and has access to relevant external professional advice and expertise, particularly on all matters where there may be a material risk to the Union or where the Trustees may be in breach of their duties.

- 2.5.5. To ensure that there is a systematic, open and fair procedure for the election or recruitment of Trustees.
- 2.5.6. To ensure that there are succession plans for the Trustees and the Union Manager where possible.
- 2.5.7. To participate in individual and collective development and training of Trustees.
- 2.5.8. To abide by the code of conduct for Trustees.
- 2.5.9. To ensure that major decisions and board policies are made by the Trustees acting collectively.

Role Description and Person Specification for External Trustees

Context

The Charity is a not for profit organisation providing a range of services to students studying at London Met. The Charity aims to represent the voice of students on both local and national platforms, to organisations and decision makers from the University through to the local and national government. As well as representing students, a full range of activities ranging from sporting and cultural through to volunteering and part time work opportunities are offered to members.

The Union is run for the benefit of its members and its activities are overseen by a Board of Trustees with representatives from a range of stakeholders. Day to day operation is entrusted to expert operational staff with the views of students being represented via the Student Council and the Executive team, of 10 elected officers.

Key Responsibilities

- To ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing documents.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the Charity Company (Union) and to ensure the proper investment of the charity's funds.
- Each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.
- Each trustee should attend appropriate meetings and scrutinise board papers,
- Trustees should be willing to lead discussions and focus on key issues and were

appropriate provide guidance on new initiatives

- Trustees should maintain confidentiality in respect of all areas of responsibility and be aware of current Union and University policy on the Data Protection Act 1998.
- Trustees are required to comply with the University's and Unions health and safety and equality and diversity policies.

PRINCIPAL CONTACTS

- Union Officers and Staff
- Other Trustees
- Students
- Members of the University and its stakeholders

Person Specification

General to all External Trustees

- An interest, experience or link to the education environment.
- Some understanding and / or experience of the issues facing charities at this time.
- Some understanding of the education sector and the unique challenges it faces going in to a new decade.
- Some understanding of financial planning and systems for third sector organisations.
- Direct experience of Leadership in business or the community.
- Some experience of planning and strategic development in business and / or the community.
- Experience in mentoring and personal development of employees and / or volunteers.
- Understanding of democratic and representational structures.
- Empathy and understanding of issues facing the diverse student population of London and its outlying campuses.
- An understanding and interest in diversity and equal opportunities.
- Experience and understanding of the issues involved in the development and delivery of change.