

# Students' Union

UNIVERSITY OF NOTTINGHAM

**Bye-Laws**

**January 2017**

# University of Nottingham Students' Union Bye-Laws

## Background

1. University of Nottingham Students' Union ("UONSU" or "the Students' Union" or "the Union") is an unincorporated association.
2. These Bye-Laws are made pursuant to the Articles of Association of the Union.
3. These Bye-Laws cover the following:

Democratic Procedures Committee

Referenda

Elections

Societies

Sports

Student Run Services

Student Groups Code of Conduct

Union Council

Officers of the Union

Scrutiny Panel

Equality and Diversity Networks

Associated Bodies & Associated Residential Bodies

Education Network

Annual Members Meetings and General Meetings

Standing Committees

Policy of the Union

Complaints Procedure

Discipline Procedure

Trustee Board

Sub-committees of the Board

## Definitions and Interpretation

4. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Association of the Union unless otherwise indicated.

5. Unless otherwise indicated 'Days' means Students' Union Days: For the purposes of these Bye-Laws the definition of 'Students' Union days' is 'term days minus weekends, Students' Union closure days and bank holidays.

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

### **Amendments**

7. These Bye-Laws may be altered, varied or amended by a quorate meeting of Democratic Procedures Committee, or by the Trustees in accordance with the Articles of Association where such amendments are ratified by Democratic Procedures Committee.

### **Guidance Documents**

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

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

### **Hierarchy of Authority**

10. The hierarchy of representational decision making at University of Nottingham Students' Union will be:

- i. General Meeting under Company Law
- ii. Referenda
- iii. Union Council
  - a. Union Council (Idea Panel)
  - b. Democratic Procedures Committee
  - c. Scrutiny Panel
- iv. Sabbatical Committee
- v. Standing Committees

**Bye-Laws last updated by Democratic Procedures Committee:**

**2<sup>nd</sup> October 2014**

## **Democratic Procedures Committee:**

### **Maintenance of these Bye-laws and Guidance Documents**

1. Democratic Procedures Committee shall:
  - i. Explicate the procedures of the Union
  - ii. Hold political responsibility for the upkeep of the Bye-Laws and Guidance Documents.
2. Democratic Procedures Committee shall consist of:
  - i. Two Full Time Officers of the Union
  - ii. One Part Time Officer of the Union
  - iii. Nine Full Members Elected by Cross Campus Election
3. The Chair shall be elected from amongst the Committee.
4. Democratic Procedures Committee shall meet at least once per academic term.
5. The regulations for Democratic Procedures Committee as to Duties, Membership, Quorum, and Procedure shall be the same as that of other Standing Committees (see relevant section of the Bye-laws).

## **Referenda**

### **General**

1. A referendum shall be called within two Students' Union Days following either:
  - i. The receipt, by the President, of a petition signed by 2% of Full Members of the Union
  - ii. The passing of an Idea to Referenda in accordance with the Union Council Bye-Law.
2. Quorum shall be 1000 Full Members of the Union or 2.5% of Full Members of the Union – whichever is lower.
3. Referenda Petitions shall be made in line with the Referenda Guidance Document.
4. Notification for referenda shall occur as outlined in the Referenda Guidance Document.
5. The Returning Officer for referenda shall be as outlined in the Elections Bye-Law.
6. A motion shall pass if a referendum is quorate and a simple majority is obtained in favour.
7. The motion in a referendum shall be a question, answerable with either 'Yes', 'No' or 'Abstain'; or alternatively 'Agree', 'Disagree' or 'Abstain'.

### **Supporting or Opposing Referenda Motions**

8. Full Members who wish to campaign to support or oppose the Referendum Motion shall inform the Returning Officer as outlined in the Referenda Guidance Document.
9. Full members of the Union who wish to campaign to support or oppose the Referendum Motion shall conduct themselves in line with the Elections Campaigning Guidance Document. Members breaching these regulations will be subject to the disciplinary procedures outlined in the Elections Complaints and Disciplinary Procedure Guidance Document.

### **Referendum Coordinating Committee**

10. There shall be one Referendum Coordinating Committee for those opposing the motion and one Referendum Coordinating Committee for those supporting the motion.
11. The Returning Officer shall facilitate a process to allow those supporting or opposing the Referendum Motion to appoint Referendum Coordinating Committees.
12. Each Referendum Coordinating Committee shall appoint a Chair and inform the Returning Officer of this appointment.
13. Each Referendum Coordinating Committee shall be responsible for the actions of its supporters.

### **Financial Support**

14. No Union employee, affiliated body, hall committee or other residential association, body receiving a Union grant or any external organisation may provide financial support to any Referendum Coordinating Committee.

### **Presentation Meetings**

15. The Returning Officer shall determine the number of Presentation Meetings for each referendum.

### **Voting**

16. Voting shall take place in a manner which allows the greatest possible number of members to take part, as agreed by the Returning Officer and Elections Committee.

17. Voting shall take place on at least 4 consecutive Students' Union Days.

18. Electorate: Eligibility to vote in a Students' Union referendum:

To vote in Students' Union elections a student must be a full-member of the Union defined as (i) a non-suspended student currently on a programme of study at the University of Nottingham, or (ii) a sabbatical officer of the Union.

19. Members shall be able to vote: "Yes", "No" or "Abstain", or "Agree", "Disagree", or "Abstain".

### **Elections Committee**

20. Elections Committee shall oversee the general conduct of the referendum.

21. Elections Committee shall ensure that there is a fair election and have the power to take whatever action it deems necessary for that purpose.

22. No member of Elections Committee shall openly express any support or opposition of the Referendum Motion.

23. A member of Elections Committee shall be deemed to have resigned for the duration of the Referendum if they are considered to have a partial interest by a simple majority of the Committee, excluding the member in question.

24. Elections Committee shall act as a body to which Full Members of the Union may take grievances concerning any aspect of the conduct of the referendum, including individual campaigns, either as a group or individuals. Such grievances shall be made in writing to the Chair of Elections Committee.

### **Count**

25. The count shall occur as soon as is practicable after the close of poll, unless Elections Committee should find reason to delay the count.

26. Only the following shall be eligible to be present at the count:

- i. The Returning Officer or their appointed Deputy.

- ii. Anyone the Returning Officer, or their appointed Deputy, deems essential to the fair and accurate delivery of the count.
- iii. Elections Committee.
- iv. One nominee, if so wished, from the relevant Referendum Coordinating Committees.

27. Only the Returning Officer, anyone designated by the Returning Officer as above, and Elections Committee shall preside over the conducting of the count.

28. Where an election is conducted by paper ballot the Returning Officer shall rule on whether a ballot paper is determined "Spoilt".

29. The Returning Officer, at their discretion, may initiate recounts. A Referendum Coordinating Committee Chair may initiate one recount, with subsequent requests allowed at the discretion of the Returning Officer.

30. The result of the poll shall be declared as soon as practicable after the Returning Officer is satisfied that a true and accurate result has been confirmed.

### **Postponing Referenda**

31. Elections Committee shall have the power to postpone each referendum only once.

32. Elections Committee shall have the power to postpone a referendum under the following circumstances:

- i. If there is not enough time to resolve issues of the referendum taking place in an unfair, unbalanced, or undemocratic manner.
- ii. If the referendum is taking place in a manner contrary to the Articles of Association or the Bye-Laws.

33. A motion to postpone a referendum shall require a two-thirds majority of Elections Committee.

34. If a motion to postpone a referendum is passed, the referendum in question shall be postponed until a date agreed by Elections Committee.

35. If, after a referendum is postponed, Elections Committee is dissatisfied with the conduct of the subsequent referendum, this must be lodged as an appeal to the Select Committee.

### **Policy File**

36. If a policy is accepted by a referendum it shall become Union Policy.

37. If an affiliation to an external organisation is accepted by a referendum it shall become Classification Affiliation.

### **Review**

38. Elections Committee should advise on the effectiveness of these Bye-Laws to Democratic Procedures Committee where relevant.

## Elections

### General Regulations for Elections (including voting in Referendum ballots where applicable)

1. No member shall have more than one vote.
2. Voting shall be by secret ballot using the single transferable vote (STV) system as laid out in the Electoral Reform Society's publication *How to Conduct an Election by the Single Transferable Vote (1997)*.
3. Should re-open nominations be the elected candidate, then the post in question shall remain vacant until a by-election is held.
4. The Returning Officer for cross-campus elections shall be a relevant staff member from the NUS.
5. The Returning Officer may delegate to Elections Committee the power to appoint a Deputy or a nominee to act in his/her stead. The Deputy Returning Officer will support the Returning Officer in his/her duties.
6. The Returning Officer shall be responsible for the conduct of all matters regarding the elections subject to his/her decisions being reviewed by the Select Committee for Electoral Disputes.
7. Elections Committee shall have the duty to determine and amend the Elections Campaigning Guidance Document, and Guidance Document on Referendum Petitions and Guidance on Nominations.

### Elected Positions

8. The following posts shall be elected by cross-campus ballot:
  - i. Full-Time Students' Union Officers
  - ii. NUS Delegates to Annual Conference
  - iii. Democratic Procedures Committee
  - iv. Scrutiny Panel
  - v. Elections Committee
  - vi. The Environment & Social Justice Committee (SEEN)

### Timing of Elections

9. Elections shall be held at times which are practicable but intended to enable the largest possible number of members to vote.
10. Nominations must be open for a minimum of 5 Students' Union days.
11. Voting shall take place on at least 4 consecutive Students' Union Days.
12. Detailed Notice of elections shall be given a minimum of seven Students' Union days before nominations open.

13. A candidates' briefing must be held following the closure of nominations at a time specified by the Returning Officer.

### **By-Elections**

14. Subject to the Articles of Association Sabbatical Officers elected in by-elections shall hold office from the date that the result is declared for the remainder of that period in office.

### **Nominations**

15. Members must be able to nominate themselves as soon as nominations open.

16. Members may not nominate themselves for more than one Officer position.

17. Candidates may run in the Student Leader, Faculty Representative and Education Representative elections at the same time but, if elected in more than one position, can only assume one of the roles; namely that of Student Leader, a Faculty Representative or an Education Representative.

18. Each completed nomination form must include the required details in accordance with the relevant Guidance Documents.

19. A candidate can withdraw their nomination by informing the Chair of Elections Committee in writing prior to the commencement of the Count.

### **Candidate Question Times**

20. Networks, Associated Bodies and other student groups may organise Candidate Question Times.

### **Voting**

21. Voting shall take place in a manner which allows the greatest possible number of members to take part, as agreed by the Returning Officer.

22. Valid University user details are required in order to vote.

23. Electorate: Eligibility to vote in a Students' Union election:

- (1) To vote in Students' Union elections a student must be a full-member of the Union defined as (i) a non-suspended student currently on a programme of study at the University of Nottingham, or (ii) a sabbatical officer of the Union,
- (2) and must fulfil the minimum membership definition of the relevant body, network, school (etc) for which a given election is being run.

### **Publicity**

24. All campaigning publicity must meet the requirements of the Elections Campaigning Guidance Document, as approved by the Returning Officer.

25. All candidates/nominees in an Election or Referendum shall receive a publicity budget at a level set by Elections Committee.

## **Conduct**

26. Candidates/Nominees must conduct themselves in line with the Elections Campaigning Guidance Document. Candidates / nominees breaching these regulations will be subject to the disciplinary procedures outlined in the Elections Complaints and Disciplinary Procedure Guidance Document.

27. Campaigning may begin at the end of the first candidates/nominees briefing / academy.

28. Complaints regarding candidates' conduct must be submitted to Elections Committee no later than 1 hour after the close of voting. Complaints will be dealt with as outlined in the Elections Complaints and Disciplinary Procedure Guidance Document or elsewhere in these rules.

29. Receipts covering budget used in campaigning shall be submitted to the Chair of Elections Committee no later than one Students' Union day after the close of polling.

30. Elections Committee may take any disciplinary action that they believe to be reasonable.

31. The Select Committee for Electoral Disputes shall hear any appeals relating to decisions of the Elections Committee and the Returning Officer in accordance with the Select Committee Bye-Law.

## **Counting**

32. The timing of the count shall be approved by the Returning Officer or Deputy Returning Officer prior to the start of polling.

33. Each candidate/nominee in any election will be permitted to nominate one individual to monitor the count on their behalf.

34. The Returning Officer or Deputy Officer, at their discretion, may initiate a recount and subsequent recounts.

35. Candidates are entitled to a recount if requested, and discretion is given to the Returning Officer to initiate subsequent recounts.

36. The results of all Union elections shall be certified by the Returning Officer.

## Societies

### General Provisions of Societies Council

1. There shall be a Societies Council, which shall be the governing body of Societies.
2. Societies Council shall be accountable to Democratic Procedures Committee.
3. Societies Council will comprise of:
  - i. The Activities Officer, or delegated Full-Time Officer.
  - ii. The remaining members of Societies Council Committee.
  - iii. The President of each society, or in the case of the President being unable to attend, another member of that society's committee. If no member of a committee can attend, then the President may send a representative as their appointed deputy.
  - iv. Chair (non-voting) who shall present to council affiliation proposals and representations submitted by the relevant societies.
  - v. Any other member of the Union (non-voting).
4. Societies Council shall:
  - i. Approve the affiliations of new Societies into the Union as provided within these Bye-Laws and Guidance Documents.
  - ii. Agree changes to the remit of Societies Council Committee members.
  - iii. Receive reports from the Societies Council Committee.
  - iv. Accept or Reject appeals made by any Society refused affiliation by Societies Committee.
  - v. Accept or Reject appeals made by any Society regarding decisions made by Societies Committee concerning the changes of a Society's aims and objectives.
  - vi. Vote on the disaffiliation of societies.
  - vii. Elect the Societies Council Committee for the following academic year.
  - viii. Be a forum for the exchange of information on matters relating to society activity from members and approved guests.
  - ix. Facilitate a minimum of one Question Time for the Activities Officer candidates for the following academic year.

## **General Provision for Meetings of Societies Council**

5. Societies Council shall meet at least once each Term.
6. A Society which does not send at least one representative to a meeting of Societies Council shall be fined as set out by the Societies Council Committee, unless satisfactory apologies are received prior to the meeting.
7. The Quorum shall be one third of the number of non-suspended societies.
8. Decisions shall be taken by a simple majority vote. In the event of a tie, the Activities Officer or the relevant member of the Full time Officer Committee shall have the casting vote.

## **Societies Council Committee**

9. There will be a Societies Council Committee who shall:
  - i. Be the executive body of all societies.
  - ii. Be accountable to Societies Council.
  - iii. Make recommendations to Societies Council on whether societies should be affiliated to the Union, and advise Societies Council on the acceptability of changes to aims and objectives.
  - iv. Report to Societies Council on the implications of changes in a Society's aims, where necessary.
  - v. Propose societies for disaffiliation to Societies Council.
10. Details of the composition of Societies Committee can be found within the Guidance Documents.

## **Societies**

11. Membership shall be open to all as provided in the Articles of Association.
12. All Societies must charge a minimum membership fee of £1 to all members unless otherwise agreed with Societies Council Committee.
13. Constitutions shall be subordinate to the Societies Code of Conduct, which shall itself be subordinate to the Articles of Association, Bye-Laws and Guidance Documents.
14. If a society wishes to significantly change its aims and objectives, as stated in their constitution, they may be changed by a simple majority vote of Societies Council.
15. All other aspects of constitutions may be changed by a simple majority of the Society's General Meeting and should be immediately shared with the Activities Officer.
16. A copy of each constitution shall be available for viewing from the Union.

17. A Society's Annual General Meeting (AGM), at which the Society's Committee shall be elected, must be held before the end of the spring term except at the discretion of the relevant Full-time Officer of the Union.

18. Societies must give due consideration to the health and safety implications of their activities. Where activities present significant level of risk to participants or others, they must produce a written health and safety statement.

19. Societies shall be able to affiliate to external organisations in accordance with the Societies Council Guidance Document.

20. A Society's President and Treasurer and one other committee member must attend STARS Bronze Briefing (including Finance and Health and Safety training) and complete all basic paperwork.

21. Any society that falls under 25 members and is therefore unable to meet its aims and objectives, must meet with a member of Societies Council Committee to implement a strategy to increase membership and attend a review meeting within 5 weeks of the original meeting. Societies Council Committee may propose a society for disaffiliation if the society's membership remains below 25.

### **Suspension of Societies**

22. A Society will be classed as "suspended" if relevant members of committee have not completed Bronze Committee Training and have not completed all relevant paperwork by the end of October in the same calendar year that the committee were elected. For societies affiliated later on in the year, this timeframe will be agreed by the Activities Officer or relevant Full time Officer in line with training dates and reasonable time to complete all paperwork.

23. Suspension prohibits any Society from running events or activities in the Union's name.

24. When a Society is suspended, the Union accepts no responsibility for any events that this Society holds, even if the event has been previously approved, unless consent is given by the Activities Officer or relevant full-time Officer.

25. In addition to this, suspension of a Society will impose the following penalties:

- i. The accounts of the Society in question will be blocked. This means that no withdrawals can be made from their account.
- ii. Reception services will be stopped for this Society. This includes the hiring of buses and equipment, and the booking of rooms.
- iii. Any promotion usually undertaken by the Union will be stopped for that Society.
- iv. The Society in question cannot use the Union name on any publicity.

26. A Society's full status will be re-instated when all training and paperwork is completed within 3 years of suspension.

## **Disaffiliation of Societies**

27. A Society will be deemed disaffiliated after having been suspended for 3 years.
28. Societies Council Committee may recommend a Society for disaffiliation upon following the process outlined in the Societies Council Guidance Document.
29. In extreme circumstances, having sought the views of the Societies Committee and Societies Council if possible, the Full Time Officer Committee may recommend a Society for disaffiliation.
30. Societies that have been disaffiliated by a vote of Societies Council shall reserve the right to appeal following the Union's Complaints Procedure as detailed in these Bye-Laws.
31. If a Society has been disaffiliated, restarting it will be treated as affiliation of a new Society.
32. For a Society to be considered active in any one year, for the purpose of disaffiliation, it must:
- i. Properly submit all relevant STARS paperwork.
  - ii. Send at least the President, Treasurer and one other committee member to a STARS Bronze Briefing.

## **Provision Concerning Appeals**

33. An appeal may be made to Societies Council by any Society refused affiliation at Societies Council Committee.
34. The process for appeals shall be outlined in the Societies Council Guidance Document.
35. If Societies Council rejects a proposed Society, the same Society cannot apply for affiliation again within 12 months unless the Activities Officer or relevant full-time Officer judges that the aims and objectives of the society are significantly different.

## **Sports**

### **General Provisions of Sports Council**

1. There shall be a Sports Council, which is the highest student decision panel for Sport.
2. Sports Council shall be accountable to Democratic Procedures Committee.
3. Sports Council shall comprise of the following full members:
  - i. The Sports Officer, or a delegated Full-time Officer of the Union.
  - ii. The members of Sports Executive Committee.
  - iii. One member of each UoN Sport Club who shall be the President or, in the case of the President being unable to attend, another member of that Club's committee. If no member of a committee can attend, then the President may send a representative as their appointed deputy
  - iv. Representative from the Hall Cluster Rep Team.
4. Sports Council shall invite the below, who will not be considered full members:
  - i. Representative from each society and hall.
  - ii. A Sports or Activities Officer from each of the Union's Associated Representational Bodies
  - iii. Club/ Sport Society Presidents who's clubs sit under Associated Representational Bodies
  - iv. A senior representative from UoN Sport.
5. Sports Council shall:
  - i. Approve the affiliations of new Clubs into the Union as provided within the Articles of Association, Bye-Laws and Guidance Documents.
  - ii. Agree changes to the role descriptions of Sports Executive Committee Members.
  - iii. Receive Reports from the Sports Executive Committee.
  - iv. Discuss updates and topics brought forward by members. Topics must be brought forward to the Sports Officer\_at least 10 Union days in advance of Sports Council
  - v. To vote on motions on matters relating to Sport.

### **General Provision for Meetings of Sports Council**

6. Sports Council shall meet at least once each Term.
7. The relevant member of the Full-time Officer Committee shall chair meetings of Sports Council.

The Quorum shall be one third of Sports Council full members.

Decisions shall be taken by a simple majority vote and the relevant Full time Officer shall have the casting vote.

### **Sports Executive Committee**

8. There shall be a Sports Executive Committee which shall:

- i. Be responsible for running the Intra-Mural Sports Programme in partnership with UoN Sport.
- ii. Engage with and work with the IMS Coordinator.
- iii. Be responsible for the delivery of their appropriate IMS programme through liaising and engaging with all teams involved.
- iv. Report and be accountable to Sports Officer

9. Details of the composition of Sports Executive Committee can be found within the Guidance Documents.

### **General Provision for the Affiliation of Sports Clubs**

10. A Club may be considered for affiliation by Sports Council.

11. Details regarding the conditions required for affiliation shall be outlined in the Sports Guidance Document.

### **UoN Sport Clubs**

12. Membership shall be open to all as provided in the Articles of Association.

13. All Clubs must charge a minimum membership fee of £1 to all members.

14. A Club's aims and objectives, as outlined in their constitution, may be changed by a simple majority of Sports Council.

15. All other aspects of constitutions may be changed by a simple majority of a Club's General Meeting.

16. A copy of each constitution shall be available from the Union.

17. A Club's Annual General Meeting (AGM), at which the Club's Officers shall be elected, must be held before the end of the Spring term, except at the discretion of the relevant Full-time Officer of the Union.

18. Clubs must give due consideration to the health and safety implications of their activities. Where there is a foreseeable and significant level of risk to participants or others, they must produce a Risk Assessment document using the current Union template.

19. Club committee members must attend Sports Committee Training and complete all basic paperwork.

### **Clubs Affiliating to External Organisations**

20. Affiliation to outside organisations shall be subject to the approval of the relevant Full-time Officer of the Union.

21. Any Club wishing to affiliate to an external organisation for the coming year should submit an application to the relevant Full-time Officer of the Union by the end of the third week of the summer term.

### **Suspension of Clubs**

22. A Club will be classed as "suspended" until their committee has completed relevant training by the end of October at the very latest.

23. Suspension prohibits any Club from running events or activities in the Union's name.

24. When a Club is suspended, the Union accepts no responsibility for any events that this Club holds.

25. In addition, suspension of a Club will impose the following penalties:

- i. The accounts of the Club in question will be blocked. This means that no withdrawals can be made from their account.
- ii. Reception services will be stopped for this Club. This includes the hiring of buses and equipment, and the booking of rooms.
- iii. Any promotion usually undertaken by the Union will be stopped for that Club.

### **Disaffiliation of Clubs**

26. A Club will be deemed disaffiliated after having been suspended for 3 years.

27. A Club may be deemed disaffiliated through relevant sanctions of the Code of Conduct.

28. If a Club has been disaffiliated, restarting it will be treated as affiliation of a new Club.

### **Provision Concerning Appeals of Disaffiliation**

29. Please see Code of Conduct Guidance Document on Appeals.

## **Student-Run Services**

### **Definition of Student-Run Services**

1. The following shall be Student-Run Services of the University of Nottingham Students' Union:

- i. Impact
- ii. Karnival
- iii. The Nottingham New Theatre
- iv. Nightline
- v. Nottingham University Television Station (NSTV)
- vi. Record & Compact Disc Library
- vii. TEC PA and Lighting
- viii. URN
- ix. Week One

### **Regulations of Student-Run Services**

2. A Student-Run Service must be a body formed to implement the aims of the Union.

3. A Student-Run Service must have a Constitution, which must be approved by a simple majority of Democratic Procedures Committee. Amendments to the aims, objectives or definitions of this Constitution must also be approved by a simple majority of Democratic Procedures Committee.

4. Any amendments to the constitution outside the aims, objectives or definitions must be approved by a majority vote at a General Meeting of the Student-Run Service. A copy of the new constitution shall be given to a relevant Full-time Officer of the Union.

5. A Student-Run Service Constitution must contain a statement of the aims and functions of the body, the membership requirement, the membership fee structure and the rules for the conduct of the body's affairs, including the election of the body's Officers who will form the Committee and the structure by which Committee and General Meetings are organised.

6. Each Student-Run Service will hold at least one General Meeting of its members per year, giving reasonable notice. An Annual General Meeting, at which its Officers shall normally be elected, shall be before the handover of that Student-Run Service to its next committee. The AGM must be held by the second Friday of the Summer Term.

7. A Student-Run Service Constitution shall be subordinate to the Articles of Association, Bye-Laws and Guidance Documents.

8. A Student-Run Service must give due consideration to the health and safety implications of its activities. Where activities present significant level of risk to participants or others, a Student-Run Service must produce a written health and safety statement.

### **Student-Run Services Financial Reports**

9. A Student-Run Services Financial Report shall include details of year-to-date income and expenditure against yearly budget, together with explanations as appropriate, for a Student-Run Service.

### **General**

10. A copy of each Student-Run Service Constitution shall be made available for viewing upon request to the Union.

## **Student Groups Code of Conduct**

### **Code of Conduct**

1. There shall be a Code of Conduct which shall outline the behaviour expected of anyone who takes on a role providing and supporting activities for students at the University of Nottingham Students' Union.
2. The Code of Conduct shall be a Guidance Document.
3. The Committees of the following Student Groups shall be required to sign the Code of Conduct:
  - i. Associated Bodies / Associated Representational Bodies
  - ii. Campaigning Groups
  - iii. Societies
  - iv. Sports Clubs
  - v. Student Led Projects
  - vi. Student Run Services

### **Occurrence**

4. The Union reserves the right to take disciplinary action against any committee member who contravenes the Code of Conduct.
5. Offences which are deemed to contravene the Code of Conduct shall be outlined in the Code of Conduct Guidance Document.
6. In the event that a breach of the Code of Conduct occurs an Officer of the Union will arrange for the matter to be investigated.
7. Upon the completion of this investigation, if appropriate, the Officer of the Union may attempt to resolve the matter informally within 5 Students' Union Days. If the complainants are not satisfied with the outcome a hearing of the Code of Conduct Breaches Committee will be convened by the appropriate Senior Manager of the Union within 7 Students' Union Days.
8. The Convenor shall be a member of Union Staff appointed by the appropriate Senior Manager of the Union.
9. In this Bye-Law, the student refers to the person(s) facing the charges in the complaint.

### **Code of Conduct Breaches Committee**

#### **Procedure Prior to Code of Conduct Breaches Committee**

10. The Code of Conduct Breaches Committee shall comprise:
  - i. An appropriate member of Union Staff as decided by the appropriate Senior Manager of the Union
  - ii. Two full members of the Union.

11. At the discretion of the appropriate Senior Manager of the Union a relevant member of University staff shall also sit on the Committee.

12. The Convenor shall determine a day, time and place for the hearing. The timetable for the hearing process should begin from the first Students' Union day after the communication outlined in section 13 has been made.

13. Where a disciplinary issue is referred to an external body, for example the University or the Police, the timetable for the hearing shall be suspended pending the outcome of the external process.

14. The Convenor shall convey to the student the following in writing, ensuring that they receive at least 4 Students' Union Days' notice of the hearing:

- i. The date, time and place for the hearing
- ii. The names of the members of the Code of Conduct Breaches Committee
- iii. A copy of this Bye-Law
- iv. A copy of the Code of Conduct Guidance Document
- v. The breach of the Code of Conduct they are alleged to have committed
- vi. Copies of any written evidence (e.g. the letter of complaint)
- vii. The names of any prosecution witnesses that may be called.
- viii. That they may be accompanied by one friend.
- ix. A list of relevant University and Students' Union services they can approach for support and advice.

15. The Convenor shall, at the same time, instruct the student to submit in writing as soon as possible and in any event not later than 2 Students' Union Days before the time fixed for the hearing:

- i. A detailed statement of any objection they wish to make to any of the Code of Conduct Breaches Committee members named, giving their reasons for supposing that any of these members may not be impartial
- ii. An answer to the question "Do you admit or deny that you have committed a breach of the Code of Conduct as outlined above?"
- iii. A copy of any written evidence, as to fact or character, they may wish to present
- iv. The names of any defence witnesses they may wish to call.

16. The Convenor, on receipt of the relevant information shall then:

- i. Decide on the validity of any objections made under this Bye-Law and inform the student of the decision made. This decision shall be final

- ii. Confirm the members who will sit on the Code of Conduct Breaches Committee
- iii. Confirm the date, time and place of the hearing with all involved.

### **Procedure at Discipline Committee**

16. The Convenor, once the members of the Code of Conduct Breaches Committee have assembled, shall distribute copies of the charge and of all written evidence, and the names of any witnesses to be called. The members of the Code of Conduct Breaches Committee will be given time to read the material carefully.

17. The Convenor shall then invite the student, their companion if they have brought one and the complainants into the room.

18. The Convenor shall check that all the people present have received copies of this Bye-Law and understand the order of proceedings to be followed.

19. The charge shall be read to the student, who shall be asked whether they admit or deny the offence.

20. If the student admits the charge, the Convenor shall outline the facts of the case, and the Code of Conduct Breaches Committee shall deliberate as below.

21. If the student denies the charge, any prosecution witnesses shall be called in turn. Each witness shall:

- i. Make a statement outlining any details they see relevant
- ii. Be questioned by the person presenting the case for the defence
- iii. Be questioned by the Code of Conduct Breaches Committee.

22. The student may make a statement on their case.

23. Any defence witness (including the student) shall be called in turn. Each witness shall:

- i. Make a statement outlining any details they see relevant
- ii. Be questioned by the person presenting the case for the prosecution
- iii. Be questioned by the Code of Conduct Breaches Committee.

24. The Code of Conduct Breaches Committee may require such other witnesses as it thinks fit to be summoned, or such other evidence as it considers relevant to be produced.

25. The ruling of the Convenor as to whether any question or evidence is or is not permissible shall be final.

26. The student may make a final statement.

27. The Code of Conduct Breaches Committee shall consider, in private, whether the charge is proved.

28. The Code of Conduct Breaches Committee should attempt to reach a unanimous decision but if a vote is required then a simple majority shall be deemed sufficient.
29. The Convenor shall inform the student of the Code of Conduct Breaches Committee's decision and the reasons for it.
30. If the student has admitted the charge, or the charge is found proved, the Convenor may draw any matters of fact relevant to the penalty to the attention of the Code of Conduct Breaches Committee.
31. The student may make a statement in "mitigation" and may call witnesses as to character.
32. The Code of Conduct Breaches Committee shall consider, in private, what penalty if any should be imposed.
33. The Discipline Committee may impose any combination of the penalties as outlined in the Code of Conduct Guidance Document.
34. The Code of Conduct Breaches Committee should attempt to reach a unanimous decision but if a vote is required then a simple majority shall be deemed sufficient.
35. The Convenor shall inform the student of the penalty imposed and the reasons for it.
36. The implementation of any penalty imposed shall be deferred until after the Appeals Period has closed.
37. Confirmation of Decisions and Appeals:
  - i. The Convenor shall, within 2 Students' Union Days of the hearing, send the student a written confirmation of the decisions and of the reasons for them
  - ii. The Convenor shall, at the same time, inform the student that they have the right to appeal in accordance with this Bye-Law
  - iii. An appeal to the Code of Conduct Breaches Committee's decision may be made to the appropriate Senior Manager of the Union, in writing, within 2 Students' Union Days of the receipt of the written confirmation of the Code of Conduct Breaches Committee's decisions and reasons for them
  - iv. In the event of an appeal, the appropriate Senior Manager of the Union shall convene a meeting of the Appeal Committee within 7 Students' Union Days.

## **Appeals Committee**

### **Procedure Prior to Appeal Committee**

37. The Appeal Committee shall comprise:
  - i. A Full-time Officer, who did not sit on the Code of Conduct Breaches Committee for the associated case

- ii. An appropriate member of Union Staff, who did not sit on the Code of Conduct Breaches Committee for the associated case
- iii. A Full Member of the Union, who did not sit on the Code of Conduct Breaches Committee for the associated case

38. At the discretion of the appropriate Senior Manager of the Union a relevant member of University staff shall also sit on the Committee.

39. The Convenor shall determine a day, time and place for the hearing.

40. The Convenor shall convey to the student the following in writing, ensuring that they receive at least 4 Students' Union Days' notice of the hearing:

- i. The date, time and place for the hearing
- ii. The names of the members of the Appeal Committee

41. The Convenor shall, at the same time, instruct the student to submit in writing as soon as possible, and in any event not later than 2 Students' Union Days before the time fixed for the hearing a detailed statement of any objection they wish to make to any of the members named above, giving this reasons for supposing that any of these members may not be impartial.

42. The statement should outline the reasons why they are appealing and the grounds of appeal. The only grounds that shall be accepted are:

- i. Misdirection as to the facts
- ii. Procedural irregularity
- iii. Imposition of a penalty too severe for the offence.

43. The Convenor, on receipt of the statement shall then:

- i. Decide on the validity of any objection made above and inform the student of the decision made. This decision shall be final
- ii. Confirm the members who will sit on the Appeals Committee
- iii. Confirm the date, time and place of the hearing with all involved.

### **Procedure at Appeals Committee**

44. The Convenor, once the members of the Appeals Committee have assembled, shall distribute copies of the original charge and all original written evidence, and the written confirmation of the Code of Conduct Breaches Committee's decisions and reasons for them, along with the letter of appeal. The members of the Appeals Committee shall be given time to read the material carefully.

45. The Convenor shall then invite the student into the room.

46. The Convenor shall check that all the people present have received copies of this Bye-Law and understand the order of proceedings to be followed.

47. The student shall be asked to make a statement as to their reason for appeal.

48. The Appeals Committee may ask the student any questions it thinks fit, and the student may ask questions of the Appeals Committee.
49. When the Convenor is satisfied that the Appeals Committee has enough information on which to base a decision, the student shall be asked if they wish to make a final statement.
50. The Appeals Committee may either endorse or alter the decision of the Code of Conduct Breaches Committee.
51. The Appeals Committee may either endorse or decrease the penalty applied by the Code of Conduct Breaches Committee. It may not raise the penalty.
52. The Appeal Committee should attempt to reach a unanimous decision, but if a vote is required then a simple majority shall be deemed sufficient.
53. The Convenor shall inform the student of the Appeal Committee's decision and the reasons for it.
54. The Convenor shall, within 2 Students' Union Days of the hearing, send the student and written confirmation of the decisions and of the reasons for them.

### **Eligibility**

55. From the time that the complaint is under investigation by the Union to the deadline for an appeal, or in the case of an appeal, the conclusion of the appeal process, the student shall not be eligible to be a member of either any Disciplinary or Appeals Committees conducted by the Union.
56. If the student has admitted the charge, or the charge is found proved, they shall never be eligible to be a member of any Disciplinary or Appeals Committees conducted by the Union.
57. Any vacancies on the Code of Conduct Breaches Committee or the Appeal Committee that arise in the operation of this Bye-Law shall be filled by a full member of the Union, normally a Full-time Officer of the Union, nominated by the Full-time Officer Committee.

### **General**

58. All Regulations within this Bye-Law shall be subject to the University's Disciplinary Procedures.
59. If the student is not satisfied with the outcome they may refer the matter to the Union's Complaints Procedure as outlined in the Complaints Procedure Bye-Law.
60. If the charge is admitted, the charge is found proved or the charge is upheld by the Appeals Committee the Union reserves the right to escalate the matter to the Union's Disciplinary Procedure as outlined in the Discipline Procedure Bye-Law.

## **Union Council**

### **Powers**

1. There shall be a Union Council which will act pursuant to the interests of the members of the Union.
2. Union Council shall:
  - i. Consider business affecting student interests
  - ii. Establish Union Policy in accordance with the Union Bye-Law

### **Occurrences**

3. Ordinary meetings of Union Council shall meet at least once an academic term.

### **Student Panellists**

4. There shall be a different Panel of 21 randomly selected Full Members selected for each meeting of Union Council. Officers shall not be eligible to sit on the Panel.
5. Student Panels shall have a quorum of 16.
6. Student Panels shall vote using a secret ballot.

### **Ideas**

7. Ideas may be submitted by any Full Member of the Union at any time.
8. Ideas shall follow the guidelines outlined in the Union Council Guidance Document.
9. Ideas shall become Union Policy if passed by a two-thirds majority of the Student Panel.
10. Changes to Bye-Laws or Guidance Documents proposed within passed Ideas shall be sent to be ratified by Democratic Procedures Committee.
11. Ideas shall be rejected if rejected by a two-thirds majority of the Student Panel.
12. Ideas shall go forward to Referenda if they are neither passed nor rejected.

### **Changes to an Idea**

13. Changes to an Idea may be accepted at the discretion of the member who proposes the idea provided that the changes do not substantively alter the resolves of the motion on which the representatives in attendance have consulted their constituents.

### **Facilitator**

14. The Facilitator shall be a Full Member of the Union.

### **Representatives**

15. The following representatives shall attend all meetings of Union Council:

- i. Full Time Officers of the Union
- ii. Part Time Officers of the Union.

16. The following representatives shall attend meetings of Union Council where an idea is a subject that affects the interests of the constituency that member represents:

- i. Heads of Associated Bodies
- ii. Education Representative
- iii. Faculty Representation
- iv. Postgraduate Sounding Board Members
- v. Heads of Student-Run Services
- vi. Heads of Societies
- vii. Heads of Clubs

17. Representatives shall send an appropriate substitute to attend Union Council if they are unable to attend.

18. Representatives shall consult the constituents they represent before each meeting of Union Council.

19. Representatives shall express the views of their constituents.

### **Rights at Union Council**

20. All Full Members of the Union will have speaking rights in order to do the following at Union Council:

- i. Ask a question
- ii. State a practical point of clarification
- iii. Make a comment
- iv. Propose a change to an Idea

21. The rights i), ii) and iii) outlined above may be extended to Observers at the discretion of the Facilitator.

### **Order of Business and Running of Union Council**

22. The order of the agenda shall be in accordance with the Union Council Guidance Document.

23. Union Council shall be run in accordance with the processes outlined in the Union Council Guidance Document.

## **Officers of the Union**

### **General**

1. The following shall be Full Time Officers of the Union: -

- i. Activities Officer
- ii. Community Officer
- iii. Education Officer
- iv. Equal Opportunities and Welfare Officer
- v. Postgraduate Officer
- vi. President
- vii. Sports Officer.

2. The following shall be Part Time Officers of the Union:

- i. Black and Minority Ethnic Students Officer
- ii. Students with Disabilities Officer
- iii. Environment and Social Justice Officer
- iv. International Students Officer
- v. LGBT Students Officer
- vi. Mature Students Officer
- vii. Women's Officer.

3. The following shall be considered Officers of the Union:

- i. Full Time Officers of the Union
- ii. Part Time Officers of the Union
- iii. Non-Voting Officers of Council

4. All Officers of the Union who chair an Equality and Diversity Network shall be elected by their respective constituencies.

Officer's Terms of Office

### **Full-Time Officers**

1. Full-time Officers of the Union who have been elected by members shall hold office from 1<sup>st</sup> July of the year they are elected to 30<sup>th</sup> June of the following year, with the exception of the Postgraduate Officer who shall hold office from the third week of September of the year they are elected to the third week of September

of the following year.

2. Full-time Officers are elected under the Constitution of The University of Nottingham Students' Union and throughout their tenure of office will be subject to the Articles of Association, Byelaws and Guidance Documents for the time being in force; as well as the terms and conditions outlined in their Employment Agreement as an employee of the University of Nottingham Students' Union.

### **Part-time Officers**

1. Part-time Officers of the Union who have been elected by members shall hold office from from 1<sup>st</sup> July of the year they are elected to 30<sup>th</sup> June of the following year.
2. Part-time Officers are elected under the Constitution of The University of Nottingham Students' Union and throughout their tenure of office will be subject to the Articles of Association, Byelaws and Guidance Documents for the time being in force.

### **Full-time Officer Committee**

5. The Committee shall consist of the Full Time Officers of the Union.
6. The President shall chair meetings of the Committee.
7. The Committee shall:
  - i. Be answerable to Scrutiny Panel
  - ii. Be the coordinating body of the Union
  - iii. Be responsible for the implementation of Union policy, and for consulting students when the creation of new policy is due to be debated at Union Council.
  - iv. Be responsible for allocation of Union funds in line with agreed priorities
  - v. Be responsible for communications with academic bodies outside the University of Nottingham
  - vi. Be responsible for ensuring effective communication between the membership
  - vii. Have overall responsibility for ensuring that the Union is fulfilling the objectives under the Articles of Association

## **Full Time Officer Roles**

### **President**

8. The President shall:

- i. Be politically responsible for management and staffing of the Union, its Full Time Officers and staff, and all matters relating to NUS, and in representing the Union and students' interests to the University of Nottingham, UNU Services Ltd, together with outside bodies
- ii. Be the point of contact for students, University of Nottingham, and any external bodies for general matters concerning the Union
- iii. Ensure that all students are represented appropriately to the University.

### **Activities Officer**

9. The Activities Officer shall:

- i. Be politically responsible for administration finance and co-ordination of Societies' activities, providing information and support to all Societies and representing the Union and students' interests to the University of Nottingham and external bodies
- ii. Be politically responsible for providing information and support to Student-Run Services and overseeing their societies.
- iii. Be responsible for ensuring a student focus on large Union events.
- iv. Be the point of contact for students, University of Nottingham, and any external bodies in the area of Societies or Student-Run services.

### **Community Officer**

10. The Community Officer shall:

- i. Be politically responsible for representing students and liaising with the University of Nottingham and any external bodies on community and accommodation issues to the University of Nottingham and external bodies
- ii. Be the main contact for Associated Representational Bodies and Sutton Bonington Guild.

### **Education Officer**

11. The Education Officer shall:

- i. Be politically responsible for educational matters, and representing the Union and students' interests to the University of Nottingham and external bodies

- ii. Be the point of contact for students, University of Nottingham, and any external bodies in the area of education.

### **Equal Opportunities & Welfare Officer**

12. The Equal Opportunities and Welfare Officer shall:

- i. Be politically responsible for welfare needs, ensuring equal opportunities for all students and representing the Union and students' interests to the University of Nottingham and external bodies
- ii. Be the point of contact for students, University of Nottingham, and any external bodies in the areas of welfare and equal opportunities.

### **Postgraduate Officer**

13. The Postgraduate Officer shall:

- i. Be politically responsible for representing students and liaising with the University of Nottingham and any external bodies on postgraduate issues
- ii. Be the point of contact for students, University of Nottingham, and any external bodies in the area of Postgraduate education
- iii. Defend and extend the rights of Postgraduate Students.

### **Sports Officer**

14. The Sports Officer shall:

- i. Be politically responsible for the administration, finance and co-ordination of sports at all relevant levels and representing the Union and students' interests to the University of Nottingham and external bodies
- ii. Be the point of contact for students, University of Nottingham, and any external bodies in the area of sport.

### **Part Time Officer Roles**

#### **Environmental & Social Justice Officer**

15. The Environment and Social Justice Officer shall:

- i. Be politically responsible for matters relating to the environment and social justice
- ii. Be the point of contact for students, University of Nottingham and any external bodies in these areas
- iii. Assist the Sabbatical Committee to represent issues relating to the environment and social justice to the university and other external organisations

- iv. Campaign on issues of concern, interest and relevance to the SEEN Network.

### **LGBT Students Officer**

16. The LGBT Students Officer shall:

- i. Defend and extend the rights of LGBT Students
- ii. Be the representative of LGBT Students within the Union
- iii. Work with the Sabbatical Committee and other interested Union stakeholders to improve the student experience of LGBT Students
- iv. Assist the Sabbatical Committee to represent students within their constituency to the university and other external organisations
- v. Campaign on issues of concern, interest and relevance to students within their constituency.

### **Women's Officer**

17. The Women's Officer shall:

- i. Defend and extend the rights of Women Students
- ii. Be the representative of Women Students within the Union
- iii. Work with the Sabbatical Committee and other interested Union stakeholders to improve the student experience of Women Students
- iv. Assist the Sabbatical Committee to represent students within their constituency to the university and other external organisations
- v. Campaign on issues of concern, interest and relevance to students within their constituency.

### **Students with Disabilities Officer**

18. The Students with Disabilities Officer shall:

- i. Defend and extend the rights of Students with Disabilities
- ii. Be the representative of Students with Disabilities within the Union
- iii. Work with the Sabbatical Committee and other interested Union stakeholders to improve the student experience of Students with Disabilities
- iv. Assist the Sabbatical Committee to represent students within their constituency to the university and other external organisations
- v. Campaign on issues of concern, interest and relevance to students within their constituency

**Black and Minority Ethnic Students Officer**

19. The Black and Minority Ethnic Students Officer shall:

- i. Defend and extend the rights of Black and Minority Ethnic Students
- ii. Be the representative of Black and Minority Ethnic Students within the Union
- iii. Work with the Sabbatical Committee and other interested Union stakeholders to improve the student experience of Black and Minority Ethnic Students
- iv. Assist the Sabbatical Committee to represent students within their constituency to the university and other external organisations
- v. Campaign on issues of concern, interest and relevance to students within their constituency.

**International Students Officer**

20. The International Students Officer shall:

- i. Defend and extend the rights of International Students
- ii. Be the representative of International Students within the Union
- iii. Work with the Sabbatical Committee and other interested Union stakeholders to improve the student experience of International Students
- iv. Assist the Sabbatical Committee to represent students within their constituency to the university and other external organisations
- v. Campaign on issues of concern, interest and relevance to students within their constituency.

**Mature Students Officer**

21. The Mature Students Officer shall:

- i. Defend and extend the rights of Mature Students
- ii. Be the representative of Mature Students within the Union
- iii. Work with the Sabbatical Committee and other interested Union stakeholders to improve the student experience of Mature Students
- iv. Assist the Sabbatical Committee to represent students within their constituency to the university and other external organisations
- v. Campaign on issues of concern, interest and relevance to students within their constituency.

### **Part Time Officers**

22. In cases where no student has been elected to the role of a Part Time Officers, following a resultant by-election, the Union will still endeavour to engage that constituency.

### **Removal of Officers**

23. Officers of the Union can only be removed with a vote of no confidence referendum. Such a referendum may be called by a quorate vote of Scrutiny Panel, or via a valid petition presented according to the Referendum Bye-Law.

24. Only an individual Officer may be the subject of a Referendum of No Confidence, and not groups of Officers, e.g. Officer Committee.

25. A Referendum of No Confidence in an Officer can be proposed in a general sense, or in relation to specific actions or decisions.

26. An Officer removed from office by a Referendum of No Confidence shall be eligible to stand as a candidate in the resultant by-election.

### **Resignations of Officers**

27. An Officer shall cease to hold office immediately if they resign.

28. An Officer, with the exception of the President, resigning before the end of their term of office shall notify the President in writing.

29. A President resigning before the end of their term of office shall notify the senior staff member of the Union in writing.

30. An Officer resigning shall be eligible to stand as a candidate in the resultant by-election.

## **Officer Accountability**

1. Officer Scrutiny Panels shall hold the following to account:
  - i. Full Time Officers of the Union
  - ii. Environment and Social Justice Officer
  - iii. Chair of Democratic Procedures Committee
  - iv. Chair of Elections Committee.
2. The following Officers shall be held to account by their respective Networks:
  - i. Black and Minority Ethnic Students Officer
  - ii. Students with Disabilities Officer
  - iii. International Students' Officer
  - iv. LGBT Students' Officer
  - v. Mature Students' Officer
  - vi. Women's Officer.
3. Officers shall be held to account in three areas:
  - i. Policy
  - ii. Remit
  - iii. Manifesto.

## **Officer Accountability**

4. Each Officer shall submit a report before each Officer Accountability Meeting in accordance with the Officer Accountability Guidance Document.
5. Officer Accountability Meetings shall be open to all Full Members.
6. Full Members shall be able to ask questions of Officers at the relevant Officer Accountability Meetings.
7. The Chair shall have the power to determine whether questions are appropriate.
8. Officer Accountability Meetings shall be held at least once an academic term.
9. The Students' Union shall recruit a paid Facilitator and reserve Facilitator for Scrutiny Panel Meetings.

## **Officer Scrutiny Panel**

10. There shall be an Officer Scrutiny Panel which shall include the following:
  - i. Six Student Scrutineers

ii. Two Sabbatical Officers from another Students' Union

11. Student Scrutineers shall rate the performance of Officers in accordance with the system outlined in the Officer Accountability Guidance Document.
12. Student Scrutineers shall be elected by Cross Campus Election.
13. Student Scrutineers shall be Full Members.
14. Student Scrutineers shall not be able to be members of Democratic Procedures Committee or Elections Committee.
15. Officers of the Union shall not be able to be Student Scrutineers.

**Vote of No Confidence**

16. If an Officer's performance is deemed unsatisfactory the Officer shall be called before the Panel to justify why a Vote of No Confidence against the Officer should not be referred to Referendum.
17. Student Scrutineers, upon hearing the case made by the Officer, shall then vote on whether the Officer shall face a Vote of No Confidence Referendum.
18. The Student Scrutineers' vote shall require a two thirds majority of the full committee to initiate a Vote of No Confidence Referendum.
19. If a Vote of No Confidence Referendum is called, it shall be conducted as outlined in the Referenda Bye-Law and Guidance Document.

## Equality and Diversity Networks

1. There shall be Equality and Diversity Networks that shall ensure that equality, diversity and accessibility are championed within the Union and the rights of the following students are defended and extended:

- i. Black and Minority Ethnic Students
- ii. Students with Disabilities
- iii. International Students
- iv. LGBT Students
- v. Mature Students
- vi. Women Students

### Equality and Diversity Networks

2. Equality and Diversity Networks shall campaign on issues of concern, interest and relevance to students within their constituency.

3. A relevant Officer of the Union will chair an Equality and Diversity Network or equivalent body. The make-up of Equality and Diversity Networks are detailed within the Equality and Diversity Networks Guidance Documents or the relevant Networks constitution.

### Constituencies of Equality and Diversity Networks

4. The constituency of the LGBT Network shall be all full members of the Union who self-identify as Lesbian, Gay, Bisexual, Trans, Queer, Questioning, Asexual and/or Unsure/Undecided or who self-define as experiencing homophobia, biphobia and/or transphobia for not fitting into heteronormative society.

5. The constituency of the Women's Network shall be all full members of the Union who self-define and live as women.

6. The constituency of the Students with Disabilities Network is all full members of the Union who self-define as being disabled and/or having a long-term medical condition and/or having a specific learning difficulty.

7. The constituency of the Black and Minority Ethnic Students' Network is all full members of the Union who are of African, African-Caribbean, Arab, Asian or Jewish heritage or any full member of the Union who self-defines as being of minority ethnic origin.

8. The constituency of the International Students' Network shall be all full members of the Union who do not have British citizenship.

9. The constituency of the Mature Students' Network shall be all full members of the Union who were over the age of twenty-one when they began an undergraduate course, or, in the case of postgraduate courses, over the age of twenty-five when they began their course.



## **Associated Bodies**

### **Definition**

1. An Associated Body shall be a body formed to represent and to co-ordinate the activities of specific groups of students in the University.
2. An Associated Body membership shall be restricted to full members of the Union, unless otherwise stated in their constitution or within this Bye-Law.
3. An Associated Body shall serve as a forum in which its members can express their opinions and act as a channel of communication between its members and the Executive Committee. This shall be one of the stated constitutional aims and functions of the body.
4. An Associated Body shall comply with Union Policy.
5. An Associated Body shall give due consideration to the health and safety implications of its activities. Where activities present significant level of risk to participants or others, an Associated Body shall produce a written health and safety statement.
6. An Associated Body Annual General meeting shall be held by the second Friday of the Summer term.
7. An Associated Body formal meeting of any description shall be open to all Officers of the Union.
8. A copy of all papers for each meeting of each Associated Body Committee shall be available for viewing upon the request of the Union and Full members of the Union.
9. Associated Bodies shall hold meetings to allow discussion of business prior to Union Council with reasonable notice.

### **Associated Residential Bodies**

10. The following shall be Associated Residential Bodies of the University of Nottingham Students' Union:
  - i. Albion House Undergraduate Student Committee
  - ii. Ancaster Hall Committee
  - iii. Bonington Hall Committee
  - iv. Broadgate Park Postgraduate Student Committee
  - v. Cavendish Hall Committee
  - vi. Cloister House Postgraduate Student Committee
  - vii. Cripps Hall Committee
  - viii. Derby Hall Committee

- ix. Florence Boot Hall Committee
- x. Hugh Stewart Hall Committee
- xi. Lenton & Wortley Hall Committee
- xii. Lincoln Hall Committee
- xiii. Living Out Committee
- xiv. Melton Hall Committee
- xv. Newark Hall Committee
- xvi. Nightingale Hall Committee
- xvii. Raleigh Park Student Committee
- xviii. Rutland Hall Committee
- xix. Salthouse Undergraduate Student Committee
- xx. Sherwood Hall Committee
- xxi. Southwell Hall Committee
- xxii. St. Peters Court Student Committee
- xxiii. Willoughby Hall Committee
- xxiv. Woodside Undergraduate Student Committee

11. All Full Members of the Union who are resident of a residence with an Associate Residential Body, and not members of the Senior Common Room, shall be Full Members of the relevant Associate Residential Body.

12. All Full Members of the Union who are past residents of a residence with an Associate Residential Body, and not members of the Senior Common Room, shall be Associate Members of the relevant Associate Residential Body.

13. An Associated Residential Body shall have a Constitution approved by a simple majority Democratic Procedures Committee.

14. An Associated Residential Body Constitution shall be subordinate to the Articles of Association, Bye-Laws and Guidance Documents.

15. An Associated Residential Body Constitution shall contain:

- i. A statement of the aims and functions of the body the membership requirement
- ii. The rules for the conduct of the body's affairs, including

- iii. Details on the election of the body's Officers who shall form the Committee

16. Any amendment to any part of an Associated Residential Body Constitution proposed by Presidents' Committee shall require ratification by Democratic Procedures Committee.

17. Associated Residential Body Committee elections shall be co-ordinated by the Students' Union Elections Committee according to the general Students' Union election Bye-Laws.

### **Associated Representational Bodies**

17. The following shall be Associated Representational Bodies of the University of Nottingham Students' Union:

- i. Students' Union Physiotherapy Rehabilitation Association (SUPRA)
- ii. Sutton Bonington Guild
- iii. University of Nottingham Nursing and Midwifery Association (NMA)
- iv. Medical Society (Medsoc)
- v. University of Nottingham at Derby (UNAD)

18. A Full Member of the Union can be a member of more than one Representational Associated Body.

19. An Associated Representational Body shall have a Constitution approved by a simple majority of Democratic Procedure Committee.

20. An Associated Representational Body Constitution shall contain:

- i. A statement of the aims and functions of the body the membership requirement
- ii. The membership fee structure and
- iii. The rules for the conduct of the body's affairs, including
- iv. Details on the election of the body's Officers who shall form the Committee

21. Any amendments to the aims, objectives or definitions of an Associated Representational Body Constitution shall be reported to Democratic Procedure Committee for ratification.

22. Any amendments to the constitution outside the aims, objectives or definitions shall be approved by a majority vote at a General Meeting of the Association. A summary of the changes shall be reported to Democratic Procedure Committee.

23. An Associated Body Constitution shall be subordinate to the Articles of Association, Bye-Laws and Guidance Documents.

24. An Associated Representational Body may function as, or constitute its own Societies Council and Committee, or other equivalent body, and this body and any affiliated societies must accord with the Students' Union Societies Bye-Laws in all other respects.

25. Where 'functioning as', or 'constituting an' equivalent body, affiliation or disaffiliation of an Associated Representational Body society shall be voted on by a quorate meeting of existing society presidents or their delegated representatives, where quoracy is defined as 50% of voting members plus one.

## **Education Network**

1. The Education Network shall consist of six interconnected components: Course Representatives, Education Representatives, Faculty Representatives, Postgraduate Sounding Board members, the Postgraduate Officer and the Education Officer.
2. For the purpose of this Bye-Law, School shall refer to both Schools, Divisions and Departments.

## **Course Representative Description**

3. Learning Community Forums (LCFs) shall exist in each School and shall be governed by the University's Quality Manual.
4. There must be at least one LCF in each School and they each shall meet a minimum of three times during the academic year, with at least one meeting taking place in the Autumn term. Students have the opportunity to elect and to stand to become their course's Course Representatives.
5. The number of Course Representatives shall be decided on a course-by-course basis in each School in accordance with the University's Quality Manual.
6. Course Representatives shall be elected from students registered to that course in a manner determined on a school-by-school basis, in accordance with the University's Quality Manual.
7. Schools shall provide students with facilities to communicate with the students on their course and in their School. This shall include Course Representative contact details on the LCF Workspace.

## **Course Representative Duties**

8. Course Representatives shall communicate issues between the students on their course and staff in their School throughout the year and summarise these issues and progress made in addressing them in LCF meetings and other channels.
9. Course Representatives shall feedback to Education Network through their Education Representatives and Postgraduate Sounding Board members.
10. Course Representatives in each School shall act as the primary point of contact for students on their course on issues of collective academic representation.
11. Course Representatives shall refer unresolved issues to their Education Representative or Postgraduate Sounding Board members.
12. Course Representatives shall ensure that they are approachable to the students they represent.

## Undergraduate Education Representative

13. There shall be one Education Representative from the following:

- i. School of English Studies
- ii. Department of History
- iii. Department of Archaeology
- iv. Department of Art History
- v. Department of Philosophy
- vi. Department of Classics
- vii. Department of Music
- viii. Department of Theology and Religious Studies
- ix. Department of American and Canadian Studies
- x. Department of Culture, Film and Media
- xi. Department of French and Francophone Studies
- xii. Department of German Studies
- xiii. Department of Russian and Slavonic Studies
- xiv. Department of Spanish, Portuguese and Latin American Studies
- xv. School of Contemporary Chinese Studies
- xvi. School of Economics
- xvii. School of Education
- xviii. School of Geography
- xix. School of Law
- xx. Nottingham University Business School
- xxi. School of Politics and International Relations
- xxii. School of Sociology and Social Policy
- xxiii. Department of Architecture and Built Environment
- xxiv. Department of Chemical and Environmental Engineering
- xxv. Department of Civil Engineering
- xxvi. Department of Electrical and Electronic Engineering

- xxvii. Department of Mechanical, Materials and Manufacturing Engineering
- xxviii. School of Biosciences
- xxix. School of Chemistry
- xxx. School of Computer Science
- xxxi. School of Mathematical Sciences
- xxxii. School of Pharmacy
- xxxiii. School of Physics and Astronomy
- xxxiv. School of Psychology
- xxxv. School of Life Sciences (Neuroscience)
- xxxvi. School of Life Science (Biochemistry)
- xxxvii. School of Life Sciences (Biology)
- xxxviii. School of Medicine
- xxxix. Division of Medical Sciences
  - xl. School of Veterinary Medicine and Science
  - xli. Division of Midwifery
  - xlii. Division of Nursing (Derby)
  - xliii. Division of Physiotherapy & Sports Rehabilitation
- with the exception of the
- xliv. Division of Nursing (Nottinghamshire)
  - for which there shall be two reps:
    - a) Education Rep (Taught Modules)
    - b) Education Rep (Clinical Modules)

### **Undergraduate Education Representative Description**

14. This relates to the Education Representatives elected annually by undergraduate students from their School.

15. The Representative(s) will be the nominated undergraduate Representative(s) from the School to Education Network.

16. The election shall occur in the Spring Term prior to the academic year in which the Education Representative will serve their term in office.

17. The elections shall be facilitated in an appropriate fashion and in accordance with the Articles of Association, Bye-Laws and the Guidance Documents.

18. The Education Representative shall serve for the full academic year, unless elected in a by-election when they shall serve up to the end of the current term of office.

**Co-option (where positions unfilled after two consecutive elections)**

19. Vacant Education Rep positions existing between the close of the main Education Rep Elections and the opening of nominations for the next occurrence of said elections, which have not been successfully filled after one by-election, shall be advertised and filled by the following Casual Vacancy procedure:

- i. Advertisement of the Vacancy by the Education Network.
- ii. Submission of Applications to fill the position must be made to the Education Network by the deadline stated in the relevant Guidance Document.
- iii. The Education Network to convene a panel of 10 elected Education Reps to review candidates' applications.
- iv. Said Panel to hold a secret ballot to select which candidate is most suitable to be appointed.
- v. For the secret ballot to conducted in a fair and democratic manner, and as indicated in any Guidance Document specific to this Bye-Law.
- vi. In the event of there being only one candidate who is not elected by the secret ballot for the vacancy to be re-advertised.

**Undergraduate Education Representative Duties**

20. Education Representatives shall, be the first point of contact on collective academic matters for Course Representatives in their School.

21. Education Representatives shall keep abreast of all major academic issues arising within their School, and notify the Education Officer as appropriate.

22. Before and after each Education Network meeting, the Education Representative shall contact all Course Representatives in their School to discuss issues, concerns and resolutions of issues.

23. Education Representatives shall attend every appropriate Education Network meeting to represent the views of the students in their School.

24. Education Representatives shall attend every LCF meeting called by their School.

25. Education Representatives shall attend their School's Teaching Committee, or relevant equivalent body.

26. Education Representatives are encouraged to attend their Faculty's Student Experience Board, or relevant equivalent body.

27. Education Representatives shall be proactive when canvassing opinion through, for example, holding meetings with their Course Representatives.

28. Education Representatives who miss an appropriate Education Network meeting without submitting their apologies must meet with the Education Officer within two weeks to explain their actions and omissions. If the Education Representative in question continues to fail to fulfil their duties in not making reasonable arrangements to meet with the Education Officer or attend subsequent Education Network meetings, a new election may be held at the discretion of the Education Officer.

29. Education Representatives shall provide a written handover for their successor and ensure the Education Officer received a copy. Any unresolved issues should be discussed at a handover with their successor and fed back to the Education Officer.

### **Postgraduate Sounding Board**

30. There shall be one Taught Postgraduate Sounding Board member and one Research Postgraduate Sounding Board member for each of the following faculties:

- i. Arts
- ii. Engineering
- iii. Medicine and Health Sciences
- iv. Science
- v. Social Science

### **Postgraduate Sounding Board member Description**

31. Postgraduate Sounding Board members are elected annually in accordance with the Elections Bye-Law. In the instance that no one stands for a particular position in the elections, the Sounding Board may co-opt a student onto the committee for the remainder of the academic year.

32. Postgraduate Sounding Board members shall represent their constituents' views and interests at the Education Network Postgraduate Sounding Board meetings

### **Postgraduate Sounding Board member Duties**

33. Postgraduate Sounding Board members will be a point of contact to all postgraduate students on Educational matters.

34. Postgraduate Sounding Board members shall keep abreast of all major academic issues arising within their faculty and notify the Postgraduate Officer as appropriate.

35. Postgraduate Sounding Board members shall meet regularly with the Postgraduate Officer to form the Postgraduate Sounding Board.

36. Before and after each appropriate Postgraduate Sounding Board, the Postgraduate Sounding Board members shall contact the postgraduate Course Representatives within their faculty to discuss issues, concerns and resolutions of issues.

37. Postgraduate Sounding Board members who miss two consecutive appropriate Education Network meetings without submitting their apologies must meet with the Postgraduate Officer within two weeks to explain their actions and omissions. If the

Postgraduate Sounding Board members in question continues to fail to fulfil their duties in not making reasonable arrangements to meet with the Postgraduate Officer or attend subsequent Education Network meetings, a new election may be held at the discretion of the Postgraduate Officer.

38. Postgraduate Sounding Board members shall provide a written handover for their successor and ensure that the Postgraduate Officer also receives a copy.

39. Taught Postgraduate Sounding Board members shall attend the Faculty Teaching & Learning Board appropriate to their faculty and discuss the outcomes of these meetings with the Postgraduate Officer at the Postgraduate Sounding Board meetings.

40. Research Postgraduate Sounding Board members shall attend the Faculty Research Board, or relevant equivalent, appropriate to their faculty and discuss the outcomes of these meetings with the Postgraduate Officer at the Postgraduate Sounding Board meetings.

### **Undergraduate Faculty Representatives**

41. There shall be one undergraduate Faculty Representative for each of the following faculties:

- i. Arts
- ii. Engineering
- iii. Medicine and Health Sciences
- iv. Science
- v. Social Science

### **Undergraduate Faculty Representative Description**

42. This relates to the Faculty Representatives elected annually by undergraduate students from their Faculty.

43. The Representative(s) will be the nominated undergraduate Representative(s) from the Faculty to Education Network.

44. The election shall occur in the Spring Term prior to the academic year in which the Faculty Representative will serve their term in office.

45. The elections shall be facilitated in an appropriate fashion and in accordance with the Articles of Association, Bye-Laws and the Guidance Documents.

46. Nominees for Undergraduate Faculty Representative shall have at least one year's experience in the Education Network as either a Course Representative or an Education Representative.

47. In the instance that no one stands for a particular position in the elections, the Education Representatives from that Faculty may co-opt an Education Representative onto the committee for the remainder of the academic year.

48. The Faculty Representative shall serve for the full academic year, unless elected in a by-election when they shall serve up to the end of the current term of office.

49. Undergraduate Faculty Representatives shall represent their constituents' views and interests at the Education Network Faculty Representative meetings.

### **Undergraduate Faculty Representative Duties**

50. Faculty Representatives shall, be the first point of contact on collective academic matters for Education Representatives in their Faculty.
51. Faculty Representatives shall keep abreast of all major academic issues arising within their Faculty, and notify the Education Officer as appropriate.
52. Before and after each Education Network meeting, the Faculty Representatives shall contact all Education Representatives in their Faculty to discuss issues, concerns and resolutions of issues.
53. Faculty Representatives shall attend every appropriate Education Network meeting to represent the views of the students in their Faculty.
54. Faculty Representatives shall attend their Faculty's Teaching & Learning Board.
55. Faculty Representatives shall attend their Faculty's Student Experience Board, or relevant equivalent body.
56. Faculty Representatives shall be proactive when canvassing opinion through, for example, holding meetings with their Education or Course Representatives.
57. Faculty Representatives shall be responsible for supporting the recruitment of vacant Education Representatives positions within their Faculty. In the event that an Education Representative position becomes vacant during the Faculty Representative's term of office, the Faculty Representative shall become the first point of contact for Course Representatives in that School until a by-election or co-option panel is held to elect a replacement.
58. Faculty Representatives who miss an appropriate Education Network meeting without submitting their apologies must meet with the Education Officer within two weeks to explain their actions and omissions. If the Faculty Representative in question continues to fail to fulfil their duties in not making reasonable arrangements to meet with the Education Officer or attend subsequent Education Network meetings, a new election may be held at the discretion of the Education Officer.
59. Faculty Representatives shall provide a written handover for their successor and ensure the Education Officer received a copy. Any unresolved issues should be discussed at a handover with their successor and fed back to the Education Officer.

## **Annual Members' Meetings and General Meetings**

### **Regulations for Annual Members' Meeting and General Meetings**

1. Annual Members' Meetings and General Meetings shall be called and conducted in accordance with the Articles of Association.
2. The agenda must be published in accordance with the Articles of Association.
3. The order of business shall not be subject to suspension and business shall be dealt with in the prescribed order.
4. No member who can produce a valid, current and matching University of Nottingham student ID may be excluded from the meeting or any part of it except those with suspended privileges at the time of the meeting.
5. Persons who are not members of the Union or Trustees may only be present at a General Meeting at the discretion of the Chair.

### **Standing Items for Annual Members' Meetings**

6. Minutes of the previous Annual Members' Meetings for ratification as a true and accurate record.
7. Trustees' Report.
8. Receiving the Accounts.
9. Appointment of the Auditors.
10. Open questions to the Trustees by the Members.

## **Standing Committees**

6. Union Council may delegate the immediate control of any of the activities which are entrusted to its control by the Articles of Association to any person(s) or Standing Committee.
7. The Standing Committees shall include, but are not limited to:
  - i. Elections Committee
  - ii. Sports Council
  - iii. Societies Council
  - iv. Presidents' Committee
  - v. Part-time Officer's Committee.

## **Duties**

8. Minutes must be taken for each meeting of a Standing Committee. A copy of the ratified minutes for each meeting shall be available for viewing by all Full Members.
9. Members of a Standing Committee may be delegated responsibility for its work.
10. No Standing Committee may discuss members of staff or staffing matters.

## **Membership**

11. Members of a Standing Committee may include full members of the Union and NUS staff.
12. Only full members of the Union shall be voting members of Standing Committees.

## **Quorum**

13. The quorum for a Standing Committee shall be a simple majority of the voting members.

## **Procedure**

14. The only exception to the right of a Full Member to attend and speak at meetings of Standing Committees shall be when the meeting is in closed session as determined by the Chair. At such discussions, unless the Committee decides otherwise, only members of the Committee may be present.
15. A Standing Committee shall neither engage upon expenditure in excess of the grant allocated to it by the Trustee Board nor incur any exceptional expenditure, without the prior approval of the Trustee Board. The Trustee Board shall consider such questions and approve them if it deems necessary.

## **Elections Committee**

16. Elections Committee shall be responsible for ensuring that all Union elections and Referenda are run in an open, fair and transparent way.

17. Elections Committee shall deliberate in all objections, appeals and disputes concerning Elections and Referenda.
18. Elections Committee shall consist of:
  - i. Two Full Time Officers, as chosen by the Full Time Officer's Committee.
  - ii. One Part Time Officer, as chosen by the Part Time Officer's Committee
  - iii. Six Full Members Elected by Cross Campus Election

### **Sports Council**

19. Sports Council shall be the governing body of all Clubs.
20. Sports Council's membership shall be detailed in the Sports Council Bye-Law.
21. Sports Council shall vote on the affiliations of new Clubs into the Union, and shall vote on the disaffiliation of Clubs.
22. Sports Council shall vote on changes to the Aims and Objectives of a Club's Constitution.
23. Sports Council shall elect a Sports Executive Committee to be the executive body of all Clubs.

### **Societies Council**

24. Societies Council shall be the governing body of all Societies.
25. Societies Council's membership shall be detailed in the Societies Bye-Law.
26. Societies Council shall vote on the affiliations of new Societies into the Union, and shall vote on the disaffiliation of Societies.
27. Societies Council shall vote on changes to the Aims and Objectives of a Society Constitution.
28. Societies Council shall elect a Societies Executive Committee to be the executive body of all societies.

## **Presidents' Committee**

29. Presidents' Committee shall act as a forum of communication between the Full-time Officer Committee and the Associated Residential Body Committees.
30. Presidents' Committee shall act as a channel of communication on any matter concerning residences represented by Associated Residential Body Committees of the Union.
31. Presidents' Committee shall act as a forum for the sharing of good practice.
32. The membership of Presidents' Committee shall be the President (Chair, etc) of each Associated Residential Body of the Union.
33. Presidents' Committee shall elect a chair for the committee from the outgoing Presidents' Committee at the first Presidents' Committee meeting after the new Associated Residential Body Committees have been elected.
34. Should the President of an Associated Residential Body be unable to attend a meeting, they should send a member of that Body's Committee as a proxy.
35. The Students' Union Community Officer shall attend.

## **Part Time Officers' Committee**

36. Part Time Officers' Committee shall discuss issues of relevance and importance to the governance and development of the Part Time Officers.
37. Part Time Officers' Committee shall support and develop the work of the individual Part Time Officers by looking at ways its members may work together on joint projects or share information.
38. Part Time Officers' Committee shall serve as a mechanism for the distribution of information between Full Time Officer Committee and Part Time Officers.
- ~~39.~~ Part Time Officers' Committee is responsible for working with the relevant staff members to develop the training for Part Time Officers.

## Policy

1. There shall be the following Classifications of Policy:
  - i. Union Policy
  - ii. Autonomous Policy
2. There shall be the following hierarchy :
  - i. Referenda
  - ii. Union Council
  - iii. Autonomous Policy Setting Bodies
3. A policy shall last for 3 years unless it is overturned by a higher body or referendum, or if the resolves specified indicate an earlier deadline.
4. Referenda can overturn Referenda, but not within the same academic year.
5. Policy, as defined in the Articles of Association, is only subject to the authority of the Board of Trustees on the following grounds:
  - i. Financial considerations
  - ii. charity or education law or other legal requirements (including ultra vires);  
*or*
  - iii. the reputation or best interests of the Union.

## Union Policy

6. Union Policy shall be set by:
  - i. Union Council in accordance with the Articles of Association and the Union Council Bye-Law.
  - ii. Referenda of the Members in accordance with the Referenda Bye-Law.

## Autonomous Policy

7. The following bodies shall be Autonomous Policy Setting Bodies and able to set Autonomous Policy:
  - i. Equality and Diversity Networks
  - ii. Education Network
  - iii. Societies Council
  - iv. Sports Council
  - v. Student Run Services
  - vi. Presidents' Committee
  - vii. Associated Representational Bodies
8. Autonomous Policy from one Autonomous Policy Setting Body may contradict Autonomous Policy set by another Autonomous Policy Setting Body.

## **Complaints Procedure**

### **Occurrence**

1. Any member of the Union has a right to initiate a non-disciplinary complaint if they are dissatisfied in their dealings with the Union.
2. The Complaints Procedure can only be initiated once all informal and formal procedures within the respective area of the Union have been used.

### **Convened**

3. In the case of a complaint being lodged that implicates the President but not half or more of the Executive Committee, the duties of the President outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Sabbatical Officer, nominated by a meeting of Executive Committee excluding those implicated in the complaint.
4. In the case of a complaint being lodged that implicates half or more of the Executive Committee including the President the duties of the President outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Sabbatical Officer, nominated by an emergency meeting of Union Council.
5. The complaint shall be brought to President, in writing, by the student or students who wish to lodge the complaint.
6. The President shall attempt to resolve the matter informally within 5 Students' Union Days.
7. If the complainants are not satisfied with the outcome, the President shall convene a meeting of the Complaints Committee within a further 7 Students' Union Days (i.e. up to a maximum twelve Students' Union Days after receiving the written complaint).

### **Composition**

8. Complaints Committee shall comprise:
  - i. An appropriate staff member of NUS
  - ii. A past President of the Union
  - iii. A Full Member of the Union selected from the Pool of 6
9. Should there be multiple implicated individuals; the implicated shall nominate one individual who shall agree with the complainant the composition of the Complaints Committee from the Pool of past Presidents.
10. If convened the Complaints Committee shall:
  - i. Meet to discuss the complaint, hearing the case for the complainants and the Union
  - ii. Make a recommendation to an emergency meeting of Union Council, to be convened within 5 Students' Union Days of the committee meeting.
11. Where a disciplinary issue is referred to an external body, for example the University or the Police, the timetable for the hearing shall be suspended pending the outcome of the external process.

## **Further Complaints**

12. If the complainants are not satisfied with the outcome they may go to the University through its Registrar and request an investigation by an independent person.

## **Discipline Procedure**

### **Discipline**

1. All members are subject to the Articles of Association, Bye-Laws and Guidance Documents of the Union.
2. The Union reserves the right to take disciplinary action against any member who contravenes the Articles of Association, Bye-Laws or Policy of the Union.
3. All members have the right to submit a complaint regarding an individual or group partaking in Union-sponsored activity.

### **Occurrence**

4. The following shall be deemed offences and shall fall within the remit of this Bye-Law:
  - i. Conduct in contravention of the provisions of the Articles of Association, Bye-Laws or Policy of the Union
  - ii. Wilful damage, theft or loss of Students' Union property or property under its control
  - iii. Harassment as defined by the University of Nottingham Harassment Policy.
5. The Discipline Procedure can only be initiated once all informal and formal procedures within the respective area of the Union have been used.
6. In this Bye-Law, the student refers to the person facing the charges in the complaint.

### **Convened**

7. In the case of a complaint being lodged that implicates the President but not half or more of the Executive Committee, the duties of the President outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Sabbatical Officer, nominated by a meeting of Executive Committee excluding those implicated in the complaint.
8. In the case of a complaint being lodged that implicates half or more of the Executive Committee including the President the duties of the President outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Sabbatical Officer, nominated by an emergency meeting of Union Council.
9. The complaint shall be brought to the President, in writing, by the member or members of the Union who wish to lodge the complaint.
10. The President shall attempt to resolve the matter informally within 5 Students' Union Days.
11. If the complainants are not satisfied with the outcome, the President shall convene a meeting of the Discipline Committee within a further 7 Students' Union Days (i.e. up to a maximum twelve Students' Union Days after receiving the written complaint).

12. Where a disciplinary issue is referred to an external body, for example the University or the Police, the timetable for the hearing shall be suspended pending the outcome of the external process.

## **Discipline Committee**

### **Procedure Prior to Discipline Committee**

12. The Discipline Committee shall comprise:

- i. An appropriate member of NUS staff
- ii. An Executive Officer nominated by the Executive Committee
- iii. A Full Member of the Union selected from the Pool of 6.

13. In the case of a complaint being lodged that implicates half or more of the Officers' Committee the duties of the Officer outlined in this Bye-Law duties shall be fulfilled by a Full Member of the Union, nominated by an emergency meeting of Union Council.

14. The Convenor shall determine a day, time and place for the hearing and then ascertain which members of the Pool of 6 will be available for the hearing.

15. The Convenor shall contact the complainants, informing them of the day, time and place for the hearing, and ascertain the following:

- i. If they wish to submit any written evidence, apart from the initial letter of complaint, such evidence to be submitted within 2 Students' Union Days
- ii. If they may wish to call any prosecution witnesses, the names of such witnesses to be submitted within 2 Students' Union Days.

16. The Convenor shall send the complainants a copy of this Bye-Law.

17. The Convenor shall convey to the student the following in writing, ensuring that they receive at least 4 Students' Union Days' notice of the hearing:

- i. The date, time and place for the hearing
- ii. The names of the members of the Pool of 6 who are available for the hearing
- iii. A copy of this Bye-Law
- iv. The breach of discipline they are alleged to have committed
- v. Copies of any written evidence (e.g. the letter of complaint)
- vi. The names of any prosecution witnesses that may be called.
- vii. That they may be accompanied by one friend.
- viii. A list of relevant University and Students' Union services they can approach for support and advice.

18. The Convenor shall, at the same time, instruct the student to submit in writing as soon as possible and in any event not later than 2 Students' Union Days before the time fixed for the hearing:

- i. A detailed statement of any objection they wish to make to any of the members named, giving their reasons for supposing that any of these members may not be impartial
- ii. An answer to the question "Do you admit or deny that you have committed a breach of discipline as outlined above"
- iii. A copy of any written evidence, as to fact or character, they may wish to present
- iv. The names of any defence witnesses they may wish to call.

19. The Convenor, on receipt of the relevant information shall then:

- i. Decide on the validity of any objections made under this Bye-Law and inform the student of the decision made. This decision shall be final
- ii. Select one member from the Pool of 6 to sit on the Discipline Committee
- iii. Confirm the date, time and place of the hearing with all involved.

#### **Procedure at Discipline Committee**

20. The Convenor, once the members of the Discipline Committee have assembled, shall distribute copies of the charge and of all written evidence, and the names of any witnesses to be called. The members of the Discipline Committee will be given time to read the material carefully.

21. The Convenor shall then invite the student, their companion if they have brought one and the complainants into the room.

22. The Convenor shall check that all the people present have received copies of this Bye-Law and understand the order of proceedings to be followed.

23. The charge shall be read to the student, who shall be asked whether they admit or deny the offence.

24. If the student admits the charge, the Convenor shall outline the facts of the case, and the Discipline Committee shall deliberate as below.

25. If the student denies the charge, any prosecution witnesses (including the complainants) shall be called in turn. Each witness shall:

- i. Make a statement outlining any details they see relevant
- ii. Be questioned by the person presenting the case for the defence
- iii. Be questioned by the Discipline Committee.

26. The student may make a statement on their case.

27. Any defence witness (including the student) shall be called in turn. Each witness shall:

- i. Make a statement outlining any details they see relevant
- ii. Be questioned by the person presenting the case for the prosecution
- iii. Be questioned by the Discipline Committee.

28. The Discipline Committee may require such other witnesses as it thinks fit to be summoned, or such other evidence as it considers relevant to be produced.

29. The ruling of the Convenor as to whether any question or evidence is or is not permissible shall be final.

30. The student may make a final statement.

31. The Discipline Committee shall consider, in private, whether the charge is proved.

32. The Discipline Committee should attempt to reach a unanimous decision but if a vote is required then a simple majority shall be deemed sufficient.

33. The Convenor shall inform the student of the Discipline Committee's decision and the reasons for it.

34. If the student has admitted the charge, or the charge is found proved; the Convenor may draw any matters of fact relevant to the penalty to the attention of the Discipline Committee.

35. The student may make a statement in "mitigation" and may call witnesses as to character.

36. The Discipline Committee shall consider, in private, what penalty if any should be imposed.

37. The Discipline Committee may impose any combination of the following penalties:

- i. A fine up to £130
- ii. Making good in whole or part the cost of any damage
- iii. Withdrawal of some or all of their rights a member
- iv. Exclusion, for a specified period of time, from using named Union Services.

38. The Discipline Committee should attempt to reach a unanimous decision but if a vote is required then a simple majority shall be deemed sufficient.

39. The Convenor shall inform the student of the penalty imposed and the reasons for it.

40. The implementation of any penalty imposed shall be deferred until after the Appeals Period has closed.

41. Confirmation of Decisions and Appeals:

- i. The Convenor shall, within 2 Students' Union Days of the hearing, send the student and the complainants written confirmation of the decisions and of the reasons for them
- ii. The Convenor shall, at the same time, inform the student that they have the right to appeal in accordance with this Bye-Law
- iii. An appeal to the Discipline Committee's decision may be made to the President, in writing, within 2 Students' Union Days of the receipt of the written confirmation of the Discipline Committee's decisions and reasons for them
- iv. In the event of an appeal, the President shall convene a meeting of the Appeal Committee within 5 Students' Union Days.

## **Appeals Committee**

### **Procedure Prior to Appeal Committee**

41. The Appeal Committee shall comprise:

- i. An Executive Officer nominated by the Executive Committee, who did not sit on the Discipline Committee for the associated case
- ii. An External Trustee of the Students' Union, who did not sit on the Discipline Committee for the associated case
- iii. 1 member of the Pool of 6, who did not sit on the Discipline Committee for the associated case.

42. In the case of a complaint being lodged that implicates half or more of the Executive Committee the duties of the Executive Officer outlined in this Bye-Law duties shall be fulfilled by a Full Member of the Union, nominated by an emergency meeting of Union Council.

43. The Convenor shall determine a day, time and place for the hearing and then ascertain which members of the Pool of 6 will be available for the hearing.

44. The Convenor shall contact the complainants informing them of the day, time and place for the hearing. The complainants are not required to attend the appeal.

45. The Convenor shall convey to the student the following in writing, ensuring that they receive at least 4 Students' Union Days' notice of the hearing:

- i. The date, time and place for the hearing
- ii. The names of the members of the Pool of 6 who are available for the hearing.

46. The Convenor shall, at the same time, instruct the student to submit in writing as soon as possible, and in any event not later than 2 Students' Union Days before the time fixed for the hearing a detailed statement of any objection they wish to make to any of the members named above, giving this reasons for supposing that any of these members may not be impartial.

47. The statement should outline the reasons why they are appealing and the grounds of appeal. The only grounds that shall be accepted are:

- i. Misdirection as to the facts
- ii. Procedural irregularity
- iii. Imposition of a penalty too severe for the offence.

48. The Convenor, on receipt of the statement shall then:

- i. Decide on the validity of any objection made above and inform the student of the decision made. This decision shall be final
- ii. Select 1 member from the Pool of 6 to sit on the Appeal Committee
- iii. Confirm the date, time and place of the hearing with all involved.

### **Procedure at Appeals Committee**

49. The Convenor, once the members of the Appeal Committee have assembled, shall distribute copies of the original charge and all original written evidence, and the written confirmation of the Discipline Committee's decisions and reasons for them, along with the letter of appeal and the statement submitted 45 and in accordance with 46. The members of the Appeal Committee shall be given time to read the material carefully.

50. The Convenor shall then invite the student into the room.

51. The Convenor shall check that all the people present have received copies of this Bye-Law and understand the order of proceedings to be followed.

52. The student shall be asked to make a statement as to their reason for appeal.

53. The Appeal Committee may ask the student any questions it thinks fit, and the student may ask questions of the Appeal Committee.

54. When the Convenor is satisfied that the Appeal Committee has enough information on which to base a decision, the student shall be asked if they wish to make a final statement.

55. The Appeal Committee may either endorse or alter the decision of the Discipline Committee.

56. The Appeal Committee may either endorse or decrease the penalty applied by the Discipline Committee. It may not raise the penalty.

57. The Appeal Committee should attempt to reach a unanimous decision, but if a vote is required then a simple majority shall be deemed sufficient.

58. The Convenor shall inform the student of the Appeal Committee's decision and the reasons for it.

59. The Convenor shall, within 2 Students' Union Days of the hearing, send the student and the complainants written confirmation of the decisions and of the reasons for them.

### **Eligibility**

60. From the time that the complaint is brought to the President to the deadline for an appeal, or in the case of an appeal, the conclusion of the appeal process, the student shall not be eligible to be a member of either the Discipline Committee or any Appeal Committee.

61. If the student has admitted the charge, or the charge is found proved, they shall never be eligible to be a member of any Discipline Committee or Appeal Committee.

62. Any vacancies on the Discipline Committee or the Appeal Committee that arise in the operation of this Bye-Law shall be filled by a full member of the Union, normally a Sabbatical Officer, nominated by Executive Committee.

### **General**

63. All Regulations within this Bye-Law shall be subject to the University's Disciplinary Procedures.

64. If the complainants or student are not satisfied with the outcome they may go to the University through the Registrar and request an investigation by an independent person.

## Select Committee for Electoral Disputes

### Scope

1. There shall be a Select Committee for Electoral Disputes, which shall be referred to within this Bye-Law as the Select Committee.
2. The scope of the Select Committee shall be to discuss and make judgements on the decisions of Elections Committee.
3. An appeal may be made by any candidate, any member of Elections Committee or any member of Union Council, and must be submitted in writing to the President.
4. An appeal may be made by Elections Committee as a whole where they have reasonable grounds to believe that the elections or referenda have not been conducted in a free and fair manner.
5. All complaints outside the scope of the Select Committee shall be taken to the Complaints Committee.
6. Where the Select Committee is called to discuss complaints with reference to referenda, a candidate shall be defined as a Coordinating Committee.
7. All appeals must be lodged within 3 Students' Union Days of the Close of Grievances.
8. Appeals against exclusion from an election must be lodged within 2 Students' Union Days of the candidate being informed of the exclusion.

### Composition

9. The Select Committee shall comprise:
  - i. An appropriate staff member from NUS
  - ii. A past President of the Students' Union
  - iii. 1 of a Pool of 6 former members of Union Council.
10. The Chair of the Committee shall be the NUS staff member.
11. The Select Committee shall be provided with the Union Governing Documents, minutes of Elections Committee for that session, copies of the testimonies initially made to the Returning Officer and any statements or declarations made in writing by Elections Committee to the candidate(s) or President.
12. The Returning Officer and the complainant shall agree with the President the composition of the Select Committee from the Pool of past Presidents.
13. There should be a random draw of the Pool of 6 to determine the former member of Union Council to reside on the Committee. This should be conducted by the President in the presence of the Returning Officer and the complainant.

## **Powers**

14. The Select Committee shall have powers to:

- i. Collect and review documentation relating to the election or referenda
- ii. Request reports or statements from individuals involved in the elections or referenda or any specific events relevant to the appeal
- iii. Reject any appeal
- iv. Call an emergency meeting of Union Council which has the power to declare referenda null and void
- v. Exclude any candidate from the election to which the appeal relates
- vi. Reinstate any candidate excluded by Elections Committee
- vii. Declare nominations re-opened for the election.

15. If an Extraordinary Meeting of Union Council is to be held it shall be not later than 9 Students' Union Days after the notification by the Select Committee. Referenda shall be declared null or void, in which case new polls must be conducted, if such a declaration is passed by a two-thirds majority of Union Council. At such a meeting of Union Council a report from the Select Committee shall be presented containing reports from Elections Committee and the complainant(s).

## **Procedure Prior to the Select Committee**

16. The President shall:

- i. Convene a Select Committee within 5 Students' Union Days of the close of appeals deadline
- ii. Notify Elections Committee with a full copy of all appeals within 1 Students' Union Day of the close of appeals deadline
- iii. Notify the elected candidate or both campaigns and provide an anonymous copy of the appeal within 1 Students' Union Day of the close of appeals deadline
- iv. Notify all election candidates who ran for the position being appealed that an appeal has been lodged. This shall be done within 2 Students' Union Days of the close of appeals deadline.
- v. Provide the Select Committee with all documentation gathered for each appeal and guidelines of their duties within 1 Students' Union Day of collation.

17. Elections Committee shall submit a written response to each appeal lodged to the President within 3 Students' Union Days of their notification of appeals.

18. Implicated coordinating committees shall have the opportunity to submit a written response to each appeal lodged against them to the President within 3 Students' Union days of their notification of appeals.

19. All parties should have the opportunity to read the written response of the parties prior to the Select Committee meeting.

20. Where such responses contain confidential information or there is a need to protect anonymity, the implicated candidate shall receive an anonymised copy of the written response.

21. The Chair of the Select Committee shall liaise with the Select Committee within 3 Students' Union Days of receiving appeals documentation to determine further information required and communicate this to the President who shall collect it.

22. The Select Committee shall meet and come to a decision on all appeals within twelve Students' Union Days after the close of appeals.

### **Procedure at the Select Committee**

23. The procedure at the Select Committee shall be as follows:

- i. A representative of Elections Committee presenting such evidence as they think fit
- ii. The implicated candidate (or their nominated deputy) shall then be given the opportunity to present their case and respond to that of Elections Committee
- iii. The Chair shall give Elections Committee and the implicated candidate (or their nominated deputy) the opportunity to ask questions of each other, and the members of the Select Committee to ask questions of Elections Committee and the implicated candidate
- iv. Once the questioning has been completed both Elections Committee and the implicated candidate (or their nominated deputy) will be given the opportunity to make a closing statement
- v. The chair shall ask Elections Committee and the implicated candidate (or their nominated deputy) to leave the room while the Select Committee make their decision
- vi. If for any reason during their discussion the Select Committee require clarification of any aspect of the case then both parties will be invited back into the meeting while further questioning takes place
- vii. Once a decision has been made both parties shall be notified in writing within 2 Students' Union Days.

### **Appeal by Elections Committee**

24. Where the appeal is an appeal by Elections Committee against the free and fair running of the election or referenda, candidates standing in that election may challenge the appeal and the procedure shall be as stated above.

## **Trustee Board**

### **Membership**

1. The following members of the Full-time Officer Committee shall be Sabbatical Trustees:

- i. President
- ii. Three other Full Time Officers of the Union, elected from within the Full-time Officer Committee

2. External Trustees of University of Nottingham Students' Union shall be appointed pursuant to the Articles of Association.

3. Student Trustees of the University of Nottingham Students' Union shall be appointed pursuant to the Articles of Association.

### **Purpose/Responsibilities**

4. The Trustees are charity trustees as defined by the Charities Act 1993.

5. In accordance with the Articles of Association, the Trustees are responsible for the management and administration of the Union, ensuring the Union remains legally compliant and solvent, in accordance with the Guidance Documents.

6. The Trustees have overall responsibility for the management of the Union.

### **Delegated Committees**

7. In accordance with the Articles of Association the Trustees may delegate any of their powers to any person(s) or committee. The Trustees will determine the number, remit and membership of these committees. A Trustee will chair any committee and membership of the committee may include Trustees, Full Members, or Union staff members.

### **Reporting**

8. The Trustee Board will report to the University of Nottingham, Charity Commission and Companies House as appropriate.

9. The Trustee Board will present the annual accounts to the Council of the University on an annual basis.

## **Sub-Committees of the Board**

### **Delegation to Sub-Committees**

1. In accordance with the Articles of Association the Trustees may delegate any of their powers or functions to a sub-committee. It is recommended that the following sub-committees be formed with the terms as set out below:

- i. People Committee
- ii. Reporting and Finance Committee

### **People Committee**

#### **Composition**

2. The following shall form the People Committee:

- i. One internal trustee
- ii. One non-trustee Students' Union officer
- iii. President (optional)
- iv. One External Trustee

The Chair shall be a Students' Union Officer (internal trustee or otherwise).

#### **Scope**

3. People Committee shall be authorised to:

- i. Consider the development of Human Resources Policies and recommend them to the Trustee Board for approval
- ii. Consider the Human Resources Strategy and recommend it to the Trustee Board for approval
- iii. Monitor the implementation of the Human Resources Strategy and to take such action necessary to ensure its effective implementation
- iv. Approve the implementation of procedures in line with the policies to ensure the proper and effective management of staff
- v. Approve the general Terms and Conditions for the employment of staff in line with the policies and current legislation (save that where these apply to the employment of Sabbatical Officers they shall be determined by the External Trustees)
- vi. Approve staff headcount changes, re-grades, and discretionary awards that are not within agreed budgets (save that where these apply to the employment of Sabbatical Officers they shall be determined by the External Trustees)

- vii. Approve staff re-structuring and changes to the line management structure below senior management level (subject always to the confines of the budget approved by the Trustees)
- viii. To consider matters relating to staff discipline and grievance
- ix. Hear and deliberate upon any Appeals in relation to decisions made by the General Manager in the course of formal employment procedures
- x. Appoint from amongst their number a person to attend the Staff Liaison Forum as a representative of the Employers
- xi. To be the first port of call for any urgent or highly sensitive concerns raised under UoNSU's Whistleblowing Policy in respect of UoNSU's integrity, financial or otherwise.

## **Proceedings**

4. People Committee shall:

- i. Meet at least once each academic term or more frequently when required
- ii. Keep a record of the proceedings of the meetings
- iii. Submit a report of the proceedings to the Trustees within one week of the meeting
- iv. Submit specific proposals for the consideration of the Trustees (when required) within the established time frame for Trustee meetings

## **Reporting and Finance Committee**

### **Composition**

5. The following shall form the Reporting and Finance Committee:

- i. One internal trustee (Students' Union Officer)
- ii. One non-trustee Students' Union Officer
- iii. One further Students' Union Officer (internal trustee or otherwise)
- iv. Two External Trustees

6. The President has the right, but not the obligation, to attend meetings of the Reporting and Finance Committee.

### **Scope**

7. The Reporting and Finance Committee shall be authorised to:

- i. To review, as appropriate, the assumptions, guidelines, and process of budgeting at UoNSU

- ii. To approve UoNSU's budget for recommendation to the Board of Trustees

- iii. To ensure accountability and transparency throughout UoNSU's operations and among its staff and officers
- iv. In conjunction with the Senior Leadership Team, the consider and develop the presentation and content of reports presented to the Board of Trustees and its Committees
- v. To receive UoNSU's management accounts and agree any actions necessary to improve UoNSU's financial performance in relation to its strategic plan
- vi. To approve expenditure relating to capital expenditure up to a level agreed by the Board of Trustees
- vii. To review, with a view to recommending to the Board of Trustees, all capital expenditure in excess of a level agreed by the Board of Trustees
- viii. To receive reports on progress with any major capital projects
- ix. To review and oversee UoNSU's audit framework, approve internal and external audit systems and ensure that audit checks are carried out in all key areas of UoNSU, including legal, financial and tax management, health and safety and insurance
- x. To review the terms of reference and scope of the external auditor, oversee the appointment (including scrutiny of the auditors' fee), and monitor the performance of the external auditor
- xi. To receive UoNSU's audited Financial Statements and discuss any issues arising from the External Auditor's accompanying report on their views of UoNSU's financial practices and processes
- xii. To review any University Internal Audit reports concerning UoNSU and monitor the implementation of any recommendations detailed therein
- xiii. To review, with a view to recommending to the Board of Trustees, an appropriate Reserves Policy
- xiv. To ensure that available resources are invested in an appropriate manner, and to receive updates on the performance of investments if appropriate
- xv. To review and advise the Board of Trustees of any matter that threatens or carries serious risk to UoNSU and of any actions necessary to mitigate such risk
- xvi. To review the risk profile of UoNSU, approve appropriate risk management policies and procedures, monitor the compilation and implementation of the risk register and resulting action plans
- xvii. To review the effectiveness of risk management activity in UoNSU on the basis of audit reports received and reports from the Senior Leadership Team

- xviii. To call any investigation considered necessary and to call any individual or document relevant to any such investigation in order to meet the objectives and remit detailed above
- xix. To make other decisions of a financial nature as delegated by the Board of Trustees.

## **Proceedings**

8. The Reporting and Finance Committee shall:

- i. Meet at least once each academic term or more frequently when required
- ii. Keep a record of the proceedings of the meetings
- iii. Submit a report of the proceedings to the Trustees within one week of the meeting
- iv. Submit specific proposals for the consideration of the Trustees (when required) within the established time frame for Trustee meetings.