Bye-Laws

March 2018
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. ‘Full members of the Union’ refers to all students who are engaged in study at the University of Nottingham who have not opted out of membership, and sabbatical officers. This includes students that are not registered at the University but meet one of the following criteria:

   a) Students who have an extension to a submission date that takes them past their normal expected end date of study

   b) Research students who are in their thesis pending period who have chosen not to register with the University

   c) Research students who have submitted their thesis and are still undergoing the examination process.

7. 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

8. 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

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

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

Hierarchy of Authority

11. 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:

22nd March 2018

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. One 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.

   i. Full Time and Part Time Officers of the Union are barred from standing for the position of chair. If no full members wish to stand for the position then it shall be offered first to part time officers and should none wish to stand then full time officers should be allowed to.

4. Democratic Procedures Committee shall meet at least once per academic term.
5. Before any discussion of a motion the Chair shall ask all members if they have any potential Conflict of Interest in regards to a motion and shall provide enough time for other committee members or audience members present to declare sitting members of the committee having a Conflict of Interest.

   i. The majority of the DPC members shall decide if there is a conflict of interest.

   ii. Examples of conflicts of interest could include holding a current or previous officer roles, membership of an SRS, membership of the Welcome programme, membership of an associated body or membership of a network committee.

6. Due to Conflict of Interest Full Time and Part Time Officers of the Union may not vote upon changes to the ‘Officers of the Union’ or ‘Officer Accountability’ sections of the bye-laws.

7. Quorum of the meeting shall not be affected and the votes of those relevant individuals will be recorded as abstentions.

8. 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).

9. Staff members may not chair the DPC nor contribute to DPC discussions outside of providing information requested by the panel and providing historical context.

10. Full Time Officers and Part Time Officers may not submit motions to change or remove points 5 and 6 within DPC. Consultation and authorisation through a higher decision making body of the Union shall be required to repeal or edit these 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.
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, Undergraduate 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, an Undergraduate 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**


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 a 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.


3. The Committees of the following Student Groups must adhere to 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
   
   vii. Student Networks
   
   viii. Halls Committees

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 completion of this investigation, if appropriate, the Officer of the Union may attempt to resolve the matter. This can be informally or through the means of a formal written warning issued by the relevant Officer of the Union. If the breach is considered not to be satisfied by these measures, or further exploration of the details of the case are deemed necessary by the relevant Officer of the Union then 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, whether or not the student is in attendance.

8. Should the student(s) be unable to reasonably attend the original hearing date, they should contact the Convenor to seek to arrange an alternative date within the 7 Students’ Union Days period.

9. The Convenor shall be a member of Union Staff appointed by the appropriate Senior Manager of the Union.

10. 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**

11. 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 (The Convenor)

   ii. Two full members of the Union

12. At the discretion of the appropriate Senior Manager of the Union a relevant member of University staff shall also sit on the Committee.
13. At the discretion of the Code of Conduct Breaches Committee a minute taker shall be in the room to take minutes of discussions but will not take part in any discussion nor have a vote.

14. 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 15 has been made.

15. 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.

16. The Convenor shall convey to the student(s) 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 and minute taker if appropriate

   iii. A copy of this Bye-Law

   iv. A copy of the Code of Conduct Guidance Document

   v. The breach or breaches of the Code of Conduct they are alleged to have committed

   vi. A copy of the investigation. All identifying features of complainants and witnesses are to be redacted on request.

   vii. Copies of any written evidence (e.g. the letter of complaint)

   viii. That they may be accompanied by one companion

   ix. Information must be given that if support or advice is needed, the Student Advice Centre can signpost the students to relevant University services as necessary (but cannot provide support regarding the investigation).
17. The Convenor shall, at the same time, instruct the student(s) 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. Whether they will or will not be able to attend the hearing

v. The names of any defence witnesses they may wish to call.

18. 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 and minute taker if appropriate

iii. Confirm the date, time and place of the hearing with all involved.

**Code of Conduct Breaches Committee**

19. 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.

20. The Convenor shall then invite the student(s), their companion if they have brought one into the room.
21. 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.

22. The Convenor shall outline the facts of the case.

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

24. The student(s) may make a statement on their case.

25. The Code of Conduct Breaches Committee may ask the student(s) questions regarding the case.

26. 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 Code of Conduct Breaches Committee.

27. The Code of Conduct Breaches Committee may require other evidence as it considers relevant to be produced.

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

29. The student(s) may make a final statement.

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

31. 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.

32. The Code of Conduct Breaches Committee shall consider, in private, what penalty if any should be imposed.
33. The Code of Conduct Breaches 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(s) of the Code of Conduct Breaches Committee decision and the penalty imposed and the reasons for it, if one if to be imposed.

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, inform the students(s) that they have the right to appeal to the Code of Conduct Breaches committee’s decision in accordance with this bye-law. This appeal should be made to the appropriate students’ union manager in writing within 2 students Union Days.

   iii. 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**

38. 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

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

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

41. 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

42. 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.

43. 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.

44. 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**

45. 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.

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

47. 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.

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

49. The Appeals Committee may ask the student any questions it thinks fit, and the student may ask questions of the Appeals Committee.

50. 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.

51. The Appeals Committee may either endorse or alter the decision of the Code of Conduct Breaches Committee.

52. The Appeals Committee may either endorse or decrease the penalty applied by the Code of Conduct Breaches Committee. It may not raise the penalty.

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

54. The Convenor shall inform the student of the Appeal Committee's decision and the reasons for it.
55. 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**

56. 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.

57. 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.

58. 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**

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

60. 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.

61. 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.

4. An additional Union Council will be called within 4 weeks of a previous council if there are 2 or more policies outstanding from a previous council session.
   i. For this additional Union Council further policy proposals may be submitted as per normal process of the Union.

5. Students can trigger additional Union Councils via the following methods that would be expected to be held within 4 weeks:
   i. A signed petition of 20 Full members of the union as defined in the bye-laws.
   ii. A petition signed by a committee member from 5 separate societies/campaign groups/student run services/sports clubs/hall committees.
   iii. A motion passed by one the Networks.
   iv. A signed petition from the simple majority of the committee of an Associated Body.

6. Officers of the Union may trigger an additional Union Council at any point in term time with a vote requiring simple majority of the Full Time Officer Committee or the Part Time Officer Committee with the expectation of a council being held within 4 weeks.

Student Panellists
7. 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.

8. Student Panels shall have a quorum of 16.

9. Student Panels shall vote using a secret ballot.

Ideas
10. Ideas may be submitted by any Full Member of the Union at any time.

12. Ideas shall become Union Policy if passed by a two-thirds majority of the Student Panel.

13. Changes to Bye-Laws or Guidance Documents proposed within passed Ideas shall be sent to be ratified by Democratic Procedures Committee.

14. Ideas shall be rejected if rejected by a two-thirds majority of the Student Panel.

15. Ideas shall go forward to Referenda if they are neither passed nor rejected.

**Motions of Referenda**

16. Motions to council that seek to put an issue to referenda may be submitted to Union Council by any Full Member of the Union at any time.

17. Motions of referenda will be passed by simple majority and trigger an all student referendum.

18. Motions that do not reach simple majority will be rejected.

**Changes to an Idea**

19. 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**

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

**Representatives**

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

   i. Full Time Officers of the Union.

   ii. Part Time Officers of the Union.

22. 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 Representatives.
iii. UG Faculty Representatives.
iv. PG Faculty Representatives.
v. Heads of Student-Run Services.
vi. Heads of Societies.

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

**Conduct of Representatives and Motion Proposers**

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

25. Representatives shall express the views of their constituents.

26. Representatives and motion proposers are required to provide fully transparent evidence of any consultations.

27. Representatives and motion proposers shall declare prior to contributing to a Council discussion/debate in what capacity they are speaking and it is the duty of the Facilitator to clarify this prior to any contribution.

   i. On behalf of Student Opinion – with evidence presented.
   ii. On behalf of their Networks – with evidence presented.
   iii. On behalf of their Committees – with evidence presented.
   iv. On behalf of their Own Opinion.

**Rights at Union Council**

28. 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

29. 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**

30. The order of the agenda shall be in accordance with the Union Council Guidance Document.
31. 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. Disabled Students’ 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 (excluding the Postgraduate Officer).

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 1st July of the year they are elected to 30th 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 1st July of the year they are elected to 30th 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.

   iv. Campaign on issues of concern, interest and relevance to students within their constituency.

**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.

**Disabled Students’ Officer**

18. The Disabled Students’ 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

2. The following Officers shall be held to account by their respective Networks:
   i. Black and Minority Ethnic Students Officer
   ii. Disabled Students’ 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. Disabled Students
   
   iii. International Students
   
   iv. LGBT+ Students
   
   v. Mature Students
   
   vi. Postgraduate Students
   
   vii. 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, transgender, intersex, queer, pansexual, asexual, aromantic, questioning, and people who fall anywhere on the spectrum of any of these identities.

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 Disabled Students’ 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.

10. The constituency of the Postgraduate Student Network shall be all full members of the Union who are currently studying an independent postgraduate taught or postgraduate research course at the University of Nottingham. This includes those pursuing Masters level course which stand alone as qualifications, but not those studying towards an ‘Integrated Masters’ program who have not yet graduated from a previous degree.
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.


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.


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, Undergraduate Faculty Representatives, Postgraduate Faculty Representatives, 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 Faculty Representatives.

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 Faculty Representatives.

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 Economics
   xvi. School of Education
   xvii. School of Geography
   xviii. School of Law
   xix. Nottingham University Business School
   xx. School of Politics and International Relations
   xxi. School of Sociology and Social Policy
   xxii. Department of Architecture and Built Environment
   xxiii. Department of Chemical and Environmental Engineering
   xxiv. Department of Civil Engineering
   xxv. Department of Electrical and Electronic Engineering
xxvi. Department of Mechanical, Materials and Manufacturing Engineering
xxvii. School of Biosciences
xxviii. School of Chemistry
xxix. School of Computer Science
xxx. School of Mathematical Sciences
xxxi. School of Pharmacy
xxxii. School of Physics and Astronomy
xxxiii. School of Psychology
xxxiv. School of Life Sciences (Neuroscience)
xxxv. School of Life Science (Biochemistry)
xxxvi. School of Life Sciences (Biology)
xxxvii. School of Medicine
xxxviii. Division of Medical Sciences
xxxix. School of Veterinary Medicine and Science
xl. Division of Midwifery
xli. Division of Nursing (Derby)
xlii. Division of Physiotherapy & Sports Rehabilitation
with the exception of the
xliii. 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 Faculty Representatives

30. There shall be one Taught Postgraduate Faculty Representative and one Research Postgraduate Faculty Representative for each of the following faculties:
   i. Arts
   ii. Engineering
   iii. Medicine and Health Sciences
   iv. Science
   v. Social Science

Postgraduate Faculty Representative Description

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

32. Postgraduate Faculty Representatives shall represent their constituents’ views and interests at the Education Network Postgraduate Faculty Representatives meetings

Postgraduate Faculty Representative Duties

33. Postgraduate Faculty Representatives will be a point of contact to all postgraduate students on Educational matters.

34. Postgraduate Faculty Representatives shall keep abreast of all major academic issues arising within their faculty and notify the Postgraduate Officer as appropriate.
35. Postgraduate Faculty Representatives shall meet regularly with the Postgraduate Officer.

36. Before and after each appropriate Postgraduate Faculty Representatives meeting, the Postgraduate Faculty Representatives shall contact the Postgraduate Course Representatives within their Faculty to discuss issues, concerns and resolutions of issues.

37. Postgraduate Faculty Representatives 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 Faculty Representatives 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 Faculty Representatives shall provide a written handover for their successor and ensure that the Postgraduate Officer also receives a copy.

39. Taught Postgraduate Faculty Representatives 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 Faculty Representatives meetings.

40. Research Postgraduate Faculty Representatives 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 Faculty Representatives 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 Undergraduate 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 Undergraduate 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 Undergraduate 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 Undergraduate Faculty Representative meetings.

**Undergraduate Faculty Representative Duties**

50. Undergraduate Faculty Representatives shall, be the first point of contact on collective academic matters for Education Representatives in their Faculty.

51. Undergraduate 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 Undergraduate Faculty Representatives shall contact all Education Representatives in their Faculty to discuss issues, concerns and resolutions of issues.

53. Undergraduate Faculty Representatives shall attend every appropriate Education Network meeting to represent the views of the students in their Faculty.

54. Undergraduate Faculty Representatives shall attend their Faculty’s Teaching & Learning Board.

55. Undergraduate Faculty Representatives shall attend their Faculty’s Student Experience Board, or relevant equivalent body.

56. Undergraduate Faculty Representatives shall be proactive when canvassing opinion through, for example, holding meetings with their Education or Course Representatives.

57. Undergraduate 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 Undergraduate Faculty Representative’s term of office, the Undergraduate 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. Undergraduate 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 Undergraduate 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. Undergraduate 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.


8. Receiving the Accounts.


10. Open questions to the Trustees by the Members.
Standing Committees

5. 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.

6. 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

7. 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.

8. Members of a Standing Committee may be delegated responsibility for its work.

9. No Standing Committee may discuss members of staff or staffing matters.

Membership

10. Members of a Standing Committee may include full members of the Union and NUS staff.

11. Only full members of the Union shall be voting members of Standing Committees.

Quorum

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

Procedure

13. 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.

14. 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

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

16. Elections Committee shall deliberate in all objections, appeals and disputes concerning Elections and Referenda.

17. Elections Committee shall consist of:
   i. One Full Time Officer, as chosen by the Full Time Officer’s Committee.
   ii. One Part Time Officer, as chosen by the Part Time Officer’s Committee.
   iii. Seven Full Members Elected by Cross Campus Election (excluding Full Time and Part Time Officers who may not run for these positions).

18. The Chair shall be elected from amongst the Committee, if possible.

   i. Full Time and Part Time Officers of the Union are barred from standing for the position of chair. If no full members wish to stand, the Full Time and Part Time Officer are allowed to.

Sports Council

19. Sports Council shall be the governing body of all Clubs.


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. There shall be two statuses of Union Policy:
   i. ‘Protected’ – Where a policy may not be repealed or edited by the Union Council.
   ii. ‘Unprotected’ – Where a policy may be repealed or edited by the Union Council.

4. All Union Policy that passes the Union Council or passes through referenda shall be as of that moment obtain the status of ‘Protected’ policy.

5. A ‘Protected’ policy may be edited or repealed by the Union Council only via a submission from the original author/s or other appointed student groups.

6. A policy shall last 2 years as a ‘Protect Policy’ unless it is overturned by a higher body or referendum, or if the resolves specified indicate an earlier deadline.

7. Policy that is Unprotected shall not expire after any defined period. It can at any time be repealed by the Union Council or edited.

8. Referenda can overturn Referenda, but not within the same academic year.

9. 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

10. 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
11. The following bodies shall be Autonomous Policy Setting Bodies and able to set Autonomous Policy:

i. Equality and Diversity Networks
ii. Education Network
iii. Environment and Social Justice Network
iv. Societies Council
v. Sports Council
vi. Student Run Services
vii. Presidents’ Committee
viii. Associated Representational Bodies

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 duties 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 duties 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

The operation of the Trustee Board and its Committees is directly regulated by the Articles of Association, and the following is a short summary. Further details can be obtained by contacting the Students’ Union.

Membership

1. Sabbatical Officer Trustees of Nottingham University Students’ Union shall be elected from within the Full-time Officer Committee, pursuant to the Articles of Association.

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. Details of the current Committees, including membership and terms of reference, can be obtained by contacting the Students’ Union.

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.