



# **University of Nottingham Students' Union**



**Bye-Laws**

**February 2021**

# University of Nottingham Students' Union Bye-Laws

## Background

1. University of Nottingham Students' Union ("UONSU" or "the Students' Union" or "the Union") is a Company Limited by Guarantee.

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

National Union of Students (NUS)

Activities

Sports

Student Run Services

Welfare & Wellbeing Council

Student Groups Code of Conduct

Union Council

Officers of the Union

Officer Accountability

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

## **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. 'Cross-campus election' refers to an election in which all Full Members of the Union are the electorate.

8. 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**

9. 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.

10. Amendments deemed to be purely cosmetic (i.e. changes to names of positions (but not their remit), corrections to grammar or spelling) may be approved as a working version of the Bye-Laws by the Chair of Democratic Procedures Committee, to be officially ratified at the next available meeting of Democratic Procedures Committee.

i. Where the Chair fails to approve any changes, the matter shall be deferred to the next available Democratic Procedures Committee for resolution.

## **Guidance Documents**

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

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

## **Hierarchy of Authority**

13. 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

## **Guidance Documents**

14. These Bye-Laws recognise and empower the following Guidance Documents:

- i. Student Groups Code of Conduct
- ii. Democratic Procedures Committee Guidance Document
- iii. Equal Opportunities and Welfare Officer and Networks Guidance Document
- iv. Prizes and Awards Guidance Document
- v. Referenda Guidance Document
- vi. Activity Groups Guidance Document
- vii. Sports Guidance Document
- viii. Officer Accountability Guidance Document
- ix. Union Council Guidance Document
- x. University of Nottingham Students' Union Equal Opportunities Policy Purpose Statement
- xi. University of Nottingham Students' Union Waste and Recycling Guidance Document
- xii. Trustee Appointment Guidance Document
- xiii. Cross-Campus Elections and Referenda Code of Conduct Guidance Document

## **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. Officers of the Union are initially barred from standing for the position of chair. If no non-Officers wish to stand for the position, it shall be offered to Part-Time Officers. If no Part-Time Officers wish to stand for the position, it shall be offered to Full-Time Officers.
  - ii. The powers of the Chair are delegated as outlined in the Democratic Procedures Committee Guidance Document.
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 conflicts of interest regarding said motion and shall provide enough time for other committee members or observers present to declare that sitting members of the committee have a conflict of interest.
  - i. DPC shall vote to decide if there is a conflict of interest, needing a majority.
  - ii. Examples of conflicts of interest could include holding a current or previous Officer role, membership of an SRS, membership of the Welcome programme, membership of an associated body or membership of a network committee.
6. Due to a conflict of interest, Full-Time and Part-Time Officers may not vote upon changes to the 'Officers of the Union' or 'Officer Accountability' bye-laws.
7. The quoracy 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, quoracy, and procedure shall be the same as that of Standing Committees (see 'Standing Committees' bye-laws).
9. Staff members who are not Full Members of the Union may not contribute to DPC discussions outside of providing information requested by the panel and providing historical context.

## Referenda

### General

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

### Supporting or Opposing Referenda Motions

8. Full Members who wish to campaign to support or oppose the Referendum Motion shall inform the Returning Officer as outlined in the Referenda Guidance Document.
9. Full Members of the Union who wish to campaign to support or oppose the Referendum Motion shall conduct themselves in line with the current elections conduct guidelines as indicated, per election period, by Elections Committee.
  - i. Members breaching these regulations will be subject to the disciplinary procedures outlined by Elections Complaints in accordance with these Bye-Laws.

### **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 for Electoral Disputes.

### **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)*.
  - i. This shall be reviewed no less often than every three years by Elections Committee to ensure the Union is following electoral best practice.
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 their stead. The Deputy Returning Officer will support the Returning Officer in their duties.
6. The Returning Officer shall be responsible for the conduct of all matters regarding the elections subject to their decisions being reviewed by the Select Committee for Electoral Disputes.
7. Elections Committee shall have the duty to determine and amend any Guidance Documents, which directly countenance elections, campaigning and referenda.

### Elected Positions

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

### 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.

### **Bye-Elections**

14. Subject to the Articles of Association Sabbatical Officers elected in bye-elections after the start date of their term, as detailed in the 'Officers of the Union' bye-law, 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, they can only assume one of the roles; namely that of Student Leader, an Undergraduate Faculty Representative or an Education Representative.
18. 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**

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

### **Voting**

20. Voting shall take place in a manner which allows the greatest possible number of members to take part, as agreed by Elections Committee.
21. Valid University user details are required in order to vote.
22. 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**

23. All campaign publicity must meet the requirements of the relevant Guidance Documents, as indicated by Elections Committee.

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

## **Conduct**

25. Candidates/nominees must conduct themselves in line with the relevant Guidance Documents, as indicated by Elections Committee.

26. Candidates/nominees breaching these regulations will be subject to the disciplinary procedures outlined by Elections Committee, as per the Bye-Laws.

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

28. Complaints regarding candidates'/nominees' 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 these Bye-Laws and supporting Guidance Documents.

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.

## National Union of Students (NUS)

### The Role of an NUS Delegate

1. NUS Delegates are the representatives of the membership of the student's union at NUS Conferences and vote as representatives of student/network opinion on motions and in elections.

### Delegations

2. The Students' Union can send delegates to all democratic conferences held annually by NUS in accordance with the rules and allocations prescribed by NUS. A democratic conference is any conference held by NUS that either determines policy of NUS (or a part of NUS) or elects any Officer or other representative position.
3. All delegates shall be elected in accordance with the 'Elections' bye-laws, provided that the section is in accordance with any restrictions on candidates or the electorate prescribed by NUS.
4. In such a situation as the Union Development Officer cannot be present for NUS Conference another Officer of the Union, be they Full Time or Part Time Officers, shall be elected by a vote of the Officers of the Union.

### Sections Conferences

5. The Full-Time Officer Committee shall ensure funding and access for the following Networks to their relevant Sections Conferences
  - i. The Postgraduate Officer shall by virtue of their position be a delegate to the Postgraduate Students Conference and must attend as a Sabbatical Full-Time Officer. The Postgraduate Officer must write a report for the next scrutiny panel in regard to the Postgraduate Students Conference.
  - ii. The International Students Officer shall by virtue of their position be a delegate to the International Students Conference. They may indicate in writing to the Union that they do not wish to attend the Conference, in which case an election for this delegate position shall be held.
  - iii. The Mature Students Officer shall by virtue of their position be a delegate to the Mature and Part-Time Students Conference. They may indicate in writing to the Union that they do not wish to attend the Conference, in which case an election for this delegate position shall be held.

6. If any of the above officers were elected as a job share, only one of the officers shall be a guaranteed delegate representing the shared mandate of the job share while the other officer in a job share may still run for open elected delegate positions for relevant conferences. In the event of a dispute over which officer is guaranteed to attend the issue shall be put to members of the respective network.
7. The Officer/s in Attendance of Section Conferences must report back their experience at conference to their relevant Networks/Associations.
8. The Union Development Officer shall be responsible for ensuring that delegations are elected and attend section conferences in the event that a relevant section officer fails to organise elections or if the relevant officer position is vacant.

### **Campaign Conferences**

9. The Liberation Officer shall ensure funding and access for Liberation Networks to their relevant Campaign Conferences.
10. In the event a Liberation Network fails to organise elections, the Liberation Officer shall be responsible for organising elections for the delegate positions in line with the relevant Networks Constitution and in accordance with any restrictions on candidates or the electorate prescribed by NUS.

### **Conduct of NUS Delegates**

11. NUS Delegates including the ex-official officer must vote in line with Union Policy and, where appropriate, Network Policy. Delegates should seek to be as representative as possible of student opinion on motions not covered by existing Union Policy and Network Policy, on which they will have a free vote.
12. Delegates who are elected on a manifesto that contradicts Union Policy may vote in line with their manifesto.
13. All NUS Delegates must record how they vote for each motion that concerns existing SU policy with a justification for that vote, and bring this record to the relevant scrutiny body.
  - i. As standard this is Scrutiny Panel
  - ii. In the case of NUS Delegates representing Equality and Diversity Networks, they are accountable to that Network's scrutiny procedures.

14. It shall be the responsibility of the combined Full-Time Officer and Part-Time Officer teams to ensure that all delegates are informed of Students' Union and Networks policy in the context of the policy proposals and submissions to the NUS priority ballot.

### **NUS Primary Elections**

15. The Union will undertake a process of Primary Elections for NUS Presidents and Vice Presidents elected at NUS National Conference:
16. The primary election will take place between the close of nominations for NUS President and Vice President positions and the date of the National Conference, on a date set by the Returning Officer.
  - i. The result of each respective election will bind delegates to vote to directly mirror the primary election result. For example, a candidate which comes second in the primary election will be the second preference for all delegates and this will be replicated across all preference voting.



## Activities

1. The Union may formally affiliate a student group as an Activity Group.
  - i. There shall be an Activity Groups Guidance Document detailing processes surrounding Activity Groups.
2. An Activity Group may own assets.
  - i. All Activity Groups owned assets are to be held by the Union.
  - ii. The Union shall protect an Activity Group's assets as restricted funds to be controlled by the Activity Group.
3. Each Activity Group must have a Constitution by which it is governed.
  - i. A copy of each Activity Group's Constitution shall be available for viewing by any Member of the Union.
  - ii. An Activity Group's Constitution shall be subordinate to the *Articles of Association*, *Byelaws*, and *Guidance Documents*.
4. Each Activity Group shall have a Name, Aims, and pursuant Objectives.
  - i. An Aim should describe the purpose of the Activity Group.
  - ii. An Objective should describe how the Activity Group shall fulfil its Aims.
  - iii. A Name should always reflect the Aims and Objectives of the Activity Group.
5. An Activity Group's Aims and Objectives must be detailed in the Activity Group's Constitution.
  - i. If an Activity Group wishes to change its Name, Aims, or Objectives they may do so as per the Activity Groups Guidance Document.
  - ii. An Activity Group may only use its resources to deliver its Aims and Objectives.
  - iii. An Activity Group's activity must satisfy its Aims and Objectives
6. Activity Group Membership shall be open to all Members of the Union as per the *Articles of Association*.
7. Each Activity Group must hold an annual General Meeting open to all Activity Group's Members.
  - i. This must be before the end of the Spring Term of each Academic Year, except at the discretion of the Activities Officer.

8. The details of General Meeting provision, including quorum, shall be detailed in the Activity Group's Constitution.
9. All aspects of an Activity Group's Constitution other than its Name, Aims, or Objectives may be changed by a simple majority of a General Meeting of the Activity Group.
  - i. Any changes to an Activity Group's Constitution must be noted to all Activity Group members and shared with the Union in an appropriately timely manner.
10. Each Activity Group must be run by an elected Committee; however, some members can be recruited if their role requires a specific skillset and does not have a representational purpose:
  - i. The composition of this Committee must be detailed in the Activity Group's Constitution.
  - ii. All Elected Committee Members must be elected using the voting system approved for Union Elections as detailed in the *Elections* byelaw.
  - iii. The election and recruitment process must be detailed in the Activity Group's Constitution.
11. An Activity Group must adhere to the Union's compliance regulations to operate:
  - i. An Activity Group must give due consideration to the health and safety implications of their activities:
    - i. An Activity Group must provide all the health and safety assurance that the Union requests.
    - ii. An Activity Group's work must adhere to the Union's health and safety standards.
  - ii. An Activity Group's Committee must attend all compliance training the Union requests.
  - iii. An Activity Group must complete all paperwork the Union requests.
  - iv. An Activity Group shall only be able to enter formal arrangements with or affiliate to external organisations as agreed by the Union and in accordance with the Activity Groups Guidance Document.
12. An Activity Group shall be classed as suspended or lapsed in the instances outlined in the Activity Groups Guidance Document.
13. From the moment an Activity Group becomes suspended or lapsed:
  - i. The Activity Group may not operate, including all events and activities.

- ii. The Activity Group may not publicise group activity but may publicise membership and committee elections.
  - iii. The Activity Group's financial accounts will be frozen.
  - iv. The Activity Group may no longer access the privileges or services the Union usually provides to an Activity Group.
14. An Activity Group shall cease to be classed as suspended or lapsed in the instances outlined in the Activity Groups Guidance Document.
15. An Activity Group shall be deemed disaffiliated in the circumstances outlined in the Activity Groups Guidance Document.
- i. If an Activity Group is disaffiliated it will lose all formal status under this byelaw.
  - ii. Upon disaffiliation an Activity Group's assets cease to be restricted and return to the Union.

### **Activities Council**

16. There shall be an Activities Council.
17. As per the *Standing Committees* byelaw, Union Council delegates its powers, entrusted to it by the *Articles of Association*, countenancing Activity Groups to the Activities Council.
18. Activities Council shall be accountable to the Democratic Procedures Committee of Union Council.
19. Activities Council shall have an Activities Executive Committee.
- i. Activities Executive Committee shall consist of five elected students plus the Activities Officer as Chair of the Committee
  - ii. The Committee must include five members each elected for their knowledge and experience in at least one of the following types of Activity Groups activity:
    - i. Organising networking events, guest speaker events and specialist lectures
    - ii. Organising regular rehearsals or events based on sharing a common interest and coordinating performance opportunities
    - iii. Celebrating and educating students on religious or cultural beliefs and experiences

- iv. Undertaking voluntary work within the community and working within charity law
  - v. Creating and editing media that informs the student body on key relevant issues
- iii. There shall be a maximum of one member elected per experience area. Candidates with experience in multiple fields should focus on their main strength.
  - iv. Should Activities Council fail to elect a Committee member for each of these knowledge areas, any missing knowledge should be sourced from a delegate of Activities Council in any relevant decision making.
  - v. Candidates can run for one position only on the Committee.
  - vi. Any full-member can run for a position on Activities Executive Committee.
  - vii. Any Activity Group president can cast a vote on behalf of their Activity Group.
  - viii. Activities Executive Committee shall be elected in the Summer Term unless otherwise agreed by the Activities Officer.
  - ix. This Committee shall be delegated specific powers.
20. Each Activity Group must send at least one representative to each meeting of Activities Council unless satisfactory apologies are received by the chair prior to the meeting.
- i. Any Activity Group which does not fulfil this shall be penalised as set out in the Activity Groups Guidance Document.
21. The Activities Officer shall attend Activities Council or appoint an Officer of the Union to deputise.
22. As per the *Standing Committees* byelaw any Full Member of the Union may attend and speak unless the meeting is in closed session as determined by the chair.
23. Activities Council's voting membership shall be:
- i. The members of Activities Executive Committee.
  - ii. The Chair of each Activity Group, or their appointed deputy.
    - i. Any deputies must be Committee Members of the relevant Activity Group.

- ii. If no deputy is available, an Activity Group member may deliver a proxy vote on behalf of the Committee. The Union must be notified of this beforehand.
24. Quorum shall be one third of the voting membership.
  25. Decisions shall be taken by a simple majority vote.
    - i. The Activities Officer, or their deputy, shall have the casting vote.
  26. The Activities Officer, or their deputy, shall chair meetings of Activities Council and Activities Executive Committee.
  27. Activity Council shall
    - i. Set Autonomous Policy regarding Activity Groups (as per the *Policy* byelaw).
    - ii. Be a forum for the discussion of issues that affect Activity Groups.
    - iii. Be a mechanism for the dissemination of information relevant to Activity Groups.
    - iv. Elect the Activities Executive Committee.
    - v. Direct the activity of Activities Executive Committee.
    - vi. Receive reports from the Activities Executive Committee.
    - vii. Facilitate a minimum of one hustings for the Activities Officer during the relevant campaigns period.
  28. Activities Council shall meet at least once each Term.

### **Activities Executive Committee**

29. Activities Executive Committee shall comprise of:
  - i. The Activities Officer, or their nominated deputy.
  - ii. Five elected Members.
30. Activities Executive Committee shall:
  - i. Be elected by Activities Council.
  - ii. Be accountable to Activities Council.
    - i. Activities Executive Committee members may be removed by a simple majority in favour of a No Confidence motion moved at Activities Council.

31. Activities Executive Committee shall be responsible for:
  - i. Ratifying an Activity Group's affiliation as per the *Activity Groups Guidance Document*.
  - ii. Ratifying an Activity Group's disaffiliation as per the *Activity Groups Guidance Document*.
  - iii. The running of Activities Council.
  - iv. Representing the views of Activities Council.
  - v. Inputting into the Activity Group funding allocations process.
  - vi. The judging of Activities Awards.
  
32. Activities Executive Committee shall:
  - i. Attend all meetings of Activities Council
    - i. They shall represent the views of Activities Council.
    - ii. They shall attend to issues of concern relevant to Activity Groups.
  - ii. Attend and run all meetings of Activities Council.
  - iii. Assist in the organisation and delivery of relevant Activity Groups based SU events.

## Sports

### General Provisions of Sports Executive Committee

1. There shall be a Sports Executive Committee, which is the highest student decision panel for Sport.
2. Sports Executive Committee shall be accountable to Democratic Procedures Committee.
3. Sports Executive Committee shall comprise of the following Full Members:
  - i. The Sports Officer, the Chair of the Committee.
  - ii. IMS Chair.
  - iii. Clubs Officer.
  - iv. Participation Officer.
  - v. Welfare Officer.
  - vi. Inclusive Sports Officer.
  - vii. Scholar Officer.
  - viii. International Sports Officer.
  - ix. Events and Media Officer.
  - x. Postgraduate Sports Officer.
  - xi. Sutton Bonington Sports and Society Officer.
  - xii. Performance Officer.
4. Sports Executive Committee shall:
  - i. Have the final say in the approval of new Club affiliations, maintaining the right to reject club applications and veto any recommendations made by Sports Council, if they deem the prospective club unfit for purpose.
  - ii. Write reports from feedback that members have gathered, in their areas of expertise, to be sent to the Sports Officer.
  - iii. 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 Executive Committee, or at another time at the discretion of the Sports Officer.

- iv. Make decisions relating to student recognition including Club of the Month Awards and Individual Awards.
- v. Award prizes to Sports Clubs and Individuals.
- vi. Assist in the running of events in collaboration with the Sports Officer, including, but not limited to, Sports Ball and Varsity.
- vii. Vote on motions on matters relating to Sport.

### **General Provision for Meetings of Sports Executive Committee**

- 5. Sports Executive Committee shall meet a minimum of twice per term.
- 6. The relevant member of the Full-Time Officer Committee shall chair meetings of Sports Executive Committee, or shall be responsible for appointing a chair.
- 7. The Quorum shall be one third of Sports Executive Committee Full Members.
- 8. Decisions shall be taken by a simple majority vote and the relevant Full time Officer shall have the casting vote.
- 9. There shall be an IMS Executive Committee, which is detailed within the Sports Guidance Documents.

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

- 10. A Club may be considered for affiliation by Sports Council.
- 11. The Sports Council may make a recommendation to the Sports Executive Committee as to their opinion about the decision to affiliate the sports club.
- 12. Details regarding the conditions required for affiliation shall be outlined in the Sports Guidance Document.

### **UoN Sport Clubs**

- 13. Membership shall be open to all as provided in the Articles of Association.
- 14. All Clubs must charge a minimum membership fee of £1 to all members.
- 15. If a Club wishes to significantly change its aims and objectives, as stated in their constitution, they may be changed by a simple majority of Sports Executive Committee
- 16. All other aspects of constitutions may be changed by a simple majority of a Club's General Meeting and should be immediately shared with the Sports Officer and the Club's Club Development Coordinator.
- 17. A copy of each constitution shall be available from the Union.
- 18. 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.



19. 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.

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

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

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

22. 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**

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

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

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

26. 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**

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

28. A Club may be deemed disaffiliated through relevant sanctions of the Code of Conduct Breaches Committee.

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

30. Sports Executive Committee reserves the right to vote on the disaffiliation of a Sports Club.

31. The Union reserves the right to disaffiliate/suspend a club in extreme circumstances if agreed by the Sports Officer for reasons such as Misconduct.

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

32. Please see Student Groups Code of Conduct byelaw for more information 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. Portland Music Library
- vii. TEC PA and Lighting
- viii. URN

### **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.

## Welfare and Wellbeing Council

1. There shall be a Welfare and Wellbeing Council
2. The Welfare and Wellbeing Council shall be accountable to the Democratic Procedures Committee of Union Council
3. The Welfare and Wellbeing Council shall be chaired by the Welfare and Wellbeing Officer
  - i. If unable to attend, The Welfare and Wellbeing Officer shall appoint an Officer of the Union to deputise.
4. Each student group must send at least one representative to each meeting of Welfare and Wellbeing Council unless satisfactory apologies are received by the chair prior to the meeting
  - i. The representative should be the Committee Member responsible for Welfare within the student group, or an alternative Committee Member nominated by the individual.
  - ii. In this context, Student Groups are defined as in section 3 of the *Student Groups Code of Conduct* section of these Bye-Laws, bar Hall Committees.
5. Welfare and Wellbeing Council's voting membership shall be;
  - i. The Welfare representative as outlined by Section 4 of the Welfare and Wellbeing Council Byelaw.
  - ii. If no representative is available, a Student Group member may deliver a proxy vote on behalf of their Committee. The Union must be notified of this beforehand.
6. Quorum shall be one third of the Council's voting membership
7. Decisions shall be made by a simple majority vote
  - i. The Welfare and Wellbeing Officer, or their appointed deputy, shall have the casting vote.
8. As per the Standing Committees byelaw, any Full Member of the Union may attend and speak unless the meeting is in closed session as determined by the chair
9. Welfare and Wellbeing Council shall;
  - i. Be a forum for the discussion of issues relating to Welfare which affect Student Groups.
  - ii. Be a mechanism for the dissemination of information relevant to members.
  - iii. Share best practice.
  - iv. Provide up to date training and resources relevant to the remit of member's roles.

- v. Encourage and facilitate collaboration between different Student Groups with regards to Welfare and Wellbeing.
  - vi. Facilitate a minimum of one hustings for the Welfare and Wellbeing Officer during the relevant campaigns period.
10. Welfare and Wellbeing Council shall meet at least once each term.

# Student Groups Code of Conduct

## Code of Conduct

1. There shall be a Code of Conduct which shall outline the behaviour expected of anyone who takes on a role providing and supporting activities for students at the University of Nottingham Students' Union.
  
2. The Code of Conduct shall be a Guidance Document.
  
3. The Committees of the following Student Groups must adhere to the Code of Conduct:
  - i. Associated Bodies / Associated Representational Bodies
  
  - ii. Activity Groups
  
  - iii. Sports Clubs
  
  - iv. Student Run Services
  
  - v. Student Networks, including the Chair
  
  - vi. Halls Committees
  
  - vii. Democratic Bodies: Scrutiny Panel, Democratic Procedures Committee, Union Council and Elections Committee
  
  - viii. Part Time Officers of the Union.

## 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. Whilst the investigation process and any subsequent action as detailed below in this byelaw takes place, the student shall be suspended from union activity.

- i. This investigation shall last no longer than 15 Union Days
- ii. For the avoidance of doubt, suspension of union activity shall not include the right to stand or participate in Cross Campus Elections or the right to attend and speak as Full Members as part of the Union's democratic functions.
- iii. If the student is found not to have adhered to the above suspension this shall be deemed to be a further breach of the code of conduct.

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**

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 16 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.

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 activity groups/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.



11. Ideas shall follow the guidelines outlined in the Union Council Guidance Document.
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 Activity Groups.
- vii. Heads of Clubs.

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. Wellbeing Officer
- v. Liberation Officer
- vi. Postgraduate Officer
- vii. Union Development Officer
- viii. 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+ 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

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

5. The following Officers of the Union will also be treated as Liberation Officers in line with NUS definitions:

- i. LGBT+ Officer
- ii. Women\*'s Officer
- iii. Disabled Student's Officer

iv. BME 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 the second week following the end of semester two of the year they are elected until the end of the fourth week after the end of semester two 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**

3. Part-Time Officers of the Union who have been elected by members shall hold office from 1<sup>st</sup> July of the year they are elected to 30<sup>th</sup> June of the following year.
4. 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 Union Development Officer shall chair meetings of the Committee, unless the Committee decides otherwise.
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**

### **Activities Officer**

9. The Activities Officer shall:

- i. Be politically responsible for administration finance and co-ordination of Activity Groups and their functioning, providing information and support to all Activity Groups and representing the Union and students' interests to the University of Nottingham and external bodies.
- ii. Oversee activities and opportunities to engage with the union outside of student groups, specifically in the areas of volunteering, fundraising, events, and employability.
- iii. Be politically responsible for providing information and support to Student-Run Services and overseeing their groups.
- iv. Be responsible for ensuring a student focus on large Union events.
- v. Be the point of contact for students, University of Nottingham, and any external bodies in the area of Activity Groups Student-Run Services, Volunteering, Fundraising, Events, and Employability in the Union.

### **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.

### **Welfare and Wellbeing Officer**

12. Welfare Officer shall:

- i. Be politically responsible for welfare and wellbeing needs, of 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 wellbeing.

### **Liberation Officer**

13. The Liberation Officer shall:

- i. Be politically responsible for representing students from liberation backgrounds (LGBT+, Women, Disability and Black and Minority Ethic)
- ii. Defend and extend the rights of students from liberation backgrounds.
- iii. Be responsible for directly engaging with and supporting the four liberation Part-Time Officers (LGBT+ Officer, Women\*'s Officer, Disabled Students' Officer, and the Black and Minority Ethnic Students' Officer)
- iv. Be the point of contact for students, the University of Nottingham, and any external bodies in the area of liberation.

### **Postgraduate Officer**

14. 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**

15. 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.



### **Union Development Officer**

16. The Union Development Officer shall:

- i. Be politically responsible for management and staffing of the Union, and its subsidiaries, its Full-Time Officers and staff, and all matters relating to NUS.
- ii. Be politically responsible for the democracy and governance of the Union.
- iii. Be the point of contact for students, University of Nottingham, and any external bodies for general matters concerning the Union as a charity.
- iv. Ensure that the Union develops in a direction which enables all students to be represented as effectively as is possible.

### **Part-Time Officer Roles**

#### **Environment & Social Justice Officer**

17. 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 Full-Time Officer 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 Environment and Social Justice Network.

16. There shall be an Environment and Social Justice Network:

- i. This Network shall be chaired by the Environment and Social Justice Officer.
- ii. This Network shall be outlined in the relevant Constitution.

#### **LGBT+ Officer**

18. The LGBT+ 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 Full-Time Officer Committee and other interested Union stakeholders to improve the student experience of LGBT+ students
- iv. Assist the Full-Time Officer 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**

19. 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 Full-Time Officer Committee and other interested Union stakeholders to improve the student experience of Women\* students
- iv. Assist the Full-Time Officer 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**

20. The Disabled Students' Officer shall:

- i. Defend and extend the rights of Disabled students
- ii. Be the representative of Disabled students within the Union
- iii. Work with the Full-Time Officer Committee and other interested Union stakeholders to improve the student experience of disabled students.
- iv. Assist the Full-Time Officer 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**

21. 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 Full-Time Officer Committee and other interested Union stakeholders to improve the student experience of Black and Minority Ethnic students
- iv. Assist the Full-Time Officer 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**

22. 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 Full-Time Officer Committee and other interested Union stakeholders to improve the student experience of International students
- iv. Assist the Full-Time Officer 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**

23. 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 Full-Time Officer Committee and other interested Union stakeholders to improve the student experience of Mature students
- iv. Assist the Full-Time Officer 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**

24. 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**

25. 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.

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

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

28. 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**

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

30. An Officer, who is not the Chair of the Trustee Board, resigning before the end of their term of office shall notify the Chair of the Trustee Board in writing.

31. An Officer, who is the Chair of the Trustee Board, resigning before the end of their term of office shall notify the Vice-Chair of the Trustee Board.

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

## **Officer Accountability**

1. Officer Scrutiny Panels shall hold the following to account:
  - i. Full-Time Officers of the Union
  - ii. NUS Delegates (subject to the National Union of Students (NUS) Bye-law)
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+ Officer
  - v. Mature Students' Officer
  - vi. Women\*'s Officer
  - vii. Environment and Social Justice 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 Scrutiny Panel Meeting in accordance with the Officer Accountability Guidance Document.
5. Scrutiny Panel Meetings shall be open to all Full Members.
6. Full Members shall be able to ask questions of Officers at the relevant Scrutiny Panel Meetings.
7. The Facilitator shall have the power to determine whether questions are appropriate.
8. Scrutiny Panel 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. Five 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-laws 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.

### Liberation Networks

4. The following Equality and Diversity Networks shall also be treated as 'Liberation Networks' in line with NUS definitions.

- i. Black and Minority Ethnic Students' Network
- ii. Disabled Students' Network
- iii. LGBT+ Network
- iv. Women\*'s Network

### Constituencies of Equality and Diversity Networks

5.. 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.

6. The constituency of the Women\*'s Network shall be all Full Members of the Union who self-define as women.

7. 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.

8. 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.

9. The constituency of the International Students' Network shall be all Full Members of the Union who do not have British citizenship.

10. 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.

11. 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. Beeston Hall Committee
  - iv. Bonington Hall Committee
  - v. Broadgate Park Student Committee
  - vi. Cavendish Hall Committee
  - vii. Cloister House Postgraduate Student Committee

- viii. Cripps Hall Committee
- ix. Derby Hall Committee
- x. Florence Boot Hall Committee
- xi. Hugh Stewart Hall Committee
- xii. Lenton & Wortley Hall Committee
- xiii. Lincoln Hall Committee
- xiv. Melton Hall Committee
- xv. Newark Hall Committee
- xvi. Nightingale Hall Committee
- xvii. Raleigh Park Student Committee
- xviii. Riverside Point Hall Committee
- xix. Rutland Hall Committee
- xx. Sherwood Hall Committee
- xxi. Southwell Hall Committee
- xxii. St. Peters Court Student Committee
- xxiii. Willoughby Hall Committee

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

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

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

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

15. An Associated Residential Body Constitution shall contain:

- i. A statement of the aims and functions of the body the membership requirement

- ii. The rules for the conduct of the body's affairs, including
- iii. Details on the election of the body's Officers who shall form the Committee

16. Any amendment to any part of an Associated Residential Body Constitution proposed by Halls Council 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**

18. 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)

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

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

21. 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

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

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

25. An Associated Representational Body may function as, or form its own Activities Council, or other equivalent body.

i. Membership of this body shall be determined by the Associated Representational Body.

ii. This body and Activity Groups affiliated with this body must accord with the *Activities* byelaw.

iii. All Activity Groups affiliated with this body must be affiliated as an Activity Group as per the *Activities* byelaw.

## Education Network

1. There shall be an Education Network, which shall be responsible for representing and advancing the academic interests of all University of Nottingham Students to the University.
2. There shall be an Education Network Constitution, which further explicates how the network fulfils its responsibility.
3. The Education Officer and Postgraduate Officer of the Union will co-chair the Education Network.
4. The constituency of the Education Network shall be all Full Members of the Union.
5. The members of the Education Network shall be all Academic Representatives as detailed in the Education Network Constitution
6. There shall be Education Network Guidance Documents, which further explicate procedures used by the Education Network.
  - i. Elected Academic Representative Removal
  - i. Co-Option for Elected Academic Representatives

### Structure

7. There shall be a four interconnected tiers of academic representation:
  - i. Course
  - ii. School
  - iii. Faculty
  - iv. Institutional
8. Each level of academic representation shall be led by the following corresponding academic representative positions:
  - ii. Course Representatives
  - iii. Education Representatives
  - iv. Faculty Representatives
  - v. Officers of the Union

### Academic Council

9. There shall be an Academic Council, which shall be the highest representative body of the Education Network.
10. Academic Council shall be comprised of:
  - i. The Faculty Representatives from each Faculty
  - ii. The Education Representative from each School
  - iii. The Education Officer
  - iv. The Postgraduate Officer
11. Academic Council shall invite the following guests to each meeting who will have no voting rights:

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

12. The Chair of Academic Council shall be elected from within the Academic Council, but must be either an Education Representative or a Faculty Representative. In the event the Chair is unavailable, the Education or Postgraduate shall chair the meeting.

13. Academic Council shall:

- i. be a forum for the exchange of information on matters relating to education across the University
- ii. discuss institutional, cross-disciplinary concerns raised by representatives
- iii. determine Education Network priorities and mandate the Education Network Committee to plan campaigns or other activity
- iv. set education-related autonomous policy
- v. elect student members to University Senate from the pool of Faculty Representatives and Education Representatives
- vi. vote to determine positions on Union Council motions
- vii. receive reports from the Education Network Committee
- viii. receive Faculty Forum reports from Undergraduate Faculty Representatives
- ix. scrutinise the work of the Education Officer related to the Education Network and report concerns to the Scrutiny Panel of Union Council
- x. facilitate a minimum of one candidate hustings for the Education and Postgraduate Officer candidates for the following academic year.

14. In some instances, Academic Council may choose to delegate final decisions or votes to the Education Network Committee. These instances must be approved by a two-thirds majority vote of Academic Council. Final decisions of the Education Network Committee must be reported back to Academic Council as soon as appropriate.

15. The general provisions for meetings of Academic Council shall be detailed in the Academic Council Terms of Reference. The Democratic Procedures Committee of Union Council must ratify changes to the Terms of Reference.

16. Academic Council shall be accountable to Democratic Procedures Committee of Union Council.

### **Education Network Committee**

17. There shall be an Education Network Committee, which shall be the executive body of the Education Network.

18. The Education Network Committee shall comprised of:

- i. The 6 Undergraduate Faculty Representatives
- ii. The 5 Postgraduate Research Faculty Representatives
- iii. The 5 Postgraduate Taught Faculty Representatives
- iv. The Education Officer
- v. The Postgraduate Officer

19. The Education Officer and Postgraduate Officer shall co-chair committee meetings

20. The Education Network Committee shall:

- i. represent the views of Academic Council to the University senior management and Faculty staff, and to Union Council
- ii. plan and execute campaigns which advance the academic experience of students
- iii. propose autonomous policy to Academic Council
- iv. facilitate student consultation related to the development of University academic policy
- v. support initiatives which advance the development, recognition, and celebration of representatives.
- vi. discuss issues brought forward by members
- vii. develop the effective function of the Network
- viii. maintain the Network constitution and associated guidance documents
- ix. allocate funds from the Network's budget.
- x. report to Academic Council on information related to University-wide developments and changes to education

21. The general provisions for meetings of the Education Network Committee shall be detailed in the Education Network Committee Terms of Reference. Academic Council must approve changes to the Terms of Reference.

22. The Education Network Committee shall be accountable to Academic Council

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

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

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

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

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



## Standing Committees

1. 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.
2. The Standing Committees shall include, but are not limited to:
  - i. Elections Committee
  - ii. Sports Executive Committee
  - iii. Sports Council
  - iv. Activities Council
  - v. Education Council
  - vi. Halls Council
  - vii. Part-Time Officer's Committee.

### Duties

3. 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.
4. Members of a Standing Committee may be delegated responsibility for its work.
5. No Standing Committee may discuss members of staff or staffing matters.

### Membership

6. Members of a Standing Committee may include Full Members of the Union and NUS staff.
7. Only Full Members of the Union shall be voting members of Standing Committees.

### Quorum

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

### Procedure

9. 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.
10. 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**

11. Elections Committee shall be responsible for ensuring that all Union elections and Referenda are run in an open, fair and transparent way.
12. Elections Committee shall deliberate in all objections, appeals and disputes concerning Elections and Referenda.
13. 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).
14. 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 Executive Committee**

15. Sports Executive Committee shall be the executive body of all Clubs.
16. Sports Executive Committee membership shall be detailed in the Sports Executive Committee Bye-Law.
17. Sports Executive Committee shall hold the final say on affirming the affiliations of new Clubs into the Union, and shall vote on the disaffiliation of Clubs.
18. Sports Executive Committee shall vote on changes to the Aims and Objectives of a Club's Constitution.

### **Sports Council**

19. Sports Council shall be the representative body of all clubs.
20. Sports Council membership shall be detailed in the Sports Council Bye-Laws.
21. Sports Council shall vote on the affiliations of new Sports Clubs into the Union, which are ratified and may be overturned by the Sports Executive Committee.

### **Activities Council**

22. Activities Council shall be detailed in the *Activities* byelaw.
23. Activities Council's membership shall be detailed in the *Activities* Bye-Law.
24. Activities Council shall elect an Activities Executive Committee which shall be delegated specific powers as detailed in the *Activities* byelaw.

### **Academic Council**

25. Academic Council shall be the representative body of the Education Network.
26. Academic Council's membership shall be detailed in the Education Network Bye-Law.
27. Academic Council shall discuss institutional, cross-disciplinary concerns raised by Faculty Forums and feedback provided by members.
28. Academic Council shall elect student members to University Senate from Faculty Reps.
29. Academic Council shall have the power to co-opt unfilled Education and Faculty rep roles.
30. There shall be an Education Committee to be the executive body of the Education Network.

### **Halls Council**

31. Halls Council shall act as a forum of communication between Associated Residential Body Committees of the Union.
32. Halls Council shall;
  - a) create autonomous policy related to halls of residence;
  - b) receive reports from the Community Officer on relevant matters;
  - c) share best practise;
  - d) coordinate any events or activity that involve all halls.
33. The membership of Halls Council shall be the chairs of each Associated Residential Body of the Union.
34. Should the chairs 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. Halls Council shall elect a chair from amongst its membership at the first meeting
36. The Students' Union Community Officer shall attend.

## **Part-Time Officers' Committee**

37. Part-Time Officers' Committee shall discuss issues of relevance and importance to the governance and development of the Part Time Officers.
38. Membership of Part-Time Officers Committee shall be all of the Part-Time Officers as listed in the Officers of the Union Bye-Law.
39. 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.
40. Part-Time Officers' Committee shall serve as a mechanism for the distribution of information between Full-Time Officer Committee and Part-Time Officers.
41. 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 reputational 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. Activities Council
- v. Sports Executive Committee
- vi. Sports Council
- vii. Student Run Services
- viii. Halls Council
- viii. Associated Representational Bodies
- ix. Academic Council

12. Autonomous Policy from one Autonomous Policy Setting Body may contradict Autonomous Policy set by another Autonomous Policy Setting Body.

13. Autonomous Policy shall exist for 3 academic years unless it is repealed by a quorate meeting of the body which set it. Moves to repeal a policy, where a quorate decision has already been made within an academic year, may not happen more than once in a single academic year.

## 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 Union Development but not half or more of the Executive Committee, the duties of the Union Development Officer outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Full-Time Officer, nominated by a meeting of Full-Time Officer 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 Union Development Officer the duties of the Union Development Officer outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Full-Time Officer, nominated by an emergency meeting of Union Council.
5. The complaint shall be brought to the Union Development Officer, in writing, by the student or students who wish to lodge the complaint.
6. The Union Development Officer shall attempt to resolve the matter informally within 5 Students' Union Days.
7. If the complainants are not satisfied with the outcome, the Union Development Officer 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 relevant Guidance Documents.
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 Guidance Documents.
  - 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 Union Development Officer but not half or more of the Executive Committee, the duties of the Union Development Officer outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Full-Time Officer, nominated by a meeting of Full-Time Officer 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 Union Development Officer the duties of the Union Development Officer outlined in this Bye-Law shall be fulfilled by a Full Member of the Union, normally a Full-Time Officer, nominated by an emergency meeting of Union Council.
9. The complaint shall be brought to the Union Development Officer, in writing, by the member or members of the Union who wish to lodge the complaint.
10. The Union Development Officer shall attempt to resolve the matter informally within 5 Students' Union Days.
11. If the complainants are not satisfied with the outcome, the Union Development Officer 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. A Full-Time Officer nominated by the Full-Time Officer 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 Full-Time 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 Union Development Officer, 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 Union Development Officer 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. A Full-Time Officer nominated by the Full-Time Officer 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 Full-Time Officer Committee the duties of the Full-Time 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 Union Development Officer 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 Union Development Officer.
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 Union Development Officer.
12. The Returning Officer and the complainant shall agree with the Union Development Officer 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 Union Development Officer 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 Union Development Officer 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 Union Development Officer 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 Union Development Officer 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 Union Development Officer 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 relevant Charity Law.
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.