

**THE COMPANIES ACTS 1985 to 2006
 COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL
 THE BYE-LAWS OF BIRKBECK COLLEGE STUDENTS' UNION as provided for
 in Article 58 of the Articles of Association Birkbeck College Students' Union**

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A Membership

A1 Ordinary Membership

A1.1. All Students of Birkbeck College, University of London shall be Ordinary Members of the Union. All Officer Trustees shall be afforded Ordinary Membership at the commencement of office, and it shall cease immediately on the termination of their office. No other persons shall be admitted to Ordinary Membership.

A1.2. Students must be registered as defined by the College Registry to be eligible for Ordinary Membership.

A1.3. There shall be provisions for members to Opt out of Ordinary Membership as per the Code of Practice. An Ordinary Member shall have the right to signify their wish not to be represented by the Union by opting out of membership.

A1.4. Ordinary Members shall, once admitted to Ordinary Membership, retain Ordinary Membership unless disqualified or expelled under the provisions of the Bye-Laws. The Board of Trustees shall be responsible for ruling on the membership of an Ordinary Member

A1.5. No rebate shall be made for resignation of membership.

A2 Withdrawal of or Expulsion from Membership

A 2.1. No ruling may be made which shall suspend or expel a member from membership unless it satisfies all of the following provisions:

- a) Ordinary Members shall have final right of appeal as outlined in the Colleges Code of Practice
- b) Other categories of Members shall have final rights of appeal to the Board of Trustees (not including the Trustees on the Hearing Committee).

A 2.2. Withdrawal of or expulsion may occur for any member found guilty of:

- a) Membership of a proscribed organisation.
- b) Breaking the Union's Equal Opportunities Policy
- c) Causing undue distress to another member.
- d) Deceiving the Union, the College or the University.

A 2.3. If a member of the union is accused of the above by another member of the union, a Hearing Committee shall be established to determine the guilt of the accused.

A 2.4. This Hearing Committee shall be a committee of the Trustees, established by the Board of Trustees. The committee shall contain two Non-Executive Trustees and one Officer Trustee. This committee shall meet in private.

A 2.5. If a Member is expelled from membership or has their membership withdrawn, they shall also vacate any and all positions they hold in the Union. This includes (but is not limited to): Council members, Officer Trustees, Student Trustees and Society Committee members.

A3 General Code of Conduct for Membership

A 3.1. All Members shall:

- a) Adhere to the Governance Documentation
- b) Uphold the Equal Opportunities Policy
- c) Guarantee to pay ten pence upon the winding up of the Union

A4 Associate Membership

A 4.1. The following shall be Associate Members of the Union, and shall be subject to the membership policy and regulations of both the Board of Trustees and the Student Council:

- a) Alumni
- b) Other applicants as agreed by the Board of Trustees

A5 Employees who are Members

A 5.1. No Students' Union career staff shall be eligible to:

- a) Be a member of Student Council
- b) Be a Trustee
- c) Be a Course Representative
- d) Be a President/Chair of a club/society.
- e) Receive a union award, including Honorary Life Membership, unless the Union Development Manager expressly gives permission.

B Elections

B1 Nominations

B1.1 Nominations for Cross-campus ballots will be through self-nomination.

B1 Cross campus elections

B1.1. Cross-campus ballots shall, unless otherwise stated, be secret ballots of all Ordinary Members and shall elect the following:

- a) Officer Trustees (Student Leaders and Liberation Officers) who will be elected Trustees of the Union.
- b) The Chair of Council.
- c) Officers and Academic Representatives of the Student Council.

- d) Other positions as decided by Bye-Laws and policy of Student Council

B1.2. Election shall normally be held for paid posts during the Spring Term, and any vacancies or other Student Council positions shall be filled in line with the provisions for casual vacancies or bye-elections as appropriate.

B1.3 Elections for Student Council shall be held during the autumn term

B1.4 . Elections by cross-campus ballots shall be administered by the Returning Officer or a deputy nominated by the Returning Officer.

B2 Elections at Student Council

B2.1. Any election which is to take place at a Student Council shall be demanded to occur by the passing of a motion or approved by the Chair of Council.

B2.2. Any election held at the Student Council shall be overseen by the Returning Officer or their deputy.

B2.3. At least seven clear days' notice shall be given when the Student Council is ratifying Student Trustees and Lay Trustees.

B2.4. If there is a vacancy in a position on the Student Council, it may be filled by co- option.

B3 Elections at Liberation Committees

B3.1. The autonomous Liberation Committees of the Student Council shall follow the Student Council's election procedure, provided the following are adhered to:

- a) Eligibility as a member of a Liberation Committee will be on the basis of self- identification into the liberation group, this identification will not be open to challenge formally.

- b) The Returning Officer or Deputy Returning Officer, shall administer the election as appropriate.

c) The regulations set can be challenged and subject to change by those within the Liberation Committee.

B4 Returning Officer

B 4.1. The Board of Trustees shall annually recommend a Returning Officer to the College.

B 4.2. The Returning Officer shall:

- a) Submit a timetable to the Board of Trustees for elections.
- b) Advise the Board of Trustees on electoral matters;
- c) Be the Birkbeck College representative under the Education Act 1994 for the purpose of organising fair and democratic elections
- d) Be empowered to submit an independent report directly to the Colleges Board of Governors
- e) Make rulings on procedures relating to elections, the nomination for elections and the eligibility to hold office, in the first instance. On these matters the Returning Officer has complete discretion within these Bye-Laws

B 5 Electronic Voting

B 5.1. The Students' Union, for cross-campus ballots, shall exclusively use electronic voting. The Returning Officer shall be permitted to suspend Electronic Voting.

B 6 Voting method

B 6.1. As defined by the Electoral Reform Society, (ERS), balloting will be by the Alternative Vote for single post elections and by the Single Transferable Vote for multiple-post elections.

B 6.2. The counting rules shall be as determined by the ERS.

B 7 Re-Open Nominations

B7.1. Re-open Nominations (RON) shall be an option on the ballot paper for every election, unless otherwise decided by policy of the Student Council or Liberation Committees, for their elections.

B7.2. When counting RON, it shall be usual for RON, once elected, to remain a candidate as a 'RON2', to attract votes from future transfers.

B 8 Breaches of Election Rules or Other Regulations

B 8.1. The Returning Officer shall determine the penalty or penalties for the breaking of any rule relating to an election.

B 8.2. A penalty may include:

- a) Confiscation of election material
- b) An exclusion zone for campaigning
- c) Order to pay damages to property
- d) Exclusion from the election
- e) An order to remove material from a specified medium f) A combination of the above

B 8.3. If another rule, not normally related to elections, is broken during an election by a candidate or a close supporter of the candidate deemed by the Returning Officer to be electorally significant, it shall be resolved in the first instance by the Returning Officer and may be referred to the College to investigate.

B 9 Notices

B 9.1. Notice of all cross-campus elections shall be at least fourteen clear days in advance of the opening of the voting.

B 9.2. The Returning Officer shall make arrangements for on-line voting to take place and for a period that allows reasonable access for Ordinary Members to participate.

C Referenda

C 1 General Policy of referenda

C 1.1. A referendum may be called on receipt of a petition of 1% of the membership.

C 1.2. No motion put to a referendum may not alter any of the governing documents of the Union. For the avoidance of doubt, the governing documents comprise of the Articles of Association, the Bye-Laws, the Colleges Memorandum of Understanding and the Code of Practice.

C 1.3. A referendum on an affiliation of the Union may be called.

C 1.4. The Returning Officer or Deputy Returning Officer shall oversee the ballot. C 1.5. No referendum may happen outside of Term Time or in the month of June. C 1.6. All Ordinary Members shall be granted a vote in any and every referendum.

C 2 Supremacy of Policy Making

C 2.1. A policy made by referendum shall take precedence over policy made previously by Referendum, General Meeting, Student Council or any committee of the Union, except for the governing documents and the Board of Trustees.

C 2.2. A motion may be passed by referendum which suspends a current policy in force.

C 2.3. Once a policy is deleted or quashed by a referendum vote, it may only be brought back by another referendum.

C 3 Campaigning Rules

C 3.1. These shall be determined fairly by decision of the Returning Officer.

C 4 Dedicated Official Communications

C 4.1. There shall be a dedicated section of any referendum on the Union's website and publications shall be produced promoting the referendum. Links shall be equally given to both campaigns.

D Board of Trustees

D 1 Membership

D 1.1. The Board of Trustees shall be made up of the following members:

a) No more than 6 Officer Trustees b) No more than 2 Student Trustees c) No more than 4 Lay Trustees

D 2 Chair of Trustees

D 2.1. The Chair of Trustees shall be determined by the outcome of the election of the two Student Leaders. The Student Leader with the highest number of votes shall be the Chair

D 3 Deputy Chair of Trustees

D 3.1. The Trustees shall appoint a lay trustee as the Deputy Chair of Trustees at the first meeting of the Academic Year.

D 3.2. The Deputy Chair of the Trustees shall assume the duties of Chair of Trustees should the Chair of Trustees be unable to.

D 3.3. Should both the Chair and Deputy Chair of Trustees be unavailable for a meeting, the Board of Trustees shall determine a Chair for the duration of any relevant meeting.

D4 Publication of Minutes and Papers

D 4.1. In addition to the requirements made by the Articles, all minutes of the Trustees and all related papers shall be published on the union website for Ordinary Members to access, unless otherwise decided by the Chair of the Board of Trustees.

D 4.2. Should the Chair of the Board of Trustees decide to withhold papers or minutes, this decision shall be confirmed by the Board of Trustees.

D 5 Diversity & Equal Opportunities Oversight

D.5.1. The Board of Trustees shall have oversight for all equality of opportunities within the Students' Union. As part of the Annual Report, a detailed equality report, impact assessment and action plan shall be made to the AGM.

D 6 Register of Interests

D 6.1. The Union Development Manager shall maintain a Register of Interests of all declared registered interests, of members of the Board of Trustees

D 7 Publication of Interests

D 7.1 The Register shall be available in both hard and electronic copy in the Union's Registered Office but shall not be published on the Union's website.

E Officer Trustees

E1 General Policy for Officer Trustees

E 1.1. All officer trustees shall:

- a) Be responsible to the Students' Union's Membership, through The Trustee Board, the Executive Committee, Student Council and the Annual Meeting.
- b) Be members of the: the Trustee Board, Executive Committee and Student Council c) Represent the Students' Union on relevant College Committees.
- e) At the Annual General Meeting (AGM) present a Strategic Plan for the year.
- f) At the meeting of Student Council each term, present a written report of their term of office so far.
- g) Hold office from 1 July in one year to 30 June in the following year

E 1.2. Officer Trustees will be:

- a) Employed (pro-rata), as designated by the Signed Contract, drawn up by the Board of Trustees
- b) Eligible to paid leave and sickness as per the Signed Contract
- c) Accountable to the Board of Trustees, Student Council and General Meetings d) Required to sign the Contract, which shall also be counter-signed by the Union Development Manager on behalf of the Union

E.1.3. All Officer Trustees are required to:

- e) Uphold all resolutions and directions of the Board of Trustees, mandates of the Student Council and decisions of the members in a General Meeting
- f) Act collectively and in the best interests of the Students' Union
- h) Further the Students' Union's policies, aims and objectives
- i) Adhere to the Seven Principles of Public Life.

E2 Provisions for Officer Trustees undertaking unpaid duties:

E2.1. There shall be no requirement of the Students' Union to pay or otherwise remunerate any Officer Trustee who willingly works beyond their contracted hours. Such work will be considered to be voluntary.

E3 Role titles for Officer Trustees

- E3.1. The role titles of the Officer Trustees shall be:
- a) Student Leader (2 posts)
 - b) Liberation Officers (4 posts) as follows:
 - (i) Women's Officer
 - (ii) Black Members Officer
 - (iii) LGBTQ+ Members Officer
 - (iv) Disabilities Officer
 - (v) Trans Students' Officer

E4 Student Leaders responsibilities

E4.1. The role of the Student Leaders shall be to:

- a) Engage with the College including attending at and participating in the full range of Committees and Boards
 - b) Ensure an authentic and dependable student voice and effective collective representation at Birkbeck, University of London,
 - c) Liaise with other students' unions and relevant community groups for mutual benefit
 - d) Lead campaigns relevant to the lives of Birkbeck students
 - e) Be a member of the Board of Trustees
- f) Take on other reasonable responsibilities as determined by the Student Council and the Board of Trustees from time-to-time.

E5 Liberation Officers responsibilities

E 5.1. The role of the Liberation Officers shall be to:

- a) Convene a minimum of one meeting per term for members who self-define as coming from that community of students.
- b) During their term of office, run an awareness/education campaign to promote the student community they represent.
- c) Advise other Officer Trustees, and forums of the Union, about the concerns and aspirations of the student community they represent in order for the Union to be as inclusive as possible.
- d) Be a member of the Board of Trustees.

E 6 Binding of Officer Trustees

E 6.1. Decisions of the Executive Committee bind the Officer Trustees, unless:

- a) The decision is especially pertinent to a liberation group and is in conflict with the policy of the liberation group's committee.
- b) The decision opposes a mandate made by the Student Council, General Meetings or Referendum.
- c) Superseded by Policy of the Union made by the Student Council, General Meetings or Referendums.

E 6.2. Any leave from a paid post shall not exceed five pro-rata days without written approval from the Chair of Trustees, who shall not withhold this unduly.

E 7 Deputising

E 7.1. Officer Trustees may appoint deputies to represent them from time-to-time. Deputies may not act as trustees.

F Executive committee F1 Membership

F 1.1. The members of the Executive Committee shall be:

- a) Chair of Council
- b) The Officer Trustees
- c) Parent and Caring Responsibilities Officer
- d) International Students' Officer
- e) Research Students' Officer
- f) Mature Students' Officer
- g) Postgraduate Students' Officer
- h) Clubs and Societies Officer

F 1.2 Any Non-Officer Trustee Executive Committee positions that are not filled during the Autumn election or co-opted in the first meeting of Council, may be co-opted into by elected Council Members

F2 Term of Office

F2.1 The Term of Office for Officer Trustees shall be from 1 July to 30 June each year as per Article 31.3 of the Articles of Association.

F3 Terms of Reference

F3 .1. The Terms of Reference of the Executive Committee shall be:

- a) To implement the decisions of Student Council, General Meetings, Emergency General Meetings and Referenda
- b) To report to Student Council on its work.
- e) To facilitate the representation of students within the College both individually and collectively.
- d) To act as a channel of communication between the Students' Union, the College and other bodies
- e) To present to Student Council regular reports on meetings of the College's Board of Governors, Academic Board and on other areas of interest to students for their information
- f) To consider the day to day activities of the Students' Union g) To annually allocate representatives to College committees

F 3 .2. The Executive Committee shall not constitute any sub-committees or working parties, and devolve powers to them unless the following criteria are met:

- a) The motion is approved by a two-thirds majority or an absolute
- b) The motion is made during a meeting and is not subject to a virtual or electronic resolution
- c) The membership of the sub-committee is at least three persons, with a majority of members from the Executive Committee
- d) There is a clear mechanism in place for reporting the delegated decisions to the Executive Committee and that they are accurately recorded. No delegation may conflict with another delegation. The chair of a sub-committee must be an Officer Trustee.

F4 Servicing Officer to Student Council

F4.1. A member of Students' Union staff shall be the Servicing Officer for meetings of Executive Committee.

F5 Chairing

F5.1. Meetings of the Executive Committee shall be convened by the Chair of Trustees or officer acting in the Chair's stead. The Committee should be given the time, date and venue of the meeting with at least three working days' notice. The Student Leader or nominee shall call a meeting of the Executive Committee if requested to do so by three members of the Executive Committee. The Executive Committee shall meet a minimum of once a month, during term time.

F5.2. Items for the agenda shall be submitted to the Chair or Servicing Officer three working days before the designated start of the meeting.

F6 Coordination of Executive Committee

F6.1. Day to day, the Executive Committee coordinates the work of the Student Leaders and Liberation Officers in accordance with resolutions of the Board of Trustees and in line with resolutions of Student Council.

F6.2. Decisions or resolutions of the Executive Committee shall be the view or policy of the Union unless superseded by policy of the Union made by the Student Council or Referendums

F6.3. The Executive Committee shall report to the Student Council and the Board of Trustees in writing at least once per term, and shall be subject to the superintendence and control of the Student Council and Board of Trustees in their respective governing remits.

F6 Relationship with the Student Council and Board of Trustees

F6.1. The Executive Committee is a joint sub-committee of the Board of Trustees and the Student Council. With regards to the Student Council, the Executive Committee, in addition to the requirements of the Bye-Laws, shall have business delegated to it as determined by the Student Council

F7 Relations with other bodies

F7.1. The Executive Committee shall determine the Students' Union's representation to the BUCS.

F7.2. Unless Policy dictates otherwise, representation to other bodies not detailed in the Bye-Laws shall, in the first instance, be determined by the Executive Committee.

F8 External Representation

F8.1 All external representational, political or democratic events shall be attended by duly elected, appointed or ex-officio Union Representatives.

F9 Ex-officio External Representatives

F9.1 No Union Representative shall be an ex-officio representative and office-bearer unless expressly assigned this role in the Bye-Laws.

F9.2 Where there are vacancies, the Executive Committee shall propose a democratic solution to the Student Council, or the Chair of Student Council, for approval.

F10 The quorum for the Executive Committee

F10.1. The quorum for the Executive Committee shall be three members.

G Student Council and committees

G1 General Policy of Student Council

G1.1. Student Council shall be subject to the Debating Bye-law.

G2 The Chair of Student Council

G 2.1. There shall be a Chair of Student Council who shall be elected by a cross- campus ballot. The Academic Year shall be the term of office for the Chair of Student Council.

G 2.2. The Chair of Student Council shall be an office in its own right, and a person being elected to Chair of Student Council shall immediately, upon taking office, vacate any other office they hold. This shall not apply to being elected as an external delegate, such as NUS Conference Delegate.

G3 The Deputy Chair of Student Council

G 3.1. The Deputy Chair of Student Council shall be co-opted at the first Student Council meeting from amongst the ordinary members attending, provided that this takes place at a meeting of the Student Council in full plenary session.

G 3.2. The Deputy Chair of Student Council shall chair if the Chair of Student Council is unable to attend Student Council.

G 4 Members of Student Council

G 4.1. The members of the Council shall be:

- | | |
|--|--|
| a) Chair of Council | g) Employment Rights & Trade Union Liaison Officer |
| b) Deputy Chair of Council, who may hold other posts | h) Welfare and Community Officer |
| c) The Officer Trustees | i) Environment & Ethics Officer |
| d) Four members appointed by each liberation committee | j) International Students' Officer |
| e) Anti-Racism & Anti-Fascism Officer | k) Research Students' Officer |
| f) Parent and Caring Responsibilities Officer | l) Mature Students' Officer |
| | m) Postgraduate Students' Officer |
| | n) Clubs and Societies Officer |
| | o) Academic representatives |
| | p) Stratford Campus Officer |

G 4.2. The Academic Representatives shall be one student from each department, elected from and by the students who study courses in that department.

G 4.3 The Clubs and Societies Officer will be elected by members of Clubs and Societies

G 4.4 Office holders who are appointed to other positions within the Student Council, shall retain their original office of election, and shall only hold one vote, if entitled to a vote.

G 4.5. Officer Trustees shall be ineligible to hold any other position on the Student Council.

G5 Student Council Quoracy

G 5.1. The quoracy for Student Council meetings shall be one third of the posts filled and a minimum of 11 members. Proxies may contribute to quoracy.

G 5.2. Members may grant another voting member their proxy vote through notification to the chair, but each member may only hold up to 2 proxy votes each.

G 5.3. The gender balance shall be recorded at the start of the meeting by the chair.

G6 Servicing Officer to Student Council

G6.1. A member of Students' Union staff shall be the Servicing Officer for meetings of Student Council.

G7 Student Council Working Groups

G7.1. Student Council may resolve to establish a Working Group, to look at a particular area of policy or work. Provided that no power reserved or otherwise committed to another committee shall be delegated, the Student Council may resolve to empower this committee to any Terms of Reference.

G7.2. The Executive Committee is directly responsible to the Student Council for the workings, recruitment to and support of these committees, all of whom report to the Student Council.

G8 Colours and Honours

G8.1 The Student Council shall form a sub-committee to formulate the criteria for the awards for the Students' Union Colours, Honorary Life Membership and other awards in recognition of contributions to the Birkbeck, University of London community. Student Council may approve the recommendations from the sub- committee electronically, if a meeting is not scheduled.

G8 Liberation Committees

G 8.1. The Liberation committees shall be:

- a) Women's Committee
- b) Disabled Students' Committee
- c) LGBTQ+ Students' Committee
- d) Black Students' Committee
- e) Trans Students' Committee

G 8.2. Liberation Committees may determine their own policy and shall determine their own committee structure and offices.

G 9 Relationship with Liberation Committees

G9.1. Liberation Committees shall be allowed:

- a) Act on behalf of the Student Council in making policy of the Students' Union in their autonomous area.
- b) Elect delegates to liberation focused conferences and events.
- c) Elect up to four Student Council members from amongst their committee.

G 9.2 Co-ordination of Activities

G 9.2.1 The Liberation Officer Trustees shall agree with the Chair of Student Council how the Student Council can best co-ordinate activities of equality and diversity and how the workings of the Student Council, are meeting and exceeding the requirements of the general duty of equality.

G 10 Student Council Agenda

G10.1. Members submitting agenda items to Student Council shall forward relevant documentation to the Servicing Officer of Student Council seven days in advance of the meeting; which shall then be circulated to members the next working day.

G10.2. The Chair of Student Council and Officer Trustees shall prepare an annual plan of business for Student Council to be updated at each meeting.

G 11 Reports and Motions to Student Council

G11.1. All Committees of the Student Council are required to report to each full plenary session meeting of the Student Council, and this would normally be in writing, unless permission is given for an oral report by the Chair of Student Council.

G11.2. All Officer Trustees as Officers of the Union shall be required to report to each full plenary session of the Student Council, and this would normally be in writing, unless permission is given for an oral report by the Chair of Student Council.

G12 Motions of No Confidence

G 12.1. These Bye-Laws shall apply to all members of the Student Council.

G 12.2. A motion expressing 'No Confidence' expresses a desire to remove a member from office. If approved, the Chair of Student Council shall suspend the member concerned from the Student Council's membership and the member shall be required to leave the meeting and not attend any future Student Council meetings until permission is granted by the Chair of Student Council.

G12.3. Motions of No Confidence must have a proposer and a seconder, and shall be circulated with the agenda.

G12.4. For the avoidance of doubt, Motions of No Confidence shall be subject the Debating Bye-law and the Bye-Laws of Student Council.

G12.5. All motions of no confidence shall require a two thirds majority.

G12.6. If an appeal against the decision of the Student Council is lodged within seven days of the resolution to the Chair of Student Council, an appeal motion can be made to the next Student Council

H General Meetings

H 1 Chair

H 1.1. The Chair of Trustees or nominee shall chair General Meetings (GM's).

H 2 General Policy of General Meetings

H 1.1. This Bye-law applies to GM's, Emergency General Meetings (EGMs) and the Annual General Meetings (AGMs).

H 1.2. There shall be the provision in this Bye-Law to call General Meetings (GMs).

H 1.3 Any ordinary member of the Students' Union may attend meetings in accordance with the Articles. Any individual who is not an Ordinary Member, who wishes to attend, must receive permission from the Chair.

H 1.4. Any Ordinary Member of the Students' Union may speak at meetings. Any individuals who are not ordinary members may only speak with permission of the Chair.

H 1.5 Members wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

H 1.6. The Chair of the General Meeting may not vote unless the vote is tied, in which case they may have the casting vote.

H 2 Quoracy

H 2.1. The quorum for GM's is fifty members. The meeting cannot make decisions on any matter until this figure has been reached. Proxies may contribute to quoracy.

H 3 Agenda

H 3.1. All items for discussion and decision (hereinafter to be called "motions") shall be submitted to the Servicing Officer of Student Council at least ten working days before the meeting.

H 3.2. All motions shall require the signatures and student numbers of a minimum of two ordinary Union members. These shall be known as the proposer and the seconder(s).

H 3.3. The Servicing Officer of Student Council shall be responsible for the publication of details of all meetings at least five working days before the meeting through Students' Union media.

H 3.4. Changes to motions (here after known as amendments) may be submitted by any ordinary member of the Union. Amendments to motions require the signatures and student numbers of at least two ordinary members and shall be submitted to the Chair at least twenty four hours before the start of the meeting.

H 5 Agenda of Union General Meetings

H 5.1. Agenda of Union General Meetings shall normally be taken in the following order:

- a) Checking the minutes of the previous meeting for accuracy
- b) Matters arising from the minutes of the last meeting

- c) Motions
- d) Other reports

H 6 Calling a General Meeting

H 6.1. A General Meeting may be called by:

- a) A written request from the majority members of Student Council submitted to the Chair of Student Council.
- b) A petition signed by at least 1% of the ordinary members of the Students' Union submitted to the secretary to Student Council.
- c) The timing shall be agreed by Student Council

H 6.2. AGMs must be called annually.

H 6.3. The Servicing Officer to Student Council shall make arrangements for GM's.

I Debating

I 1 Debating procedure

I 1.1 The Debating Bye-Law shall apply to meetings of the Student Council and all types of general meetings.

I 1.2. The Agenda of a meeting shall be drawn up by the Chair and Servicing Officer of the meeting

I 1.3. All motions and agenda items must be submitted in writing to the Chair or Servicing Officer in accordance with the following time scale:

- a) Student Council – at least five working days before the meeting.
- b) General Meeting – at least five working days before the meeting.
- c) Amendments to the Articles or Bye-Laws – at least seven working days.

I 1.4. Each motion shall have an initial speaker, typically the proposer of the motion. It shall then be open for discussion and may be withdrawn only with the consent of the meeting.

I1.5 Each motion should be submitted using the motions template available on the Students' Union Web site.

I 1. 6 .Only one motion shall be discussed at any one time.

I 1.7. Proposals to make amendments to the motion will be raised after the initial speaker has spoken. The Chair shall invite discussion of the proposed amendments. The Proposer of the amendment(s) shall have the right to summate the proposed alterations before a vote is taken on the amendment(s).

I 1.8. Amendments which are passed will be incorporated into the main motion.

I 1.9. When all amendments have been voted upon, the Substantive Main Motion shall be discussed and voted upon.

I 1.10. The summation speech shall be allocated on the basis of amendments passed and the final formulation of the main motion. The summation speech shall be allocated at the end of the debate immediately before the vote is taken.

I1.11. There shall be no new information or points of information presented during the summation.

I 1.12. Amendments to the Removal from Office shall require a two thirds majority to become Students' Union policy. All other motions shall require a simple majority.

I 1.13. Emergency Motions may be submitted if they deal with matters which have arisen since the date for submission of motions has closed, and if a two thirds majority of those present vote for the discussion of this motion at the start of the meeting. The motion should be submitted in writing to the Chair before the start of the meeting.

I 2 Points of order

I 2.1. Points of Order take precedence over any other business, other than during a vote, Points of Order may be raised by any voting member. A Point of Order can include:

- a) A request for a count to ensure that there are enough people at the meeting to make a quorum.
- b) A request for a ruling from the Chair on the conduct of the meeting.
- c) A request for an interpretation of the Articles or the Bye-Laws.

- d) A request that a person who is not an Ordinary Member of the Union shall be allowed to speak.
- (e) A request to stop the normal business of the meeting to deal with a specified issue.

I 3 Changing Procedures

I 3.1. A motion on how the meeting proceeds can be proposed by any voting member of the meeting at any time apart from during a vote.

I 3.2. Procedural motions are as follows:

- a) No confidence in the Chair of the meeting and a vote to elect a new chairperson. b) Moving straight to a vote.
- c) To change the Order of Business.
- d) Having a Secret Ballot.

- e) Request for a recount on a vote.
- f) Referring the issue under discussion to another appropriate body. g) Adjourning the meeting.
- h) To not vote on the issue under discussion.

I 3.3. The priority of how procedural motions shall be heard will be on the basis of the above listing.

I 3.4. After the procedural motion has been proposed there may be a speech against. If there are no further speeches for and against there will be a vote

I 3.5. Procedural motions shall require a simple majority to be passed.

I3.6. In the event of any situation arising not being covered by the Debating Bye- Law then the Chair shall rule on the procedure to be adopted. Such ruling may be the subject of a challenge under the Bye-Laws for procedural motions

I 4 Proxy voting

I 4.1. The proxy voting system will operate as per Article 27 of the Articles of Association.

I 5 Interpretation of Bye-Laws and Procedures

I 5.1 If asked to make an interpretation of Bye-Laws and procedures during a meeting, the Chair of the meeting shall make a preliminary ruling, seeking such advice as necessary.

I 5.2. Outside of a meeting, the matter shall be referred to the Chair of the Board of Trustees who shall make a preliminary ruling and submit a written copy of the question and the ruling to the Board of Trustees.

I 6 Appeals from Interpreting Officer's Ruling

I 6.1. The matter shall be resolved by a panel of three members of the Executive Committee, which shall not include the original Interpreting Officer.

I 6.2. If further dissatisfaction remains, the matter shall be resolved by the Board of Trustees, whose decision shall be final.

I 7 General Principles

I 7.1. Bye-Laws and procedures are to enable and further the function of the Union, and shall not be applied to prohibit or inhibit the general work of the Union.

I 8 Duties of the Servicing Officer of a Meeting

I 8.1. It shall be the duty of the Servicing Officer of any meeting to raise any declared registered interests if a member fails to remind or inform a meeting of a Personal Interest.

I 8.2. If an Interest is raised after a decision is taken, this shall be communicated to the meeting's members, or in the case of a General Meeting, shall be included as a Note of Annotation after-meeting in the minutes.

J Clubs & Societies

J 1 Regulations Governing all Clubs & Societies

J 1.1. Any student group, club or society shall require the following for affiliation with and recognition by the Union:

- a) An elected committee of at least three Ordinary Members
- b) A written, democratic constitution
- c) Unambiguous objects, which may be politically motivated;
- d) Provisions to hold general meetings of members where members of the society can elect an Executive Committee, approve constitutional changes and provide accountability;
- e) A register of members, with any fees paid
- f) An activity plan
- g) An estimate of expenditure and income lodged with the Students' Union
- h) Accounts
- i) An up to date website (which may be hosted by the Union)

J 1.2. Affiliation and recognition of any Group, Club or Society shall be approved by the Clubs & Societies Committee.

J 1.3. All banking arrangements for Student Groups, Clubs & Societies shall be conducted through the Students' Union.

J 2. Clubs & Societies Committee Terms of Reference

J 2.1. The Terms of Reference of the Clubs & Societies Committee shall be:

- a) To review Clubs & Societies affiliations and grant requests
- b) To implement the decisions of Student Council, General Meetings, Emergency General Meetings and Referenda in relation Clubs & Societies
- c) To report to Student Council on its work,
- d) To facilitate the representations of students within the student-led Clubs & Societies,
- e) To present to Student Council regular reports on meetings, and to consider the day to day activities of clubs & societies
- f) To approve affiliation of student groups, clubs or societies to the Students' Union
- g) To elect ten Clubs & Societies representatives

J 3 Membership of Clubs & Societies Committee

J 3.1. The Clubs & Societies Committee shall be chaired by the Clubs and Societies Officer.

J 3.2. Each Union recognised Group, Society and Club shall nominate a single representative to the Clubs & Societies Committee. In the absence of a nomination, their President shall be considered their representative to the committee.

J 3.3. The Student Leaders shall also be members and shall chair meetings in the absence of the Chair.

J 3.4. A member of Students' Union staff shall be the Servicing Officer for meetings of this committee.

J 3.5. This committee shall meet at least once per academic term

J 4 Quoracy of Clubs & Societies Committee

J 4.1. The quoracy for the Clubs & Societies Committee shall be three members.

J 4.2. Members may grant another voting member their proxy vote through notification to the chair, but each member may only hold up to 2 proxy votes each.

J 5 Meetings

J 5.1. The Clubs & Societies Committee shall meet at least once per term

K 1 Complaints Procedures & Disputes Committee

K1.1 All complaints shall be handled in line with the Code of Practice and in line with this Bye-Law.

K 2 Membership of the Disputes Committee

K 2.1. The Board of Trustees shall determine the membership annually. The Chair of the Board of Trustees shall be a member of the Disputes Committee.

K 3 Terms of Reference

K 3.1. The Disputes Committee shall conduct an annual review of the complaints and disputes procedures, making recommendations to the Board of Trustees and Student Council.

K 4 The role of the Chair of Trustees

K 4.1. On behalf of the Board, the Chair of Trustees shall:

- a) Hear complaints, disputes and other cases brought before the committee by any Member of the Union.
- b) Make recommendations to the panel on how to resolve complaints.

K 4.2. Should the Chair of Trustees have a conflict of interest or be otherwise unable to hear the complaint, the Deputy Chair of the Board of Trustees shall take up the Chairs role.

K 5 The role of the Committee when acting as a Panel

K 5.1. The Committee will act in line with the Bye-Laws and the Articles of Association, to foster the fair and equitable resolution of any case.

K 5.2. Any resolution resulting in a financial penalty, suspension of membership rights, expulsion or removal from office, shall only come into force if approved by the Student Council, who must vote in favour with a two-thirds majority.

K 6 Appeals

K 6.1. An appeal shall be allowed, and made to the Board of Trustees, may resolve to, rescind, uphold the decision of the Disputes Committee, or reduce the penalty.

K 6.2. The procedures of the Code of Practice shall take precedence if there is conflict of uncertainty within any Bye-Law or Policy relating to complaints and disputes.