



UUSU Bye Laws

RATIFIED 19/03/19

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UUSU Bye-Law 1 – Democratic Procedures

1. Purpose

- 1.1 This Bye-law will detail the democratic committees and processes of UUSU; it will list all committees and councils of UUSU, their membership and powers.
- 1.2 The Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-laws as to the management of UUSU and its working practices provided that such Bye-laws shall not be inconsistent with the Articles of Association.

2. Board of Trustees

2.1 The membership of the Board of Trustees will be comprised of:

- 2.1.1 Four student officers
- 2.1.2 Four students, who are full members of UUSU
- 2.1.3 Four external appointees

2.2 The process for appointments to the Board for each group will be as follows:

- 2.2.1 Student officers will be selected at the first meeting of their Student Executive each year
- 2.2.2 Students and external appointees will be considered via a process of application and selection, through the Appointments Subcommittee.

2.3 The term of appointment for each shall be:

- 2.3.1 Student officer trustees: 1 academic year
- 2.3.2 Student trustee: 2 years from the date agreed by the Appointments Committee
- 2.3.3 External trustee: 4 years from the date agreed by the Appointments Committee

2.4 All trustees can serve a maximum of two terms, as long as they are still eligible for the position.

2.5 All appointments are subject to the approval of Student Council.

2.6 The process for the removal and resignations of members of the Board of Trustees are detailed in the UUSU Articles of Association.

2.7 The following are subcommittees of the Board of Trustees:

- 2.7.1 Audit & Compliance
- 2.7.2 Finance & General Purposes
- 2.7.3 Audit & Compliance
- 2.7.4 Management Board
- 2.7.5 Trustee Appointments Committee

The Board of Trustees shall have the power to establish and dissolve subcommittees as and when the need arises.

3. Student Council

- 3.1 The Student Council will be governed as specified in the Articles of Association and laid out in By-law 2.
- 3.2 Student Council shall be the supreme body with decision making powers over all democratic issues within UUSU. The Student Council will have the power to pass policy relevant to all campuses. Such policy will be valid for a period of three calendar years.
- 3.3 Student Council will also have the power to hold all elected officers to account and have the option to refer members and officers to the Disciplinary Committee to investigate any allegations of a disciplinary nature, made against a Student Officer.
- 3.4 Student Council has the final decision on approval for appointments to the role of Lay Trustee once approved by the Appointments Committee.
- 3.5 Any student may attend and speak but only elected officers and councillors will be entitled to vote.
- 3.6 The Student Council will consist of the Student Executive and the following councillors:

Students' Union Representatives – elected from their respective forums:

- 3.6.1 One sport representative per campus
- 3.6.2 One society representative per campus
- 3.6.3 One academic representative per campus, with the option of a deputy on a rotating basis

Campus Representatives – elected by campus ballot:

- 3.6.4 Ten representatives per campus

Diversity Seats – elected via cross campus ballot, unless otherwise stated. Students should self-define within these categories:

- 3.6.5 Two post graduate representatives (one taught, and one research seat – must be a PG student to stand and vote)
- 3.6.6 Two international student representatives per campus
- 3.6.7 Two part-time/distance learner Representatives
- 3.6.8 Two student parent/carer representatives
- 3.6.9 Two Black/Minority Ethnic Representatives
- 3.6.10 Two disabled students' representatives
- 3.6.11 Two mature students' representatives
- 3.6.12 Two LGBTQ+ representatives

- 3.7 The quoracy for Student Council shall be twenty-five elected members. If the quoracy has not been met within 30 minutes, business may proceed however decisions are not binding.
- 3.8 In the event of an inquorate meeting, another meeting with the same agenda should be scheduled to take place within two weeks. In the event of this also being inquorate, business will be passed to the next Student Executive meeting. For the purposes of clarity, Student Executive will have the power to pass, reject or refer policy back to Student Council.
- 3.9 A student councillor may be removed from their position if they fail to attend two meetings without submitting apologies. The decision will be taken by a majority vote at Student Council meetings.
- 3.10 The following shall be subcommittees of Council:
 - 3.10.1 Student Executive
 - 3.10.2 UUSU Disciplinary
 - 3.10.3 Sports Union Management
 - 3.10.4 Societies
 - 3.10.5 Democratic Services

- 3.10.6 Green Impact
- 3.10.7 UUSU Governance
- 3.10.8 Student Voice Forums

- 3.11 The membership of subcommittees will include relevant UUSU staff, students elected from Student Council and other representatives as deemed necessary, the membership will be listed in the Terms of Reference at the first meeting each year.
- 3.12 The Student Council will hold each of the above to account for the actions taken since the last meeting of Student Council and has the authority to delegate tasks to each.
- 3.13 The Chair and Deputy Chair of the Student Council will be nominated at the first meeting of the Academic year following a Student Council Election. Hustings will take place at the first meeting and voting will take place electronically at the meeting.
- 3.14 The Clerk of Council may be a UUSU staff member. The role of the Clerk shall be as secretary to Student Council. They shall be responsible for taking minutes of any council meetings, drafting and dissemination of all required papers and notifying Student Council and the Chair of any factual Points of Information. Council will elect two Deputy Clerks to perform duties as required by the Clerk when the Council is meeting remotely at the first meeting of the academic year.
- 3.15 Student Council will meet at least twice per semester.
- 3.16 Councillor elections:
 - 3.16.1 Society and Sport Representatives will be elected from their respective forums;
 - 3.16.2 Academic Representatives will be elected in a separate election
 - 3.16.3 All other positions will be elected by campus wide ballot.

- 3.17 If there are empty positions within Student Council, the President has the power to submit candidates to the selection of Student Council which would require a 50% + 1 vote in favour, of those members present, to co-opt on said candidates as members.
- 3.18 The rules and regulations governing the election of Councillors will be agreed by the President.
- 3.19 To stand and serve on positions on the Student Council candidates must be an enrolled student of the University at the time of nomination and for the duration of their time in position.
- 3.20 Student Council shall be elected to serve a term of two years, where vacancies arise nominations will re-open and the President shall have the power to co-opt members, subject to Council's ratification. Where more than one person nominates themselves, a by-election will be held.

Section Four: The Student Executive

- 4.1 The Student Executive shall consist of the full-time elected Student Officers.
- 4.2 The Chair of Student Council will also be invited to attend, however will not have voting rights.

- 4.3 The full-time Student Officers of UUSU shall be:
 - 4.3.1 The President;
 - 4.3.2 The VP Sports and Wellbeing;
 - 4.3.3 The Vice President Education;
 - 4.3.4 The Vice President Belfast;
 - 4.3.5 The Vice President Coleraine;
 - 4.3.6 The Vice President Jordanstown;
 - 4.3.7 The Vice President Magee.

- 4.4 The Student Executive, in addition to their specific duties, will be generally responsible for:
- 4.4.1 Encouraging membership participation in all aspects of UUSU activities;
 - 4.4.2 Encouraging members to attend internal and external meetings as required;
 - 4.4.3 Furthering the aims and objectives of UUSU;
 - 4.4.4 Presenting the policy of UUSU to external organisations and meetings as appropriate;
 - 4.4.5 The production of an annual report outlining their activities, achievements whilst in office;
 - 4.4.6 Submitting their Yearly Plan to the first meeting of Student Council for ratification;
 - 4.4.7 Gathering and disseminating information regarding the Student Voice and collective student opinion;
 - 4.4.8 Any other duties deemed appropriate by the President or Student Council.
- 4.5 The Student Executive will be governed as specified in the Articles of Association, the Student Executive Terms of Reference and UUSU standing orders in Bye-law Two.
- 4.6 The quoracy of the Student Executive will be 50% + 1 of the voting membership.
- 4.7 The President, or their delegate, will be the Chair of the Student Executive.
- 4.8 Full time positions on the Student Executive will be given an annual living allowance.
- 4.9 Positions will be elected through a cross campus ballot using the single transferable voting system in the second semester of the academic year.
- 4.10 The rules and regulations governing the elections will be agreed by the Returning Officer.
- 4.11 The Student Executive shall serve for a period of one calendar year from the 1st July to 30th June.
- 4.12 To stand as a Student Officer, candidates must be an Ordinary Full Member of UUSU, as defined within the Articles of Association, at the time of nomination and at the beginning of their term in office or a pre-existing Student Officer who is currently in their first or second term of office.
- 4.13 Membership of any other UUSU club or society by a full-time officer must be declared to Student Executive and if any conflicts of interest arise that officer must declare it and be absent from any part of a meeting that could be discussing issues affecting those bodies.
- 4.14 Any member of the Student Executive cannot be on a committee for any UUSU club or society, or be involved in the running of said club and society unless set out in the Articles of Association or Bye-laws.
- 4.15 Any full member of the UUSU can submit a motion of censor or complaint to the President.
- 4.16 Bye Law 9 outlines the complaints process for office bearers.
- 4.17 Student officer vacancies:
- a) If a Student Officer resigns, is disqualified or removed from office within the first six months of their term, the vacancy that results on the Student Executive shall be filled in accordance with the Bye-laws.
 - b) If a Student Officer resigns, is disqualified or removed from office when there is less than six months left of their term of Office the post will remain vacant and the work shared between the remaining student Officers.

Section Five: Student Officer Job Descriptions

- 5.1 Job descriptions and work plans will be reviewed annually.

Section Six: Student Voice Forum (Each Campus)

- 6.1 The Student Voice Forum shall consist of all course, school and faculty representatives at each campus, the campus Vice President and Academic Representation Coordinator.
- 6.2 This forum shall have the responsibility for highlighting, discussing and making recommendations on matters relating to their position.
- 6.3 Faculty Representatives will sit on Student Council with the Forum having the option to appoint a deputy who may sit in the place of the representative on Council should the need arise.

Section Seven: Societies Forum

- 7.1 Societies Forum shall consist of all society committee members from each society, at each campus, the campus Vice President and the Student Activities Coordinator.
- 7.2 This forum shall have the responsibility for highlighting, discussing and proposing possible actions that could arise from all Society dealings. Bye-law 5 shall set out the powers and responsibilities for this forum.
- 7.3 This forum shall elect one representative from each campus to attend Student Council.

Section Eight: UUSU Sport Open Campus Meeting

- 8.1 UUSU Sport open campus meetings shall consist of all Sport Committee members at each campus, the campus Vice President and the Sports President.
- 8.2 This forum shall have the responsibility for highlighting, discussing and proposing possible actions that could arise from all sport and club activities. Bye-law 4 shall set forth the powers and responsibilities for this forum.
- 8.3 This forum shall elect one representative from each campus to attend Student Council.

Section Nine: Diversity Networks

- 9.1 Diversity Networks will be established across the four campuses and will provide an informal forum for students to come together, to share ideas, raise awareness of challenges and provide support to each other.
- 9.2 These Networks will reflect the seats for under-represented students on UUSU Council, they can be added to or removed through amending the relevant seats.
- 9.3 The relevant elected council officer will act as chair of these networks, supported by UUSU Staff. Where there is no student elected into this position, UUSU staff will ensure the Networks continue to meet. In the event of two council officers for each of the diversity groups, those officers shall alternate chairpersonship of the society each semester.
- 9.4 The Networks will have no set quorum and will be exempt from provisions of continuing activity to maintain affiliation. The Societies subcommittee will approve a budget to maintain the Networks annually.

Section Nine: Referendum

- 9.1 A referendum will be the highest democratic decision-making power within UUSU.
- 9.2 A referendum shall be held on any proposal when the Trustees or Student Council deems it necessary or upon receipt by the President of a request bearing the signatures and student numbers of 1% of the student population of which the outcome of the decision would affect.
- 9.3 Amendments to the Articles of Association must be made through a referendum.
- 9.4 A referendum shall be carried out as per the regulations set out in Bye-law 8.
- 9.5 Student Council shall have the power to make regulations governing individual referenda which, during the period from when a date for the referendum is agreed until the declaration of a result, shall have the same binding authority as a Bye Law.
- 9.6 Student Council shall appoint a member of UUSU staff as the Returning Officer for referenda who shall have delegated powers to uphold the regulations agreed by that body.
- 9.7 Dependent on the nature of the referenda, i.e if the question being put has a Yes/No response, the campaign for each respective position shall appoint a point of contact who shall be a registered student at Ulster University. That individual will be responsible for disseminating regulations agreed by Council and communications issued by the Returning Officer.
- 9.8 The conduct under which referenda are held shall be governed by the Student Code of Conduct, the Good Relations Policy and the Political Expression Framework, and the Union will reserve the right to report students to the University authorities for serious breaches of these policies.

Section Eleven: NUS, NUS/USI, USI and other external organisations

- 10.1 UUSU shall be affiliated jointly to the National Union of Students of the United Kingdom (NUSUK) and the Union of Students in Ireland (USI) and shall pay such affiliation fees as are democratically decided by NUSUK and USI. This affiliation shall be put to a Referendum at least every three years or at the request of Student Council having passed a motion to that effect.
- 10.2 Representatives to the conferences of NUSUK and USI Annual Congress and NUS/USI Conference shall be elected by cross-campus ballot. If positions are not filled through this method, the President shall have the power to co-opt students to the positions as they see fit. The President is a delegate ex-officio.
- 10.3 No delegate sent to any conference and/or organisation as a representative of UUSU shall vote on any policy/motion/election unless it has been deliberated by Student Council and has received a Mandate on voting.
- 10.4 If such a situation arises upon which a motion/policy arises and there is no time to seek a mandate from Student Council, the delegate lead will have the decision as to whether to abstain or to afford delegates a free vote on said matter;
- 10.5 Any decision as per 10.4 must be presented at the earliest opportunity to council to explain the reasoning and actions behind any decision. Student Council reserves the right to retrospectively move against the original decision;
- 10.6 Any delegate that finds that they cannot carry out the mandate as set by Student Council must resign their position immediately or at the first possible opportunity. If this is not possible as the delegate is at a conference session, then said delegate must abstain from a vote.

Bye-Law 2: Standing Orders

Section One: Definition and Purpose

- 1.1 Standing Orders are rules which govern the procedure and conduct of all UUSU meetings and meetings of the Student Council, except where otherwise provided for in the Articles of Association.
- 1.2 The standing orders contained within this Bye-law are the rules which should normally apply to UUSU Student Council.
- 1.3 All other Committees shall be held according to their terms of reference.
- 1.4 At the first meeting of each academic year, the Chair shall publish a full membership list and review the terms of reference. Changes to the terms of reference shall be made with the support of 50% + 1 of the membership of the committee.
- 1.5 The scope of the committee will be limited to the responsibilities set out in the Articles of Association and the Bye-laws.

Section Two: Procedure for Calling Student Council

- 2.1 The number and dates of meetings should normally be set by the Chair of Student Council; there will normally be two meetings each semester.
- 2.2 The Chair of Student Council shall have the power to call an Emergency Student Council when deemed necessary, and to consider such business as required.

Section Three: Passing Policy at Student Council

- 3.1 Any member of UUSU can present policy to be passed at Student Council.
- 3.2 Papers for consideration at Student Council should normally be received ten days in advance of the set meeting date. When this date falls on a Saturday, papers will need to be submitted by the following Monday morning.
- 3.3 Papers for consideration at Student Council should normally be emailed to the Clerk of Student Council in accordance with the set deadlines.
- 3.4 Papers should normally be displayed online for all members of UUSU five days in advance of the set meeting date.
- 3.5 Policy should be submitted using the UUSU Policy Template.
- 3.6 Policy submitted must include the name and student ID of the proposer, seconder and must demonstrate student engagement has taken place on the topic during the debate. The Clerk may make regulations for a 'preferenda' system to be put in place.
- 3.7 Policy will require a majority of 50% + 1 of members present to pass.
- 3.8 Student Council has the power to return the policy to the original proposer with suggested amendments for resubmission to next Student Council.
- 3.9 Policy passed at Student Council will be relevant for two calendar years.
- 3.10 Policy that has failed to pass at Student Council may not be resubmitted to Student Council in its original form for at least two calendar years from date of submission.
- 3.11 Students may hold a referendum on a policy which has failed to pass at Student Council, subject to the regulations set out in this Bye-law.

Section Four: The Chair

- 4.1 The role of the Chairperson:
- 4.1.1 The Chairperson shall be responsible for adherence to these Standing Orders and may make rulings on their interpretation, in consultation with the Clerk of Student Council if required;
 - 4.1.2 Such a ruling on the Standing Orders may be subject to challenge in accordance with Clause 4.3 of this Bye-law;
 - 4.1.3 The Chairperson is responsible for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupted except in accordance with these Standing Order
 - 4.1.4 The Chairperson shall decide the order of speaking and ensure, whenever practicable, that speakers for and against a Motion under discussion speak alternately; Except as in Clause 4.3.3 the Chairperson shall not participate in any debate.
- 4.2 The Chairperson may address the meeting from the Chair in order to explain or administer these Standing Orders or to answer a question directed to the Chair on a Point of Information, however they shall not take part in debate, except as stated in clause 4.3.
- 4.3 The Chairperson shall relinquish the Chair to a Deputy if:
- 4.3.1 A motion of “No Confidence” in the Chair has been put to the meeting;
 - 4.3.2 Their ruling has been challenged;
 - 4.3.3 The Chair wishes to speak on a Motion or is implicated in any item under discussion;
 - 4.3.4 In the instance of 4.3a and 4.3b the Chair shall have the right to reply.

Section Five: Procedures at Meetings

- 5.1 Business at meetings shall normally be taken in the following order:
- a) Quorum count;
 - b) Minutes of previous meeting;
 - c) Matters arising;
 - d) President’s communications;
 - e) Notice of elections (if any);
 - f) Reports;
 - g) Amendments to Bye-laws;
 - h) Motions;
 - i) Tabled questions which must be submitted to the Clerk 24 hours before the start of meeting;
 - j) Questions and answers allow free questioning of all. In case of difficulty the Chair shall decide if it is reasonable for the Student Officers to provide an answer, whether orally at the meeting or within a specified period in writing.

5.2 The following rules apply to the quorum required for Student Council:

- a) For Student Council the quorum shall be 25 members of Council;
- b) The quorum count shall take place 24 hours in advance of the start time of the meeting, based upon the electronic responses to the meeting request from members. If the quoracy is not met at this stage, the Chair may decide to reschedule the meeting;
- c) If the meeting proceeds and quoracy is not met within the first 30 minutes, the meeting shall close without considering any business;
- d) If a situation as described in 5.2(b) occurs, the meeting may be called again within two university weeks, providing:
 - (i) The Clerk notifies Student Council members of revised date for the meeting within two university days of the Student Council meeting;
 - (ii) The agenda is not changed in any way;
 - (iii) If this second meeting is inquorate, business will be passed to the Student Executive for a decision to be taken;
 - (iv) The Student Executive meeting in this instance will be conferred the full power of a quorate Student Council meeting;
- e) If during the course of a meeting the quorum is challenged and the meeting is found to be inquorate, the meeting shall close after the completion of the item being considered. Any vote taken at this point will not be binding, however votes and decisions taken up until this point will stand.

Section Six: Amendments to Bye-laws

- 6.1 Student Council has the power to make changes to the Bye-laws, with the joint approval being sought from the Trustee Board, once passed at Student Council;
- 6.2 If a Student Councillor wishes to make a change to the Bye-laws, they must follow the procedures set forth for bringing a substantive motion forwards to Student Council. This includes, but is not limited to, having a proposer and a student or Student Officer to second the amendment;
- 6.3 The amendment must be made using the appropriate UUSU template, and the proposer must demonstrate the reasoning behind the change and why it is being sought;
- 6.4 Student Council has the power to send the amendment to the Governance Sub-Committee, or another relevant sub-committee, for further clarification and research before passing the amendment;
- 6.5 If an amendment to the Bye-laws is passed, it does not expire as a substantive motion would. The amendment would stand until it is changed again through the appropriate process.
- 6.6 No amendment can be passed and brought into effect that is in contradiction to the Articles of Association.

Section Seven: Motions

7.1 There shall be four types of Motions:

- a) Substantive: A substantive motion is a motion that has been placed on the agenda and if carried becomes a resolution. A substantive motion requires a proposer and one supporter, at least one of whom shall be present at the meeting, and it shall thereafter be open for discussion in accordance with these Standing Orders;
 - b) Emergency (Section 7);
 - c) Amendments (Section 8);
 - d) Procedural Motions (Section 9).

- 7.2 Motions shall require the support of 50% +1 of members present except where otherwise specified.
- 7.3 The proposer of any motion shall have the right to sum up immediately before a vote is taken.
- 7.4 No new information may be introduced, asked of, or given to the speaker during summation.
- 7.5 No member may speak more than twice to the same motion, in line with this Bye-law.
- 7.6 In the absence of any discussion, the Chairperson shall ask if there are any further speeches against the motion and if not will put the motion to a vote.
- 7.7 All motions and amendments shall be submitted in writing to the Clerk of the relevant Committee in accordance with the rules laid out in this Bye-law.
- 7.8 The Chair shall have the right to refer back to the Student Executive for advice any motion submitted which may be deemed to conflict with the stated aims and objectives of UUSU or a negative of a previous motion and a motion which is not compatible with the terms of Clause 8.1. of this Bye-law.

Section Eight: Emergency Motions

8.1 Emergency motions shall only be acceptable if:

- a) Their subject matter relates solely to events occurring after the final date for the submission of Motions;
- b) The matter is of such urgency that the running of UUSU may be impaired if no action is taken;
- c) Failure to implement the instructions in the motion before the next meeting would impede the welfare of the members of UUSU.

8.2 Emergency motions shall be submitted in writing to the Clerk of the relevant Committee, in accordance with 3.2 of this Bye-law and shall bear the signature of the proposer and one further supporter.

8.3 An Emergency Motion shall only be discussed if 50% + 1 of those present vote in favour of placing it on the Agenda.

Section Nine: Amendments to Submitted Motions

- 9.1 An amendment may be made to any substantive motion but cannot change the subject of the Motion.
- 9.2 All amendments to motions must be submitted in writing to the Clerk of Council in accordance with this Bye-law.
- 9.3 When an amendment has been read to the meeting the Chairperson shall ask if the proposer of the substantive motion accepts the amendment. If the proposer does, the amended motion becomes the substantive motion and the proposer of the amendment becomes the holder of the substantive motion.
- 9.4 If the proposer of the substantive motion does not accept the amendment, it shall be debated immediately after the substantive motion has been proposed and shall become part of the substantive motion if carried.
- 9.5 If the amendment is defeated, another amendment may be considered if submitted in accordance with these Standing Orders.
- 9.6 When all amendments have been voted upon the substantive motion shall be debated.
- 9.7 No business may appear as an amendment if it could have appeared on the agenda.

Section Ten: Procedural Motions

- 10.1 The following procedural motions may be moved and shall take preference in the order in which they are numbered:
 - a) A challenge to the quorum;
 - b) A vote of "No Confidence" in the Chairperson;
 - c) A challenge to the Chairperson's ruling;
 - d) That the motion be voted on in specified parts;
 - e) That the motion now be put;
 - f) That the motion not be put;
 - g) That vote shall be by secret ballot;
 - h) That an item of business be prioritised on the Agenda;
 - i) That the matter be postponed or adjourned to a later specified date or meeting for a decision;
 - j) That the motion be referred back to a committee or a sub-committee for investigation or re-examination;
 - k) That the matter be referred for referendum;
 - l) That the meeting be closed;
 - m) A suspension of individual standing orders;
 - n) That a secret ballot should be held for the motion.
- 10.2 Procedural motions shall require a proposer and a seconder to be heard and, except for a motion under 10.1(a) of this Bye-law, no member may speak more than twice to the same motion.
- 10.3 A procedural motion shall not be moved during a speech or the act of voting.
- 10.4 For all procedural motions except 10.1(a) of this Bye-law, there shall be one speech for and one speech against.
- 10.5 In the case of a procedural motion 10.1(a) of this Bye-law a count will be held without discussion

- 10.6 The Chairperson may reject a procedural motion if one of a similar effect or related to the same subject, has been defeated in the previous fifteen minutes.
- 10.7 Procedural motions 10.1(b) and (d) of this Bye-law require a 50% + 1 of those present and voting to be passed.
- 10.8 Procedural motion 10.1 of this Bye-law, if affected, shall be for a maximum stipulated period of the duration of the matter under discussion.

Section Eleven: Points of Order

- 11.1 Points of Order shall take precedence over all other business, except the act of voting (unless they refer to the conduct of voting) and must be framed as a question to the Chairperson.
- 11.2 Points of Order shall relate to:
 - a) The purpose of raising a procedural motion;
 - b) Incorrect procedure;
 - c) Irrelevancy;
 - d) Offensive language;
 - e) Rowdy or disruptive behavior.

Section Twelve: Points of Information

- 12.1 Points of Information shall be a question to provide clarity, or to correct information which has been presented.
- 12.2 A member may ask the Chairperson to give or ask Points of Information of the Clerk, the Chair or another member of Student Council.
- 12.3 Points of Information will be addressed through the Chair, and may be directed at speakers, the Chair, the Clerk or another member of Student Council.

Section Thirteen: Duration of Speeches

- 13.1 The maximum duration of speeches shall normally be as follows:
 - a) Proposer of motion - three minutes;
 - b) Speakers on motions for or against - three minutes;
 - c) Speakers on amendment - two minutes;
 - d) Speakers to a procedural motion - one minute;
 - e) Proposer of motion, summation - two minutes;

Section Fourteen: Voting

- 14.1 All full members of student council shall be entitled to vote. Course reps acting as a deputy for Faculty Reps at individual meetings will be treated as a full voting member.
- 14.2 A vote shall not be registered by proxy.
- 14.3 In the event of a tie, the Chairperson shall have a casting vote.
- 14.4 The Chair will ask for votes for, votes against and abstentions. Any member who does not vote shall be deemed to have abstained, as in the case of a member who votes in the affirmative and negative.

Section Fifteen: Tabled Questions

- 15.1 The notice of a question shall bear the name and student registration number of the member submitting the question and must be submitted in writing to the Clerk of Council at least 24 hours before the meeting at which it is to be raised. The maximum number of questions that may be tabled for any Student Council meeting by member is two.
- 15.2 Supplementary questions may be put at the meeting to seek clarification. Any question not answered within the prescribed period shall be circulated to Student Councillors with appropriate answer not later than five clear university days after the meeting.
- 15.3 A question shall be addressed to any office bearer of UUSU.

Section Sixteen: Electronic Democracy

- 16.1 The Student Executive may use their discretion to use electronic tools available to them, either with synchronous or asynchronous communication, in line with the time limits set out in this Bye-law.
- 16.2 This process must follow the time limits set in this Bye-law.
- 16.3 An online voting method will be available for students and the number of students voting for, against and abstaining must meet or exceed the quorum set for the relevant meeting, if it does not the policy will not pass.

Bye-Law 3: Election Procedures

Section One: The Returning Officer

- 1.1 The Returning Officer shall act in accordance with the Rules and Regulations contained within the Articles of Association, Standing Orders and Appendices.
- 1.2 The Returning Officer for the Student Officer elections will be appointed from the staff of NUS-USI, whilst the Deputy Returning Officer will be the Senior Staff member of the Union and shall be approved by Student Council, or Student Executive in its absence.
- 1.3 With the exception of Student Officer elections, the Students' Union President will act as the Returning Officer, or appoint an appropriate replacement.
- 1.4 Deputy Returning Officer/s may be appointed by the Returning Officer and shall act as the recognised point of contact relating to the conduct of an election in the absence of the Returning Officer.
- 1.5 It shall be the duty of the Returning Officer to ensure that these regulations are complied with by all candidates and others taking part in elections. The Democratic Services Committee shall report to the Returning Officer or their deputies any relevant information on conduct of candidates, the poll or practical issues as they arise.
- 1.6 The Returning Officer may disqualify or penalise candidates who breach any of the regulations within this Bye-law, the elections Code of Conduct or the Election Rules.
- 1.7 The Returning Officer and Deputy Returning Officer/s shall be unable to propose or in any way support or vote for any candidate.
- 1.8 The deadline for complaints being made, regarding the conduct of an election (other than the conduct of the count), must be made in writing to the Returning Officer no later than three hours after voting closes.
- 1.9 Any complaints regarding the conduct of the count must be made in writing to the Returning Officer no later than 17:00 on the day after the announcement of the result.
- 1.10 Requests for a new election may only be made by the candidates.
- 1.11 It is the responsibility of the Returning Officer to ensure that all candidates are eligible to run for election.
- 1.12 In the event of any dispute in relation to the validity of the vote or the conduct of the election the Returning Officer's decision is final and cannot be over-ruled within the bounds of the Articles of Association, Standing Orders and Appendices. If requested by Student Council, the Returning Officer shall submit a report for their consideration, setting out the grounds of complaint, and their reason for either upholding or rejecting it.
- 1.13 The Student Council shall be entitled to review whether the Returning Officer has complied with the Regulations. If the Student Council find by 50% +1 that the Returning Officer had complied with the Regulations, the Student Council will not interfere with the Returning Officers decision.
- 1.14 If the Student Council find that there has been a serious material non-compliance with the Regulations by the Returning Officer, the Student Council may in its discretion vote by 50% +1 to stipulate that a new election shall be held.

Section Two: Timetable for Elections

- 2.1 The dates of elections and a Bye-law convening the closing of nominations and provisions for the candidates question time, shall be drawn up by the Returning Officer and approved by the Student Executive.
- 2.2 The Returning Officer shall be appointed at least two weeks before nominations are due to open.
- 2.3 Nominations for Student Officer positions shall open no later than the second week of the second semester.
- 2.4 All other elections within the Students' shall open at the discretion of the Returning Officer, in accordance with the Bye-laws.
- 2.5 Excluding Student Officer positions, in the event of a position not being filled, where time permits, further elections shall be scheduled at the discretion of the Returning Officer. Where time does not permit, the President has the right to nominate from the student body as they see fit.
- 2.6 Notice of Student Officer elections shall be posted no later than five university days prior to the opening of nominations. Notice shall not be required to be given for any other elections.
- 2.7 Nominations shall remain open for a period of at least ten university days for Student Officer elections and five university days for all other elections.
- 2.8 A candidates meeting shall be held, in good time, after the close of nominations for Student Officer elections and at the discretion of the Returning Officer for all other elections.
- 2.9 A list of all those candidates validly nominated for each post, along with their election statement will be displayed on the election website, or relevant location, for the consideration of potential voters.

Section Three: Nominations

- 3.1 Nominations and manifestos shall be in the format requested or shall otherwise be deemed invalid by the Returning Officer.
- 3.2 The submission of a nomination will be issued only when notice of an election is given. Each nomination which is issued for an election shall only be valid for that election.
- 3.3 Each nomination shall contain the name of one candidate only, together with the names of proposers – at least thirty in the case of overall positions within Student Officer elections and at least fifteen in the case of site-based positions within Student Officer elections.
- 3.4 Each nomination must contain the candidates name as listed on their student I.D. card.
- 3.5 Each nomination will contain an agreement for the Conduct of Candidates during the election campaigns. Each candidate will be required to agree to abide by the rules laid down for the conduct of elections.
- 3.6 Each nomination shall be submitted in accordance with the rules laid out by the Returning Officer, as written within the Election Rules.
- 3.7 All of the proposers must be qualified electors for that post.
- 3.8 No full member of the Students' Union may propose more than one candidate for any one office during that specific election.

Section Four: Candidates Publicity

- 4.1 For Student Officer positions the amount of printing allocated for each candidate standing for an overall position will be £45, for all other Student Officer positions it is £20. Each candidate will be provided with a price list and they will be able to create their own printing allocations up to these limits.
- 4.2 In addition to this Bye-law and the Code of Conduct, all candidates and their respective teams will be subject to current Election Rules, which will be widely circulated during the nomination period.
- 4.3 Candidates will be required to sign the Code of Conduct to prove they have received and agree to be bound by these rules.
- 4.4 Newspapers and other media receiving a grant from the Students' Union shall be charged with the duty of ensuring that their reporting (satirical and non-editorial) and editorial comments on the elections shall be fair and accurate and shall not give weight or coverage to any one candidate.
- 4.5 Candidates are prohibited from digitally printing any other posters, flyers, manifestos or promotional material for their campaign. Only handmade material may be allowed in addition to the printed material provided by the Students' Union. This excludes t-shirts. Digitally printing on t-shirts is allowed.
- 4.6 The amount each candidate spends on additional material should not exceed £100 for overall candidates and £60 for site position candidates. What is considered additional material will be at the discretion of the Returning Officer.
- 4.7 Any complaints regarding overspending should be brought to the attention of the Returning Officer who may ask candidates to produce receipts for their additional spend.
- 4.8 Any infringement of these rules could result in elimination from the election, as determined by the Returning Officer.

Section Five: Use of Equipment or Premises

- 5.1 As far as possible the Returning Officer shall ensure that all candidates shall have equal access to Student Union owned facilities for the production of posters and official manifestos.
- 5.2 Use of the following is prohibited by a candidate unless authorised specifically in writing by the Returning Officer:
 - i. Any Student Union vehicle;
 - ii. Tannoy system/s;
 - iii. Lighting, sound or loud hailing equipment;
 - iv. Student Union electronic/computer equipment.
- 5.3 Where space permits, Student Union offices may be used to hold a candidate's material, however, this must not unfairly advantage one candidate over another and must be available to all candidates.
- 5.4 Any infringement of these rules could result in elimination from the election, as determined by the Returning Officer.

Section Six: Candidates Question Time

- 6.1 Candidates Question Time shall be held for all Student Officer elections.
- 6.2 Attendance of candidates shall be obligatory. If the candidate has made no efforts to inform the Returning Officer of their absence the Returning Officer may take punitive measures against said candidate.
- 6.3 Extenuating circumstances for non-attendance may be submitted in advance of each meeting and the Returning Officer's decision will be final as to whether or not these are accepted. If the reason is not considered valid, the Returning Officer may take punitive measures against said candidate.
- 6.4 The format of the question time sessions shall be at the discretion of the Returning Officer, in consultation with the Student Executive. The format must be prepared and agreed in good time to give candidates sufficient notice.

Section Seven: Conduct of the Poll

- 7.1 When an election is conducted online, the below rules shall be followed:
- 7.2 For the purpose of online elections, a polling station is considered any electronic device that can be used to cast a vote. Due to this, the Students' Union will create information stations to act as a point of information on each campus.
- 7.3 Information stations shall be located at the discretion of the Returning Officer. On these stations there will be adequate information on how to vote and an electronic device for doing so. These electronic devices should be fit for purpose.
- 7.4 There shall be no canvassing or election material relating to a single candidate within a radius of an information station, as defined by the Returning Officer.
- 7.5 Candidates will be allowed to use electronic devices to promote voting by providing a platform to vote on, within a specific area outlined by the Returning Officer. Any infringement or breach of these rules could result in elimination from the election, as determined by the Returning Officer.
- 7.6 When an election is conducted by paper ballot, the below rules shall be followed:
- 7.7 Polling Stations shall be located at the discretion of the Returning Officer.
- 7.8 Voters shall be requested proof of eligibility.
- 7.9 There shall be no canvassing or election material relating to a candidate within a radius of the polling station, as defined by the Returning Officer.
- 7.10 The Returning Officer shall be responsible for displaying a list of candidates and their election statements close to the polling station.

Section Eight: The Method of Voting

- 8.1 Voting in elections shall be by secret ballot and under alternative transferable vote (ATV) system (when only one candidate is to be elected) OR the single transferable vote (STV) system (when more than one candidate is to be elected).

When a voter is completing their paper ballot of online vote, they must:

- a) Place a figure "1" or an "X" opposite the name of the candidate of their first preference;

- b) In addition, place the figure "2" and "3" or "2", "3" and "4", and so on opposite the names of other candidates in the order of their preference.

When voters are completing this through an online election, there will be a drop box that will prompt the voter of the preference they can vote, as described above.

8.2 When an election is being run through paper ballots, a voting paper shall be invalid and not counted:

- a) On which the figure "1" standing alone indicating a first preference for some one candidate is not placed OR
- b) On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate OR
- c) On which the figure "1" standing alone indicating a first preference and some other number is set opposite the name of the same candidate OR
- d) Which the Voter's intentions are not clearly indicated OR
- e) Which is marked in any other way OR
- f) Which is unmarked or void for uncertainty.

8.3 In any dispute as to the validity of a vote the decision of the Returning Officer shall be final.

Section Nine: Eligibility

9.1 Any full member of the Students' Union is eligible for nomination, to propose candidates and to vote in elections, provided that they are a member of the constituency for which that election is being held.

Section Ten: General

- 10.1 The Student Officers shall remain in office for a term of one year, commencing in accordance with the Bye-laws.
- 10.2 The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end.
- 10.3 A Student Officer can serve for a maximum of three years as a Student Officer, of which no more than two shall be in the same position.
- 10.4 For the avoidance of doubt, Student Officer terms of office may be either consecutive or non-consecutive.
- 10.5 All Student Officer elections shall provide the opportunity to vote for the Re-Opening of Nominations (R.O.N.).
- 10.6 No individual may be nominated nor hold more than one Student Executive position office simultaneously.
- 10.7 In the event of the number of candidates for any other Student Union election being equal to or less than the number of vacancies, the said candidates will automatically become elected to that position.
- 10.8 Successful candidates shall take up and hold office in accordance with relevant Bye-laws.

- 10.9 Successful candidates shall be required to sign a Contract of Employment as defined in Appendix 1 prior to taking up office.
- 10.10 An elected Student Officer must commence the duties and responsibilities set out in their Contract of Employment within two weeks of the start date as listed in the Articles of Association of the UUSU. Failure to comply with this Regulation, without the prior written approval of the Student Executive will result in the election being declared void, and a new election for the post being called at the beginning of the Autumn semester.

Section Eleven: Electronic Voting

- 11.1 The Students' Union will arrange for electronic voting for all appropriate elections and such arrangements shall be in line with the general provisions of this Bye-law.

Section Twelve: Postal Voting

- 12.1 The Students' Union does not see the need to use postal voting due to all elections, outside of committee elections, are held online. In the extremely rare circumstances when this is needed, it shall be at the discretion of the Returning Officer. When this occurs, the below rules shall be followed:
- 12.2 For a postal vote to take place a request must be made to the Returning Officer in writing at least fifteen university days prior to the date of the election.
- 12.3 The Returning Officer shall be responsible for the fair running and organisation of a postal vote.
- 12.4 A postal vote must operate in accordance with the spirit in which this Bye-law has been written.

Section Thirteen: Count

- 13.1 The counting of votes shall follow the process outlined in Schedule 1, Sections 47-56 of the Local Elections (NI) Order 1985.
- 13.2 Glossary of Terms
- a) First Preference: the Figure "1" standing alone against just one candidate on a voting paper; the name or code of a candidate entered on a voting paper as first preference.
 - b) Valid Voting Paper: a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.
 - c) Subsequent preference: the figures "2", "3" etc. standing alone against different candidates on a voting paper; the names or codes of candidates entered in order on a voting paper as second, third etc, preferences.
 - d) Candidates vote: the value of voting papers credited to a candidate at any stage of the count.
 - e) Stage of the Count: the determination of the first preference vote for each candidate (first stage), or the transfer of a surplus, or the exclusion of a candidate, or two or more candidates at the same time.
 - f) Quota: the vote which, if attained by as many candidates as there are places to be filled, leaves at a quota for all other candidates; the total valid vote divided by one more than the number of places to be filled.
 - g) Surplus: the amount by which a candidate's vote exceeds the quota.

- h) Continuing Candidate: a candidate not yet elected or excluded.
- i) Next available preference: the next preference in order, passing over earlier preferences for candidates already elected or excluded.
- j) Transferable paper: a voting paper on which a next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.
- k) Transfer value: the value, being unity or less at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate.
- l) Non-transferable vote: the value credited as non-transferable at any stage of the count.
- m) Vote in suspense: the value of voting papers held in suspense at any stage of the count.
- n) Vote record form: a form showing the vote credited to any one candidate, or showing the vote credited as non-transferable, at successive stages of the count.
- o) Election result sheet: a sheet showing the vote credited to each and every candidate, and the vote in suspense and the non-transferable vote at successive stages of the count.
- p) Surplus form: a form showing the calculation of the transfer value and the distribution of transferable papers from an elected candidate to continuing candidates.
- q) Exclusion form: a form showing the distribution of batches of papers in descending order of transfer value from one of more excluded candidates to continuing candidates.
 - r) Counting slip: a slip inserted with a bundle of voting papers, showing the stage at which the papers are transferred, the number of papers in the bundle, and the transfer value of each paper.

Bye Law 4: Sports Constitution

Section One: Preamble

- 1.1 The name of the organisation shall be Ulster University Sports Union, hereinafter referred to as "UUSU Sport".
- 1.2 UUSU Sports shall be included as Schedule Four of Ulster University Students' Union (hereinafter referred to as "UUSU") Constitution and shall have responsibility for the sporting activities of the members of the Union.
- 1.3 To be the voice of student sport and facilitate participation, development and performance of Ulster University (hereinafter referred to as "the University") students in sport.
- 1.4 UUSU Sport funding shall be administered by UUSU as part of the University's Block Grant to UUSU. However, the funding for UUSU Sport shall be a ring-fenced provision set by the University on an annual basis.
- 1.5 UUSU Sport shall aim to maximise revenue from sponsorship and other sources subject to policy set out by UUSU.
- 1.6 UUSU Sport will be allowed to carry over balances of any monies unspent from its budget allocation at the end of each year.
- 1.7 UUSU Sport will not normally be eligible to apply for funding from UUSU capital budget and clubs should therefore make adequate provision for depreciation of kit and equipment through the club fundraising account.

Section Two: UUSU Sports Objectives

The objectives of UUSU Sport shall be:

- 2.1 To contribute to the University Sports Strategy Group or its equivalent and influence the University's strategic direction for sport to the benefit of UUSU Sport members;
- 2.2 To co-ordinate and administer all student sporting activities and to increase the levels of participation of students in sport and recreation within the University;
- 2.3 To provide and develop opportunities for the development of 'life skills' through sport for students within the University;
- 2.4 To raise the standard of performance of UUSU Sport Clubs;
- 2.5 To raise the profile of UUSU Sport Clubs, UUSU Sport and the University within the local, national and international sports arena;
- 2.6 To develop appropriate and effective partnerships and provide a recognised means of communication with other bodies concerned with sport;
- 2.7 To co-ordinate the use of sports facilities for UUSU Sport Clubs in conjunction with Sports Services, other relevant institutions and sports facility providers;
- 2.8 To represent the views and interests of its members;
- 2.9 To work in accordance with the UUSU Sport Constitution.

Section Three: Membership

- 3.1 Membership of UUSU Sport and of its affiliated clubs shall be open to all members of UUSU as defined in the Articles of Association.
- 3.2 All members of UUSU Sport shall be bound by the regulations contained within the UUSU Sport Handbook, which shall be reviewed annually by UUSU Sport Management Committee, and amended if desired on an annual basis.

- 3.3 There shall be the following classes of members:
- 3.3.1 Full Members: All Members of UUSU as defined in the Articles of Association may be a member of UUSU Sport and any of its affiliated clubs, upon payment of the annual UUSU Sport membership fee.
 - 3.3.2 Graduate Members: All Ulster University graduates may become members of UUSU Sport on payment of the appropriate annual UUSU Sport membership fee.
 - 3.3.3 Associate Members: Persons not eligible for full or graduate membership may become Associate UUSU Sport by invitation of UUSU Sport Management Committee and on payment of the appropriate annual UUSU Sport membership fee.
 - 3.3.4 Honorary Life Associate: this may be granted by the Student Council to persons who have given exceptional service to UUSU Sport.
- 3.4 Only Members of UUSU Sport shall be entitled to vote in meetings of UUSU Sport and its affiliated Clubs. Graduate and Associate Club Members may sit on Club Committees but in an advisory capacity only and with no voting rights. No individual Sports Club, within UUSU Sport, shall have more than one Graduate or Associate Club Member for every three Ordinary Members.
- 3.5 The Vice President Sports and Wellbeing will be an ex-officio member of UUSU Sports and have full voting rights in all meetings.

Section Four: UUSU Sports Recognition of Clubs

- 4.1 Any sporting club formed by the students of the University may apply for recognition by UUSU Sport.
- 4.2 Applications for recognition should be made by the Club Secretary. The application should be accompanied by a copy of the generic UUSU Sport Constitution and the names and registration numbers of fifteen students. Upon registration a copy of the club operating statement must be lodged with the UUSU Sport Office. In exceptional circumstances applications not meeting the criteria will be considered by UUSU Sport Management Committee before they can be submitted for recognition.
- 4.3 Applications for recognition will be considered by the Student Sport Forum (of which quorum will be one half plus one of all registered clubs on the campus), which may accept applications, which comply with these rules on a simple majority vote subject to criteria established by the UUSU Sport Management Committee.
- 4.4 There shall be a generic UUSU Sport Club Constitution that will be available to all recognised sports clubs and will include:
 - 4.4.1 The full name of the Club.
 - 4.4.2 The aims and objectives of the Club, which must not contravene the aims and objectives of UUSU Sport.
 - 4.4.3 The membership entitlement.
 - 4.4.4 The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting.
 - 4.4.5 The membership fee.
 - 4.4.6 A provision which ensures that the Office Bearers in the Club are aware of and abide by their legal requirements as laid down in the UUSU Sport Handbook.
 - 4.4.7 The Office Bearers and their method of election, who must include the following:
 - 4.4.7.1 Chairperson who shall be responsible for keeping meetings in order and ensuring that all decisions made are implemented. His or her task is to ensure the effective running of the Club.
 - 4.4.7.2 The Secretary shall be responsible for communication both inside and outside of the Club. It is his or her duty to call meetings and keep minutes of all meetings.

- 4.4.7.3 A Treasurer shall keep Accounts, prepare Estimates and present accounts to the UUSU Sport Management Committee and to the Campus Student Sport Forum. In all, he or she has overall responsibility for the financial control of the Club funds and must keep a record of all meetings held.
- 4.4.7.4 Health and Safety Officer. There is a lot of responsibility attached to being Health and Safety Officer, as you are accountable for risk assessing every event and ensuring that UUSU is aware of all events your club are putting on or involved in. It is of vital importance you communicate with UUSU regarding any events you are putting on, whether they are on campus or not. It is important that you familiarise yourself with our Risk Assessments and Handbook.
- 4.5 In order to become an Officer of a UUSU Sport Club, the person must be a Member in accordance with this Schedule.
- 4.6 No UUSU Sport Club recognised by UUSU Sport shall assume to itself any activities outside those defined in its Constitution; neither shall any Sports Club include in its Constitution's aims and objectives, which are by virtue of its position rightly those of UUSU Sport or UUSU.
- 4.7 Any Sports Club which by additions to or deletions from its Constitution or by virtue of its activities on or off the campus contravenes the Constitution of UUSU Sport shall immediately cease to be officially recognised by the UUSU.
- 4.8 Any Sports Club from whom UUSU Sport withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of UUSU Sport and be subject to UUSU Disciplinary Procedures.
- 4.9 If any UUSU Sport Club becomes 'dormant' for a period exceeding two academic years, UUSU Sport may withdraw official recognition from the Club, which will become ineligible for a grant for funds, and UUSU may redistribute monies in dormant accounts as they see fit.

Section Five: Constitution

- 5.1 A copy of the UUSU Sport Constitution shall be available to download from uusuu.org/sport.
- 5.2 Subject to the appropriate clauses within this Schedule, the UUSU Sport Constitution may be added to or repealed or amended only when a majority of Student Sport Forums agree to the changes. This then requires to be ratified by Student Council before becoming constitutionalised.
- 5.3 Any changes to the UUSU Sport Constitution as referred to in this Schedule, must be ratified by Student Council and shall not be implemented in the absence of this ratification.
- 5.4 The UUSU Sport Management Committee may propose changes to the UUSU Sport Constitution at a quorate Student Sport Forum on each campus.
- 5.5 Members of UUSU Sport may propose and second amendments to the UUSU Sport Constitution, in writing, to the Sports President, five days in advance of a Campus Student Sport Forum.
- 5.6 All proposed amendments to the UUSU Sport Constitution shall require five days' notice and require the support of 50% + 1 of those present and entitled to vote, to be carried.
- 5.7 For Student Council to ratify any proposed amendments to the UUSU Sport Constitution, it shall require the support of at least two campuses' Student Sport Forums.

Section Six: Finance

- 6.1 The final decision on all financial matters shall rest with the UUSU Sport Management Committee. All UUSU Sport Clubs shall have the right to appeal to the Management Committee. The University Sports Strategy Group (or equivalent) will determine policy parameters for expenditure within the ring-fenced monies for UUSU Sport.

- 6.2 The University, through its Sports Development Officer and Finance Team will need to satisfy itself that payments designated for use only by UUSU Sport are used for the purposes for which they are given and are in line with the University's sporting ambitions. University officers will inform the UUSU Sport Management Committee and the President of UUSU in writing if in their judgement UUSU Sport is acting in conflict with this requirement, and must inform the Vice Chancellor.
- 6.3 Applications for additional funds from UUSU Sport Clubs shall be dealt with by the Management Committee. Any appeal made will be dealt with at the following the UUSU Sport Management Committee meeting.
- 6.4 No UUSU Sport Club shall be eligible to receive money from UUSU Sport funds unless it has previously elected officers and submitted a budget of their estimated financial needs for the following academic year by the end of the Second Semester, or as otherwise stated by the UUSU Sport Management Committee.
- 6.5 UUSU Sport may at any time, realise any capital assets bought by UUSU Sport for the Sporting Clubs.
- 6.6 UUSU Sport Clubs will deposit the proceeds of their own fundraising activities and any associated expenditure by lodging it with the bank account operated by UUSU Sport, whereby UUSU Sport will hold the funds on behalf of each club.
- 6.7 Normally within Semester 2 of each academic year Clubs must hold an Annual General Meeting to review the previous year and provide a report to include a complete financial record, details of Club performances including individual and team successes and to elect the Club Officers for the next academic year.
- 6.8 All Club accounts must be accurately maintained throughout the year and are available to the UUSU Sport Management Committee for scrutiny at all times.
- 6.9 There must be no unauthorised expenditure of UUSU Sport funding granted to the Club.
- 6.10 A full and complete account of all finances must be prepared for inclusion in UUSU's Audited Accounts.
- 6.11 All clubs must operate within the limits of whatever sums of monies are available to it.
- 6.12 If any UUSU Sport Club operates an external banking account and the transactions processed in any financial year are not reflected in the report specified within the appropriate clauses within this Schedule, then UUSU Sport may decide to withhold future funding to the Club, and take disciplinary action against the Officers of the UUSU Sport Club.
- 6.13 Any Sporting Club official, who enters into any form of financial commitment without UUSU Sport's prior authority, commits only him or herself and in no way commits UUSU Sport.

Section Seven: Officers

The Officers of UUSU Sport shall be as follows:

- 7.1 Vice President Sports and Wellbeing (Student Officer).
- 7.2 Student Sport Advisory Group Chairperson (One per campus).
- 7.3 Honorary Treasurer (UUSU General Manager).
- 7.4 Honorary Secretary (UUSU President).
- 7.5 The job descriptions and expectations of each are detailed elsewhere in these bye laws and its' associated guidance documents.

Section Eight: Election of the Officers

- 8.1 The election of the VP Sports & Wellbeing shall be held as part of the UUSU Student Officer elections, and all students shall be entitled to vote.
- 8.2 The period of office (being Sabbatical) shall commence on the 01 July to the 30 June following. The election of the VP Sports and Wellbeing must be in accordance with Schedule 3 of UUSU Constitution.

- 8.3 The election of Campus Officers shall take place at the Student Sport Forum at the beginning of Semester 1 and such Officers shall hold office for that Academic Year. Each UUSU Sport Club will have one vote.
- 8.4 The Honorary Treasurer of UUSU Sport shall be the UUSU CEO.
- 8.5 The Honorary Secretary of UUSU Sport shall be the UUSU President.

Section Nine: Student Council

- 9.1 The VP Sports and Wellbeing and one Student Sport Advisory Group member per campus, elected by UUSU Sport members shall be members of Student Council.
- 9.2 UUSU Sport representatives on Student Council will be subject the relevant clauses within the Constitution.
- 9.3 The VP Sports and Wellbeing shall report to Student Council on all UUSU Sport matters.

Section Ten: UUSU Sport Management Committee

- 10.1 There shall be a UUSU Sport Management Committee.
- 10.2 The membership of the UUSU Sport Management Committee shall be:
 - 10.2.1 VP Sports and Wellbeing (who shall be chairperson);
 - 10.2.2 Two Club Representatives from each Student Sport Forum;
 - 10.2.3 Student Sport Manager;
 - 10.2.4 Student Sport Development Officers;
 - 10.2.5 Four UUSU Representatives/Staff;
 - 10.2.6 Ulster University Sports Development Officer;
 - 10.2.7 External Members will be co-opted onto the committee as required UUSU Sport.
- 10.3 The Committee shall meet once a month and as and when required.
- 10.4 The UUSU Sport Management Committee shall be responsible for:
 - 10.4.1 Executing the work of UUSU Sport in line with the agreed strategy of UUSU Sport;
 - 10.4.2 The development of UUSU Sport policies;
 - 10.4.3 Ensuring that regular communication is maintained with all members of UUSU Sport;
 - 10.4.4 Appointing sub-committees and co-opting members as required;
 - 10.4.5 Approving recommendations from sub-committees of the UUSU Sport Management Committee;
 - 10.4.5 Reporting on all issues pertaining to UUSU Sport;
 - 10.4.6 Dealing with all matters relating to finance in accordance with the agreed Financial Memorandum between UUSU and the University;
 - 10.4.7 Considering the financial requirements of UUSU Sport and preparing annual estimates for submission to UUSU to be included in UUSU annual estimates to be submitted to University Resource Committee;
 - 10.4.8 Considering the alteration of allocations during the year;
 - 10.4.9 Maintain Capital and General Reserves if possible;
 - 10.4.10 Receive reports on and confirm or amend as appropriate the allocation of grants among its member clubs in accordance with the Constitution;
 - 10.4.11 The allocation of additional funds to member Clubs where the committee deem it necessary or appropriate;
 - 10.4.12 Judge appeals from member Clubs regarding their allocations considering recommendations made by the relevant Student Sport Advisory Group;
 - 10.4.13 Source and obtain additional funding and/or resources for UUSU Sport.

Section Eleven: Student Sport Advisory Group

- 11.1 On each campus there shall be a Student Sport Advisory Group.
- 11.2 The membership of this group on each campus shall be:
 - 11.2.1 Six Full Members elected. There must be at least one representative from indoor, martial arts, field-sport and water-sport clubs;
 - 11.2.2 Vice President Sport & Wellbeing;
 - 11.2.3 Student Sport Staff Member (In Attendance);
 - 11.2.4 Campus UUSU Sport Administrator (Secretariat);
 - 11.2.5 The group shall meet 4 times during the academic year or as required.
- 11.3 The quorum for meetings shall be half plus one of its membership.
- 11.4 The group shall be responsible for the following:
 - 11.4.1 All aspects of UUSU Sport activity including advising on facilities requirements and fundraising;
 - 11.4.2 Monitoring Rules and Regulations for the conduct of UUSU Sport Clubs and Members;
 - 11.4.3 Making recommendations to the UUSU Sport Management Committee on additional requests for funding made by UUSU Sport Clubs on its respective campus;
 - 11.4.4 Bringing forward policies to Student Council to enhance the student sport experience at the University;
 - 11.4.5 Ensure that all Sporting Clubs adhere to UUSU Sport policies.

Section Twelve: Student Sport Forums

- 12.1 There shall be on each campus a Student Sport Forum which shall be governed by the procedures set out in Schedule 1 of the UUSU Constitution. Quorum for this meeting shall be one Club Officer from half plus one of the Clubs affiliated to UUSU Sport at the relevant campus.
- 12.2 Student Sport Forum shall be chaired by the Sports President.
- 12.3 Each Campus must have a Forum at least once in each Semester.
- 12.4 Each UUSU Sport Club affiliated on the relevant campus is entitled to one vote. The vote must be cast at a Forum by an officer of the Club, who must also be a full (student) member of the club.
- 12.5 At the beginning of each meeting the secretary of the meeting will register those Club Officers entitled to vote. The Club Officer must provide the following information upon registration:
 - 13.5.1 Student Registration Card;
 - 13.5.2 Proof of position held in club (club committee contact sheet completed will suffice).
- 12.6 Notice of Student Sport Forums will be emailed to all clubs fifteen days in advance of the date of the forum.
- 12.7 No member may propose, second or amend any more than three motions to any one campus Forum.
- 12.8 Motions for consideration at the forum shall be submitted to the VP Sports and Wellbeing via email at least ten days prior to the forum. Proposers shall be members, the first proposer being termed the primary proposer.
- 12.9 All motions submitted to a Forum shall be emailed to all clubs five days in advance of the forum.
- 12.10 Amendments to motions must be submitted in writing and signed, to the Secretary preferably two days before the Forum but amendments will be accepted at the forum also.
- 12.11 An Emergency Student Sport Forum shall be called by the UUSU Sport Administrator who shall act as Secretary within three college days upon receipt of a written request from: the VP Sports & Wellbeing; the UUSU Sport Management Committee; the respective Student Sport Advisory Group; 5% of the Members on the campus being in the form of a petition.

- 12.12 At least two days (forty-eight hours) notice shall be given of an Emergency Campus Forum.
- 12.13 An Emergency Forum may not amend the UUSU Sport Constitution.
- 12.14 An Emergency Forum shall discuss only the specific issue for which it has been called.

Section Thirteen: Discipline

- 13.1 All breaches in discipline will be dealt with in accordance through the UUSU Disciplinary Procedures.

Section Fourteen: Honorary UUSU Sport Members

- 14.1 There shall be elected Honorary UUSU Sport Members in accordance with the Regulations contained elsewhere in these regulations.

Bye Law 5: Societies Regulations

Section One: Introduction

- 1.1 Societies formed by students at the Ulster University, can apply for affiliation to UUSU, as can those unsuccessful in gaining affiliation to UUSU Sport, and will be subject to the regulations of UUSU.
- 1.2 All Societies shall be bound by the regulations contained within this Bye-law and the Societies Handbook which shall be reviewed annually by the Societies Committee and amended if desired.

Section Two: Societies Committee

- 2.1 The Societies Committee is a sub-committee of Student Council and shall be responsible for societies on all campuses. The membership will be:
 - 2.1.1 Each campus VP;
 - 2.1.2 Each campus Societies Student Council representative, elected from their respective campus forum;
 - 2.1.3 The Student Activities Coordinators for all campuses;
 - 2.1.4 Other staff and students as invited by the committee;
- 2.2 A Chair which will be elected at the first meeting of each semester.
- 2.3 UUSU Societies Committee shall be responsible for:
 - 2.3.1 Overall policy on Societies activity, and advising the Student Activities Coordinators on developing this area of work;
 - 2.3.2 Affiliating societies to UUSU, ensuring due diligence to the regulations set out within this Bye-law and abiding by UUSU equality and diversity policies;
 - 2.3.3 Allocating funds to individual Societies, within the total allocation approved by the relevant finance committee of UUSU;
 - 2.3.4 Preparing annual reports showing the allocation and expenditure of each Society.
- 2.4 UUSU Societies Committee Chairperson shall be responsible for reporting the work of the committee to the next Student Council.
- 2.5 Student Council shall have the power to revoke affiliations if they find the regulations or equality/diversity policies have not been adhered to.

Section Three: Societies Forum

- 3.1 Society Forums on each campus will be called on twice a semester, or at additional times when deemed required by a Student Activity Coordinator or Campus Vice-President. These forums will act as general meetings and are to include all Societies. Five-university days' notice must be given to Societies. Forums are to be chaired by a UUSU Student Officer or member of staff. The outcome of these meetings must be reported to the next Societies Committee by either the Student Officer or member of UUSU staff.

Section Four: Campus Vice-President Responsibilities

- 4.1 The Campus Vice-President Academic shall be responsible for:
 - 4.1.1 Providing support and assistance for society events;
 - 4.1.2 Attending and supporting the work of the UUSU Societies Committee;
 - 4.1.3 Chairing Society Forum meetings and reporting accordingly.

Section Five: Regulations for Societies

- 5.1 Application for affiliation to UUSU should be made by the Society Secretary. The application should be accompanied by a copy of a provisional Constitution. Upon registration, a copy of a formal Constitution must be lodged with the UUSU Student Activities Coordinator of the relevant campus. Affiliations will take place at Societies Committee where upon the members will decide upon ratification of affiliation;
- 5.2 The following stipulations must be observed when setting up a society and the Constitution must include:
 - 5.2.1 The full name of the Society;
 - 5.2.2 The aims and objectives of the Society which must not contravene the Aims and Objectives of UUSU;
 - 5.2.3 The membership entitlement;
 - 5.2.4 The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting;
 - 5.2.5 The membership fee;
 - 5.2.6 A provision which ensures that the Office Bearers in the Society are aware of and abide by their requirements under UUSU Bye Laws;
 - 5.2.7 Agreement to abide UUSU naming conventions and branding guidelines;
 - 5.2.8 The Office Bearers and their method of Election, who must include a chairperson, a secretary and a treasurer
- 5.3 Membership of student Societies must be open to all registered students of the Ulster University. Up to 20% of society members may be non-UU members but may not hold office.
- 5.4 The committee may accept applications which comply with these rules. A vote will require 50% +1 of members present to approve the affiliation.
- 5.5 No society recognised by UUSU shall assume to itself any activities outside those defined in its Constitution; neither shall any organisation include in its Constitution aims and activities which are by virtue of its position, rightly those of UUSU.
- 5.6 Any society which, by additions to or deletions from its Constitution or by virtue of its activities on or off the campus, contravenes the Articles of Association of UUSU shall be investigated by the Societies Committee and may be subject to the UUSU disciplinary procedures.
- 5.7 Any society from which UUSU withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of UUSU.
- 5.8 If a society has been inactive (i.e. no committee, membership or events) for a period of two academic years it will be deemed to have ceased to exist.
- 5.9 Within these two years, if a committee of three members wish to re-activate the society this is permissible. However, following this period the society will cease to exist and will be required to re-constitute.
- 5.10 In the event of a society ceasing to exist, UUSU may decide what happens to any unused funds.

Section Six: Finance

- 6.1 The overall budget for societies will be decided upon by the UUSU Finance and General Purposes committee and administered by the UUSU Societies Committee.
- 6.2 All Societies shall have the right to appeal to the Student Executive Committee against decisions of the UUSU Societies Committee.
- 6.3 Requests for additional funds from Societies shall be dealt with by the Societies Committee purely on merit.
- 6.4 No student Society shall be eligible to receive money from UUSU funds unless it has: Elected officers, consisting at least of a Chairperson/President, Secretary, Treasurer, who must be students currently registered at the Ulster University; drawn up a Constitution which must be approved by UUSU; submitted a budget of their estimated financial needs for the following

- academic year by the end of the Second Semester, or as otherwise specified by the UUSU Societies Committee.
- 6.5 On successful affiliation a new society will be eligible to apply for funding subject to being agreed by the Societies Committee at the beginning of each academic year. It will be within the power of the Societies Committee to allocate funding at its discretion throughout the year.
 - 6.6 UUSU Society Committee finance allocation decisions shall be ratified by the Student Executive Committee. Once ratified, an allocation shall be understood to represent the total limit of UUSU's financial liability to each of the Societies concerned.
 - 6.7 Each Society shall ensure that:
 - 6.7.1 In May of each year a financial statement of its activities during the preceding year is prepared, or at any time as is required by representatives of UUSU;
 - 6.7.2 A true record of the state of its current finances is maintained;
 - 6.7.3 No unauthorised expenditure by UUSU is undertaken;
 - 6.7.4 It operates within the limits of whatever sums of monies are available to it.
 - 6.8 All Societies shall bank with a bank designated by UUSU and UUSU shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.
 - 6.9 Any Society official, who enters into any form of financial commitment without UUSU's prior authority, commits only themselves and in no way commits UUSU.

Bye Law 6: Finances

Section One: Finances

- 1.1 The financial affairs of the Union shall be administered by the Union Board of Trustees which, insofar as is compatible with the Union's status as a charitable body, shall allocate grants to the sub-committees and authorise other Union expenditure. This shall be in accordance with the Rules Governing Union Finance laid down in the Financial Memorandum.
- 1.2 The Board of Trustees shall do all things deemed necessary for the efficient management and administration of the revenue and property of the Union; and in particular:
 - a) Govern, manage and regulate the finances, accounts investments, property, business and all affairs whatsoever of the Union and for that purpose shall appoint Bankers, Auditors and any other Officers or Agents it may deem expedient and shall ensure that books of account are kept in such a manner as to give a true and fair view of the Union's affairs.
 - b) Invest monies belonging to the Union in such stocks, funds, full paid shares or securities as the Student Council thinks fit whether within the United Kingdom or not: purchase freehold or leasehold property including rents provided that in the case of monies held by the Union as trustees, the power conferred by this paragraph shall be exercised subject to the provisions of the law relating to investments by trustees.
 - c) Sell, buy, exchange, lease or accept leases of real and personal property on behalf of the Union.
 - d) Borrow money on and for that purpose mortgage or charge all of or any part of the property of the Union whether real or personal unless the conditions of any will, deed, gift or other instrument are thereby contravened, and to give such other security whether upon real or personal property or otherwise as the Board of Trustees may think fit.
 - e) Provide the buildings, premises, furniture and equipment and other means required for carrying out the work of the Union.
 - f) Enter into, vary, carry out and cancel contracts on behalf of the Union.
 - g) Give on behalf of the Union guarantees, whether in pursuance of continuing arrangements or not.
 - h) Receive and call for such reports and make such arrangements as it thinks proper for the promotion and maintenance of efficiency and good order in the Union.
- 1.3 Day-to-day financial control shall be undertaken by the Students' Union's Finance and General Purposes Committee. The Board of Trustees may not discuss a financial matter unless it has previously been discussed by the Finance and General Purposes Committee.

Section Two: Financial Estimates

- 2.1 Financial Estimates of Income and Expenditure for each financial year shall be prepared by the President for the approval of the Finance and General Purposes Committee with the advice of the CEO, not later than one month before the date for submission to the University.
- 2.2 The Finance and General Purposes Committee shall ensure that the Financial Estimates are submitted to the University Finance Committee by the Date specified by the University.
- 2.3 The Finance and General Purposes Committee shall establish a date for receipt of Estimates from within the Union.
- 2.4 The Finance and General Purposes Committee is a Standing Committee of Board of Trustees. It shall consider all estimates in detail and shall submit recommendations to the Union Board of Trustees. The Union Board of Trustees shall be bound to take into account the recommendations of the Staffing, Finance and General Purposes Committee.

Section Three: Auditor for the Students' Union

- 3.1 The Union shall, in each financial year, reappoint a qualified Auditor to audit its Accounts and Balance Sheet for that year. The qualified person shall be a Member of the Institute of Chartered Accountants or an equivalent recognised organisation.
- 3.2 The Auditor should be reappointed annually by the Trustee Board. The Auditor appointed for the previous year shall be appointed for the current year unless:
 - a) A Resolution of the Union Board of Trustees has stated otherwise.
 - b) They have given notice in writing of their unwillingness to be reappointed.
 - c) They are eligible for reappointment.
 - d) They have ceased to act, as an Auditor by virtue of incapacity.
 - e) The Auditor is currently used by the University.
- 3.3 None of the following shall be appointed as Auditor:
 - a) A body corporate
 - b) An Officer of the Union
 - c) A person who is partner or employee of an Officer of the Union.
 - d) An employee of the Union.
 - e) Any Member of the Union.
 - f) The University's current Auditors unless they will no longer hold that office by the time they assume responsibility for the Union's audit.
- 3.4 The Auditor is required to make a report at a meeting of the Board of Trustees on the Profit and Loss Account, Trading Accounts, Balance Sheet and the Source and Application of Funds.
- 3.5 The Auditor shall have a right of access at all times to the books and accounts of the Union and to any other documents relating to its affairs. They shall be entitled to receive all information and explanations from Officers and Members of the Union and relevant staff as they deem necessary for them to carry out their duty as Auditor.

- 3.6 A copy of the Audited Accounts shall be available for inspection by any Full Ordinary Member of the Union.

Section Four: General

- 4.1 Subject to the levels set out in the Financial Memorandum no order shall be placed for goods or services unless accompanied by an official Union Order Form. All order forms should bear details of the goods or services required, state the price and be signed by a senior permanent member of staff and the relevant student officer.
- 4.2 All monies received by on or behalf of the Union shall as soon as practicable be banked for the credit of the Union.
- 4.3 The Finance and General Purposes Committee will have full authority to make or change all arrangements for banking, the payment of cheques and the maintenance of financial records.
- 4.4 The expenses claims of Executive Officers shall be countersigned by the President and the CEO or their nominee for approval of payment.
- 4.5 The President's expenses claims will be approved and signed by a Site Vice President and countersigned by the CEO.
- 4.6 Expenses claims for the CEO must be approved and signed by the President and countersigned by another student officer.

Bye-Law 7: Staff Protocol

Bye-Law Seven: Staff Protocol Agreement

Section One: Statement of Interests

- 1.1.1 It is intended that these provisions:
 - 1.1.2 Ensure that the Union complies with all relevant legislation and regulations governing the employment of Staff by the Union, as agreed by the Financial Memorandum;
 - 1.1.3 Should protect individual employees from breaches of Contract on the part of the Union and from breaches of reasonable confidentiality in respect of their personal affairs.
 - 1.1.4 Should empower the Staffing Committee to decide on all staffing matters or delegate where appropriate.
 - 1.1.5 Should protect the Union from any direct interference in the conduct of its policy-making by employees.
- 1.2 The Staffing Committee shall report regularly to the Board of Trustees on its activities but shall not discuss the affairs of any individual employee outside its meeting.
 - 1.3 No individual staff member may be named or their job discussed at any Union meeting outside of the Union Staffing Committee. Any complaint or request for information should be processed through the President.

Section Two: Role of Staffing Committee

- 2.1 The Committee shall report directly to the Board of Trustees and shall not be subject to the decisions of any other committee, but shall be required to consult with the Executive and Bar Club Committees on all matters of mutual concern.
- 2.2 Acting in compliance with legislation and rules referred to in 1.1.(a) above, the Staffing Committee shall act with the full-delegated authority of the Board of Trustees in the implementation of these guidelines.
- 2.3 Staffing Committee shall:
 - 2.3.1 Ensure that the President of the Union signs Contracts of Employment.
 - 2.3.2 Having regard to budgetary provision determine the level of staffing required in areas approved by the Board of Trustees.
 - 2.3.3 Conduct the Annual Salary Review.
 - 2.3.4 Supervise the implementation of the Union's Terms and Conditions of Employment.
 - 2.3.5 Maintain the staff establishment.
 - 2.3.6 Conduct all negotiations with bodies representing staff.
 - 2.3.7 Decide which Trade Union shall be recognised by the Union.
 - 2.3.8 Periodically review the Union's terms of Reference of Staffing Committee.
 - 2.3.9 Shall have the power to delegate to sub committees, and create same where deemed necessary.

Section Three: General

- 3.1 Staff members may attend meetings of any body of the Union when invited to do so by the President.
- 3.2 Staff members may not vote in any meeting of the Union.
- 3.3 Staff members may advise Officers of the Union on any matter within their area of competence, but will not seek to influence the policy-making process of the Union.
- 3.4 The Union recognises that staff members have the right to hold personal, political and religious views and agrees to afford its employees protection within their posts from infringement of their statutory rights, consistent with legislation in force.
- 3.5 For the purposes of this Bye-law student officers shall not be regarded as Union Staff.

Bye-Law Eight: Referenda

Section One: Referenda

- 1.1 A Referendum shall be a competent of authority to amend the Articles of Association, not the Bye-laws to the Articles of Association.
- 1.2 A Referendum may be held on any proposal where the Student Executive Committee, the Trustees, or Student Council deem it necessary, or upon receipt by the President of a request bearing the signatures and student numbers of 1% of the student population of which the outcome of the decision would affect.

Section Two: Procedure for Holding a Referendum

- 2.1 A Referendum shall be on a proposal decided by the Trustees, Student Council, or a resolution supported by 1% of the Union's membership. If more than one proposal is submitted, the procedure in Clause 1.2 of this Bye-law must be adhered to with regard to each separate proposal.
- 2.2 The date and time of a Referendum held under the relevant Bye-law may be decided by the Student Executive Committee or the Student Council or stated on the submitted request, provided that three clear university days (excluding Saturday and Sunday) were allowed after submission of the petition.
- 2.3 The President shall be responsible for the conduct of all Referenda and shall appoint such assistants as they deem necessary.
- 2.4 Only full members of the Union will be entitled to vote.
- 2.5 The President shall arrange for polling to take place in at least one central polling booth which will be open for a minimum from 10.30am to 5.00pm
- 2.6 The President may arrange for online voting and will inform students of the procedure involved with this.

Section Three: Decision by Referendum

- 3.1 A decision taken by a Referendum shall be referred to as a decision of the Union Membership.
- 3.2 A decision taken by a Referendum and voted upon by at least 1% of the Union Membership shall be mandatory and binding on the Union or anybody to which it is directed, provided that those votes in favour number 50+ 1 of the total number of votes cast.
- 3.3 In the case of a Referendum on Affiliation to NUS/USI a simple majority of 50% plus one of a quorate Referendum will be required to reject this affiliation.
- 3.4 A motion or proposal to alter or rescind a decision of the Union Membership shall not be considered in the six months following the date from which the decision was passed.
- 3.5 The President shall give a ruling if a dispute arises in relation to Clause 3.4 of this Bye-law. Such a Presidential ruling can only be overturned by a decision of a quorate meeting of the Student Council.

- 3.7 A decision taken by a Referendum and voted upon by less than 1% of the Union Membership shall have powers of recommendation which shall be advisory only, provided that those votes in favour number 50+ 1 of the total number of votes cast.

Section Four: Reporting Function

- 4.1 A Union Body, Committee, Officer or other specified person which has carried out a mandate or recommendation of the Union Membership shall report to the next Student Council meeting.

Section Five: A Referendum Result

- 5.1 The President shall publish the result of any Referendum submitted under Clause 1.2 of this Bye-law not later than one clear day (excluding Saturday and Sunday) after the Referendum has been held.
- 5.2 Any full member who has reason to believe that there was any irregularity of any kind regarding the conduct of the Referendum, shall have the right to lodge a Referendum petition with the President within seventy two hours of the alleged irregularity.
- 5.3 A Referendum petition shall contain all details regarding the alleged irregularity and shall be signed by at least one person who is willing to substantiate the statements.
- 5.4 The Chair shall convene a Special Meeting of the Student Council to consider the petition. A decision of the Student Council in relation to a Referendum petition shall consider the following:
- a) Whether the alleged irregularity has, or may have occurred.
 - b) If the alleged irregularity is such, as could have materially affected the result of the Referendum.
 - c) Subject to the outcome of their considerations in 5.2 Student Council may declare the Referendum valid or invalid

UUSU Bye-Law 9 – Officer Disciplinary Scheme

1 Officer Bearer Standards

- 1.1 All office bearers are expected to behave in a way that does not bring UUSU into disrepute. They must be mindful of their own health and safety, as well as that of other members of staff, members and University colleagues. They must not in any way that could be deemed disrespectful to others, aggressive, violent or fraudulent. These behaviours are not exhaustive but illustrate the type of behaviour that may give rise to complaints and referral to a disciplinary committee.
- 1.2 All office bearers will be furnished with a copy of their role description and appropriate training, and they will be asked to meet the expected minimum standards laid out within these.
- 1.3 For the purposes of clarity, full time student officers must also adhere to the employment policies of UUSU – these are in parallel to this procedure and the existing political processes described elsewhere in these documents.

2 Core Process

- 2.1 Student Council shall, at the beginning of its term, appoint a 'Designated Staff Member' who shall be the first point of contact for any complaints made within UUSU.
- 2.2 The above staff member will be clearly labelled on the UUSU website under the 'Contact Us' tab as a clear means for complainants to communicate with the designated individual.
- 2.3 Where a complainant comes directly into an SU Office, a member of staff should take their details and refer these to the designated individual to contact said complainant for an in-depth discussion.
- 2.4 The designated staff member will discuss in detail with the complainant to ascertain the seriousness of the allegations and the proposed course of informal or formal action suggested.
- 2.5 If the complaint can be evidentially substantiated and the complainant wishes for an informal course of action the designated staff member should discuss the complaint with the respondent and offer some informal counselling as to how to improve the behaviours demonstrated.
- 2.6 Informal complaints are not registered against an individual in any formal channel, however multiple informal complaints received in a 12-month period may lead to a formal 'accumulative' approach being taken.
- 2.7 If the complaint is deemed too serious to warrant informal action then the designated staff member should discuss with the External Trustees and Senior Staff Member, the possibility of escalating the complaint to a formal investigation.
- 2.8 Should a complainant request that a formal process is undertaken then the designated staff member will consult the Senior Staff Member to discuss the evidential base for this and decide on the suitable progression of the case within 5 working days from the entry point of complaint.
- 2.9 If sufficient evidence is provided to uphold a complaint, then the formal process will be undertaken.
- 2.10 Once upheld the designated staff member will select an appropriate disciplinary committee to oversee an investigation process and decide on the complaint outcome (see section 3).
- 2.11 If after the initial provision of evidence from the complainant a lack of basis is found to substantiate the claim; or further information is found which calls into question the complaint accuracy and/or motives, then the complaint will be dismissed, and no further action taken.
- 2.12 Where a complaint is serious enough to warrant a formal investigation, the complaint will be governed by said formal process outlined.

2.13 Formal action may include:

- 2.13.1 First Written Warning
- 2.13.2 Final Written Warning
- 2.13.3 Removal from membership/role/office

2.14 Dependent upon the severity of the offence UUSU may deem it reasonable and appropriate to omit the early stages of the formal disciplinary procedure.

2.15 An anonymised summary on complaints and outcomes will be available to Student Council on a quarterly basis.

3 Investigation & Disciplinary Committee Governance

3.1 On the triggering of a formal process, the designated staff member will convene a Disciplinary Committee to investigate the complaint.

3.2 The complaint should be investigated over the 10 working days directly after the formal process has been triggered.

3.3 The members of the Disciplinary Committee will be determined based on the role of the respondent, and as below:

3.3.1 Should the respondent hold the role singularly of member of the students' union, a committee comprising two sabbatical officers from a campus other than that of both the complainant and respondent will be formed. The designated staff member will be required to carry out an investigation and make recommendations to the committee.

3.3.2 Should the respondent hold the role of member of the Student Executive, a committee comprising one sabbatical officer, one external trustee, one student trustee and a staff member from the Senior Management Team should be brought into session, recognising the sabbatical officers' duties as a UUSU member of staff. On the opinion of the Operations Director, the sabbatical officer may be placed on protective suspension for the period of any investigation. The member of SMT assigned will be required to investigate the complaint and make recommendations to the committee.

3.3.3 Should the respondent hold the role of society/sports club member or society/sports club committee member, a committee comprising one sabbatical officer (usually the chair of the societies subcommittee of Student Council and VP Sports & Wellbeing), one student trustee and the relevant student activities co-ordinator/development officer for the campus will be convened. An investigation will be undertaken by the relevant staff member who shall make recommendations to the committee.

3.3.4 Should the respondent hold the role of academic representative, a committee comprising the relevant campus sabbatical officer, one student trustee and the Academic Representation Co-ordinator will be convened. The Academic Representation Co-ordinator shall be responsible for carrying out an investigation and making recommendations to the committee.

3.3.5 Should the respondent hold the role of student councillor, a committee comprising of one sabbatical officer, one student trustee, and the Democracy and Policy Coordinator will be convened. The Democracy and Policy Coordinator shall be responsible for carrying out an investigation and making recommendations to the committee.

3.4 The make-up of a disciplinary committee will be confirmed no later than 5 working days after a formal investigation has been triggered.

3.5 At the first or only meeting of the relevant disciplinary committee, members will elect a chair from their membership who shall be responsible for governing the meeting/decisions of the committee.

- 3.6 The Designated Staff member shall act as clerk to all disciplinary committees and will be responsible for ensuring members have relevant information relating to the complaint.
- 3.7 The investigating officer shall have the power to request to interview the respondent, complainant and any relevant witnesses, although individuals have the right to decline to be subjected to interview.
- 3.8 A meeting of the disciplinary committee shall be called together to receive the report of the investigating officer, review the investigation and take a final decision on any or no sanctions no more than 5 working days from the end of the investigation period ending.
- 3.9 Should the investigating officer deem at any stage of the investigation that the complaint is of a criminal or safeguarding nature, he or she will convene immediately with the Senior Staff Member with a view to reporting to the relevant authorities. The Committee will be informed of this action as soon as is reasonably possible.
- 3.10 The investigating officer may deem it necessary to refer the complaint to the relevant University Officer, where they feel the issue requires this intervention.

4 Disciplinary Sanctions

- 4.1 The investigating officer shall make a recommendation on any possible disciplinary action to the committee, who have the authority to accept or refuse the recommendation by majority decision.
- 4.2 If rejected, the committee can increase, decrease or reject any sanctions.
- 4.3 Once a sanction is agreed the investigating officer feeds this back to the respondent and complainant within 5 working days.
- 4.4 If an appeal process wishes to be lodged via either party this should be done as per section 4 covering appeals.
- 4.5 As per clause 1.14 an ammonised summary on complaints and outcomes will be available to Student Council on a quarterly basis.

5 Appeals Process

- 5.1 Once a committee has delivered its decision to the both the respondent and complainant, there will be a 5 working day period when either can appeal against the decision of the committee on any reasonable grounds.
- 5.2 Appeals must be made in writing to the designated staff member outlining why the decision is deemed unacceptable and the rationale to seeking an appeal.
- 5.3 On receipt of an appeal, the designated staff member will convene an appeals panel consisting of one sabbatical officer, one student trustee and one external trustee, none of which would have been involved in the initial investigation.
- 5.4 The appeals panel will have the authority to seek clarity from any member or staff member on any aspect of the investigation carried out or the final decision of the initial committee.
- 5.5 The appeals panel can reduce, increase, maintain or completely remove any previous sanctions that have been decided.
- 5.6 The appeals panel will deliver its decision to the respondent and complainant no later than 5 working days from lodging of the appeal.
- 5.7 The appeal panel's decision will be final.

6 Disciplinary Timeline

- 6.1 Should the process work through to the final appeal stage then the entire process will take no longer than 35 working days, although every attempt will be made to shorten this timeline. This consists of a maximum of:
- 6.1.1 5 working days to consider the validity/evidential rationale of the formal complaint
 - 6.1.2 10 working days to investigate the evidence related to the complaint
 - 6.1.3 5 working days for the disciplinary committee to reach conclusion on any sanctions
 - 6.1.4 5 working days to feedback the decision to the respondent and complainant
 - 6.1.5 5 working days for respondent or complainant to lodge an appeal
 - 6.1.6 5 working days for a final appeal decision to be reached

Bye-Law 10: Code Of Conduct, Regulations And Disciplinary Procedures Governing The Behaviour Of Members Of The Students' Union

Section One: Introduction

- 1.1 UUSU has drawn up this Code of Conduct, which governs the activities of its members. The term "member" refers to all full members of the Students' Union as defined in the Articles of Association.
- 1.2 The Code of Conduct and associated disciplinary procedures are intended to promote fairness and order in the treatment of individuals and in the conduct of the Students' Union, in line with the policies of UUSU and its parent institution.
- 1.3 Should it become necessary to take action against any member whose behaviour is contrary to accepted standards then the Code of Conduct explains the grounds on which members may be disciplined.
- 1.4 All members will be responsible for making themselves acquainted with all Union policies and procedures affecting them. It is a requirement of membership that members accept their obligations under the Code of Conduct, and all other relevant policies, rules and regulations.
- 1.5 Members will be issued with an identity card by the University. This card must be produced to any Officer or staff member of UUSU upon request when on Students' Union occupied premises or utilising Students' Union services or facilities or taking part in activities which fall under the auspices of UUSU. Inability to produce an identity card may lead to immediate exclusion from the premises, services, facilities or activity.
- 1.6 Members whose conduct, in the opinion of the licensees of Students' Union operated licensed services, is prejudicial to the maintenance of good order on licensed premises may be subject to action initiated and enforced by the licensees or representative of the licensee. Such action does not form part of these Code of Conduct Regulations and may be taken either independently or in addition to action arising from this Code of Conduct.

Section Two: Conduct Regulations

2.1 General

- (a) Misconduct is defined as "improper interference with the proper functioning or activities of the Students' Union, or other members, or those who work in the Students' Union, or action which is considered detrimental to the best interests of the Students' Union."

(b) There may be instances where such breach is of such a serious nature as to warrant suspension or exclusion from membership and/or activities of the Students' Union.

- (c) The functioning or activities of the Students' Union include those activities undertaken by student societies.
- (d) Repeated or serial misconduct may be categorised as serious misconduct for the purposes of determining jurisdiction and penalty.
- (e) Breach of any of the following regulations or other misconduct shall make a member liable for disciplinary action.

2.2 Behaviour towards other members of UUSU, UUSU Employees, Visitors, Guests and other persons.

- (a) Members should always act with reasonable consideration towards other members, employees and other persons using UUSU services, facilities or activities, or towards other persons away from the

Students' Union and the University who they may have contact with whilst representing UUSU or participating in UUSU activities, and observe this Code of Conduct and all subsidiary regulations.

- (b) Members shall comply with any reasonable instruction issued by any officer, employee, representative or agent of the Students' Union. In the event of proceedings being brought for non-compliance with any such instruction, it shall be a defence that the instruction was unreasonable or unnecessary in the circumstances for the proper functioning and efficiency of the Students'

Union and the safety and well-being of its members or other persons.

- (c) Members shall not commit or threaten to commit any action which may lead to injury to any person. Members shall not cause any person using

Students' Union services, facilities or activities or any guest of the Students' Union, or other persons away from the Students' Union and the University who they may have contact with whilst representing UUSU or participating in UUSU activities, to be concerned for their safety or well-being.

- (d) Members shall not commit any act of sexual harassment.
- (e) Members shall not commit or encourage the discrimination of people with different religious belief, people of political opinion, people of different racial groups, people of different ages, people of different marital status, people of different sexual orientation, men and women

generally, people with a disability and people without, people with dependants and people without.

- (f) Members are required to observe the Students' Union's and the University's Health and Safety and Fire regulations and procedures.
- (g) Members shall observe the Health and Safety and Fire regulations and procedures of other organisations or premises that they may visit whilst representing UUSU or participating in UUSU activities.

2.3 Use of Building, Grounds & Equipment

- (a) Members shall not deface nor maliciously damage any premises or property occupied, used or owned by the Students' Union.
- (b) Members shall not deface nor maliciously damage any premises or property at any other establishment away from the Students' Union whilst representing UUSU or participating in UUSU activities.
- (c) Members shall not intentionally or recklessly interfere with or misuse any equipment provided in the interests of health, safety and welfare.
- (d) Members shall not drop litter, eat or drink in unauthorised areas or smoke in unauthorised areas.
- (e) Members shall not enter any part of Students' Union occupied premises which they do not have sufficient cause to enter which is not designated as a communal or public area.
- (f) Except for calls relating to official Students' Union business, or other calls authorised by a student officer or responsible member of staff, no member is permitted to use the Students' Union's telephone for external calls.
- (g) Members shall not make unauthorised use of Students' Union computers, photocopiers or other equipment and shall observe regulations governing the use of such equipment and services.
- (h) Members shall not make unauthorised use of Students' Union vehicles and shall observe all regulations and policies relating to the driving or use of such vehicles.

2.4 Administration

- (a) Members shall observe the requirements of the Articles of Association.
- (b) Members shall not interfere, or seek to interfere, with Students' Union elections with the intent to frustrate the election process, to gain unfair advantage for a candidate(s), or to disadvantage a candidate(s).

- (c) Members or their guests, shall not provide false information with the intent to deceive when seeking to register or apply for any other service or activity.
- (d) Officers of societies or Sports clubs shall observe all regulations and policies governing the operation of clubs and societies.
- (e) Members shall not forge, alter or misuse any Students' Union documents, records or identification cards.
- (f) Members shall not seek to utilise the services of the societies and Sports Union clubs without first having paid the appropriate membership fee.
- (g) Members shall not seek to gain admission to events, access to services or products for which a charge is payable without paying due charges.
- (h) Members shall pay any debts or charges due and payable (including fines) to the Students' Union at the required time.

2.5 General

- (a) Members shall not commit any act that the President has reason to believe is either a breach of acceptable behaviour or which is detrimental to the best interests of the Students' Union.
- (b) Members shall not behave, whether within the premises occupied by the Students' Union, the University or anywhere else, in a way likely to bring the name of the Students' Union into disrepute.
- (c) No offensive weapon may be brought onto Students' Union occupied property even if properly licensed.
- (d) Members shall observe regulations in force with regard to the purchase of tickets for entertainments and other social activities.
- (e) Members shall observe regulations in force governing admission to premises for the purposes of visiting bars or entertainments events. Such regulations may permit the member to invite guests and in such circumstances the member shall be responsible for the behaviour of their guest.
- (f) Members shall not purchase alcohol with the intention that the alcohol is to be consumed by a person who is under 18 years of age.
- (g) Members who are under 18 years of age shall not purchase or consume alcohol whilst on any Students' Union licensed premises.

- (h) Members shall not possess or use illegal substances whilst in Students' Union occupied premises, representing the Students' Union or participating in Students' Union activities.
- (i) UUSU reserves the right to request members to consent to a search of their belongings and/or persons either on admission to premises/events or whilst on the premises or at events. Members will usually be asked to give such consent if their behaviour is or has been consistent with behaviour which could be associated with breaches of this Code of Conduct. In addition, a system of random searches will usually be operated at the entrance to licensed premises. UUSU is under no obligation to provide members with reasons as to why a request for a search was made. Members may choose to decline to a search of their belongings and/or persons, in such instances admission to the premises/event will normally be denied or the member will be asked to leave the premises/event for the remainder of the trading day. Members shall be required to observe and respect such requests.
- (j) Members who sign in guests to events shall be responsible for giving accurate details of their guest and also for the behaviour of their guest. Where the behaviour of a guest warrants action under these regulations, action will normally be taken against the member who signed them in.
- (k) Students are required to observe the relevant Appendices to the Bye Laws as having equal effect as the Bye Laws.

2.6 Criminal Offences

- (a) Members shall not commit any offence against the Criminal Law whilst on Students' Union occupied premises, representing the Students' Union, or participating in Students' Union activities.
- (b) Members who allegedly commit a criminal offence in their private lives may be in breach of the Code of Conduct and subject to the Disciplinary Procedure where it is felt that the alleged offence either brings the name of the Students' Union into disrepute, where the behaviour of the member has an adverse impact upon the Students' Union or the ability of other members to benefit fully from their membership of the Students' Union, or where other members or employees of UUSU might feel threatened by their presence.
- (c) Alleged misconduct, which also appears to constitute a criminal offence, maybe referred to the police.
- (d) The victim of alleged misconduct may refer the matter or require the matter to be referred to the police. Where an alleged or suspected offence has occurred, anyone may make a report to the police and no person may prevent another person from making such a report.

- (e) The Students' Union has the right to report any criminal matter to the police. However, if a person claims to be the victim of a serious offence committed by an Officer, but does not wish the police to be involved, the President (or nominee) may agree not to report the matter to the police. In such circumstances the Students' Union will not normally proceed with internal disciplinary measures for the serious offence, although it may take disciplinary action over other related offences.

2.7 Complying with Disciplinary Procedures

- (a) Members shall not reasonably refuse to assist in procedures for operating the Code of Conduct and Disciplinary Procedures. This shall include a requirement that they identify themselves when requested to do so by any employee of UUSU when on Students' Union occupied premises or utilising Students' Union services or facilities or taking part in activities which fall under the auspices of UUSU.
- (b) Members shall comply immediately with a disciplinary decision upon receipt of notice of the decision, pending the outcome of any appeal if lodged.

Section Three: Penalties

3.1 The Students' Union shall have the powers to impose a range of penalties for breaches of the Code of Conduct or any other Students' Union regulations. The penalties are:

- (a) Reprimand or caution.
- (b) A written or verbal apology to aggrieved person.
- (c) A formal and recorded written warning indicating the action which may be taken if there is a further breach of the Code of Conduct. A copy of any written warning shall be given to the student, one copy placed on the Disciplinary File kept by the CEO or their nominee on behalf of the President. (Normally no more than one written warning shall be issued before the imposition of a more severe penalty in the event of a further proven or undisputed breach of the code by a member to whom the warning(s) have been issued. However, the period between a first warning and a second proven or undisputed breach of the student conduct regulations as well as the nature of the incidents concerned should be considered before imposing a penalty).
- (d) Financial restitution in full or in part of the cost of making good any damage or loss suffered by the Students' Union or other members or persons.

- (e) Financial penalty up to £100 for being in breach of the Code of Conduct. All monies paid by way of penalty, shall be deposited into the Students' Union.
 - (f) Exclusion from Students' Union occupied premises or withdrawal of rights to participate in or benefit from specified Students' Union services, facilities or activities for a specified period. (Exclusion or withdrawal of rights may be imposed pending a hearing or pending further investigation of an alleged offence where the nature and/or severity of the alleged offence warranted it).
 - (g) Any combination of the above penalties.
- 3.2 Deferral of penalty. A penalty may be deferred to apply from a certain date to avoid any untoward consequential penalty. Certain decisions by their nature or timing entail further direct or indirect consequential penalties. An example would be where a penalty withdrawing the right of a member to enter the bars coincides with hustings due to take place in the bar for an election in which the member is standing. A consequential penalty should NOT normally be taken into account when arriving at the initial decision on the appropriate penalty. It may, however, be appropriate to adjust the penalty which would otherwise have been applied to ensure the effect of any consequential penalty is also fully considered.
- 3.3 The Students' Union may choose to make a report of the case to the relevant Senior University officer.

Section Four: Disciplinary Procedure

- 4.1 The following principles govern the Disciplinary Procedure:
- (a) Members are entitled to know the full details of any charge of misconduct.
 - (b) Members are entitled to be accompanied and assisted at a hearing or appeal by another member.
 - (c) Members have the right to see all evidence to be presented throughout the hearing of evidence excluding the personal details of Students' Union staff or members.
 - (d) Disciplinary procedures will be concluded as speedily as possible consistent with fairness and the nature of the alleged misconduct.
 - (e) The process provides a right of appeal.
 - (f) Serious cases of alleged misconduct will be heard directly by the Disciplinary Committee following an investigation carried out by the Chairperson of the Disciplinary Committee.

(g) In all disciplinary proceedings a student shall be presumed to be innocent of the charge until the contrary is proved on the balance of probabilities.

- 4.2 The Disciplinary Procedure may be initiated by any member of the Students' Union, or by members of staff of the Students' Union through the CEO. The alleged misconduct, together with detail of the student(s) concerned, shall be referred by the complainant to the site Vice President at the campus where the student is registered as soon as reasonably possible after the occurrence of the alleged breach. Where a member refuses to identify themselves, this shall be regarded as a further breach of the Code of Conduct Regulations.
- 4.3 The President shall nominate two student officers to act as members of the Disciplinary Committee for the case.
- 4.4 Where an alleged breach of the Code of Conduct Regulations involves a member in an alleged act of misconduct either within or in the immediate vicinity of licensed premises, then a licensee or representative may suspend that member's right of admission to the licensed premises. (This provision is in addition to the right of the licensees to take action independent of this procedure).
- 4.5 Where an alleged breach occurs in any other setting (including trips or activities away from the Students Union) then the appropriate Officer, staff member or other agent shall have the authority to exclude the member from the facility, service or activity or to take any other reasonable action to prevent further immediate breaches of the Code of Conduct Regulations by any member whom they believe to have already breached the Regulations. This action shall at the earliest be reported to the Disciplinary Committee who shall endorse, amend or withdraw the restrictions pending a disciplinary hearing.
- 4.6 Where the alleged breach constitutes a criminal offence, the Students' Union may decide to refer the matter to the Police. Where a member is subject to criminal proceedings arising out of the alleged breach of the Code of Conduct Regulations, the Students' Union may, at the discretion of the Disciplinary Committee, choose to suspend disciplinary proceedings pending the outcome.

(In such circumstances, the Disciplinary Committee may decide to impose a temporary exclusion from Students' Union occupied premises or temporary withdrawal of rights to participate in or benefit from specified Students' Union services, facilities or activities pending the outcome of criminal proceedings and any subsequent disciplinary action under this Code of Conduct. Such action will only be taken where it can be demonstrated that the alleged breach of the Code of Conduct, if proven, would mean that the continued presence of the member would either bring the name of the Students' Union into disrepute, where the behaviour of the member has an adverse impact upon the Students' Union or the ability of other members to benefit fully from their membership of the Students' Union, or where other members or employees of UUSU might feel threatened by their presence or any other reasonable reason).



- 4.7 Appropriate investigations will be undertaken as soon as possible. All persons concerned in the alleged misconduct, whether complainant, respondent or witness, will be required to complete a statement. All evidence will be submitted promptly, together with any additional documentation as appropriate. If the Disciplinary Committee determines that there is prima facie evidence of misconduct, then they shall write to the member concerned within 5 working days informing them of the outcome and subsequent penalty.
- 4.8 Where the Disciplinary Committee determines there is a prima facie evidence of serious misconduct (as defined in section 2.1) then they shall immediately bring the allegation to the attention of the University, before completing their investigation.

Section Five: Rights of Appeal

- 5.1 Appeal against the Finding
- (a) The member may appeal against the decision of the Disciplinary Committee to the Disciplinary Appeals Committee.
 - (b) The appeal process may be against the finding or the penalty. Any appeal against the finding must be based on:
 - i. additional new evidence
 - ii. perversity of judgement against weight of the evidence presented
 - iii. procedural irregularity
 - iv. demonstrable prejudice or bias against the member.
- 5.2 Any appeal shall be in writing and lodged with the President within five university days of receipt of the decision of the Disciplinary Committee. The President shall then call a meeting of the Disciplinary Appeals Committee as soon as practicable.

Section Six: Disciplinary and Appeals Committees

- 6.1 The disciplinary committee will be convened and operate in the manner laid out in Bye Law 9 of the UUSU Bye Laws.



Bye-Law 11: Honorary President & Life Membership

Section One: Definition

- 1.1 There shall be for the purposes of furthering the aims and objectives of the Union a position of Honorary President.

Section Two: Roles, Rights and Responsibilities

- 2.1 Be sympathetic to and help promote the aims and objectives of the Union.
- 2.2 Attend Union events where possible.
- 2.3 Shall have the right to attend and speak at Student Council.

Section Three: Election of Honorary President

- 3.1 The President or their nominee shall be responsible for the advertising and timetabling of an Election for the position of Honorary President.
- 3.2 Nominations must be submitted in writing to the President along with a Proposer, Seconder and twenty signatures.
- 3.3 The vote for an Honorary President shall be carried out Student Council.
- 3.4 The post holder shall remain in office for three years.
- 3.5 The post holder may only be removed from office by a vote of no confidence across the four campuses and subsequently ratified at Student Council.
- 3.6 The Student Council have the right not to accept nominations which it believes are not within the spirit of the Articles of Association.

Section Four: Awarding of Life Membership

- 4.1 The President or their nominee shall be responsible for the advertising and timetabling of a nomination process for students to be considered for life membership of the union.
- 4.2 Nominations will be considered by Student Council and approved by a simple majority.
- 4.3 Life membership does not entitle recipients to the benefits of full membership.
- 4.4 Life Memberships are open to all – there is no prerequisite of previously being a full member of the Union.