

Byelaws of the Articles of Association *of the University of East London Students' Union*

Byelaw	1
Title	"Students' Union Members"
Version	1.0
Owner	Board of Trustees
Status	Active

CLASSIFICATION OF STUDENTS' UNION MEMBERS

- 1.1** The full provisions for membership of the University of East London Students' Union shall be as specified in articles 8-13 of the Articles of Association.
- 1.2** Full membership shall be valid for the duration of registration on a University programme or course of study. Other categories of membership shall be valid for such periods as determined by the Board of Trustees.
- 1.3** Each and every student registered with the University who has not opted-out of membership by notifying the University of East London Students' Union shall automatically become a member at the point of completed enrolment with the University.
- 1.4** In the case for any reason subject to the member that they wish to withdraw membership, they can do so by writing to the Students' Union President.
- 1.5** Associate membership of the Students' Union may be granted to students of partner or collaborative institutions as determined and reviewed by the Board of Trustees.
- 1.6** Honorary Membership shall be granted by a motion of the Student Council or by resolution of the Board of Trustees
 - 1.6.1** The President shall, annually, invite nominations for Honorary Memberships to be proposed to the Student Council
 - 1.6.1.1** The Student Council shall establish a panel of 3 members to review Honorary Membership nominations and determine Honorary Members to be confirmed as per the byelaws for Student Council.

Byelaw	2
Title	“Referendums”
Version	1.0
Owner	Board of Trustees
Status	Active

ORGANISATION OF REFERENDUMS

- 2.1 The Board of Trustees shall appoint a returning officer who shall be responsible for organising referendums and shall be known as the Returning Officer
- 2.2 The Union Returning Officer shall organise a referendum when instructed.
- (i) By a petition of at least 5% of members,
 - (ii) By a resolution of the Board of Trustees,
 - (iii) By a two-thirds majority resolution of the Student Council.
- 2.3 The Referendum shall be held not sooner than 10 days and not later than 20 days following receipt of the petition or resolution, or at such other time as may be mutually agreed by the proposers of the referendum and the Returning Officer.
- 2.4 The referendum shall be arranged in accordance with the following timetable (of days prior to the first day of voting):
- (i) 10 days; publish the proposal and date(s) for the referendum,
 - (ii) 10 days; seek any alternative or related proposals and statements for and against the proposals,
 - (iii) 5 days; cease to receive alternative or related proposals,
 - (iv) 5 days; publish the arrangements for meetings required to debate the proposal, alternative or related proposals.
- 2.5 An alternative or related proposal shall be considered on receipt of a petition of at least 2.5% of the members. It shall be worded so it can stand alone or alongside the original proposal.
- 2.6 In the case of any dispute regarding the wording of proposals, or if it deems necessary, Student Council shall be empowered to revise the wording of proposals in order to ensure that those voting in referendums are presented with clear choices.
- 2.7 Any decision or petition for a Referendum shall specify a single proposal or separate proposals each of which shall not exceed 100 words, except in the case of Article or Bye-Law amendments.
- 2.8 In the case of proposed amendments to the Article or Bye-Laws the full wording of the amendments shall be clearly displayed.
- 2.9 Student Council shall determine the financial arrangements for publicising referendum. Such arrangements for publicising referendums shall ensure that all referendums held within each academic year receive equal funding.
- 2.10 A minimum of 10% of Members shall be required to cast votes in the Referendum for the decision to be binding.
- 2.11 The Union Returning Officer shall actively seek statements for and against referendum proposals to assist those voting to consider the issues involved. If more than one statement is submitted, the Union Returning Officer shall decide upon which one is published, or may prepare a new statement combining different statements.
- 2.12 The proposers and opponents of a referendum shall be entitled to produce a statement of not more than 200 words, and proposers and opponents of alternative or related proposals a statement of not more than 100 words.
- 2.13 The Referendum shall be conducted by means of a secret ballot open to all Members.
- 2.14 Polling shall be held on at least one day for at least 8 hours.
- 2.15 The Referendum shall be conducted in accordance with the regulations covering elections, as laid out in Bye-Law 3.

Byelaw	3
Title	Elections
Version	1.0
Owner	Board of Trustees
Status	Active

GENERAL ARRANGEMENTS FOR ELECTIONS

- 3.1 No member shall have more than one vote.
- 3.2 Voting shall be by secret ballot using the single transferable vote (STV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland and shall include re-open nominations as a candidate.
- 3.3 Should re-open nominations be the elected candidate, then the post in question shall remain vacant until a by-election is held.
- 3.4 Should re-open nominations be elected in a multi-seat election, its surplus votes shall be transferred to a new re-open nominations candidate.
- 3.5 The Returning Officer shall be nominated by the University of East London Students' Union Board of Trustees and approved by a nominee of the University of East London. The Returning Officer's duty will be to administer the election regulations.
- 3.6 The University of East London will annually appoint a member of staff within the institution with the relevant experience to act as the University of East London Students' Union elections Deputy Returning Officer.
- 3.7 The Returning Officer shall be responsible for the conduct of all matters regarding the elections.
- 3.8 The Returning Officer shall have the duty to determine and amend the Campaign Regulations.
- 3.9 The Returning Officer shall produce a report on the conduct of the Executive Officer Elections [or elections titled otherwise but continue to elect major union office] which shall be presented to the Board of Governors.

Powers of the Returning Officer

- 3.10 Returning Officer can rule out of order any statement or the contents of any publicity which they view is in breach of the Constitution, Bye-Laws and the NUS No platform Policy.
- 3.11 The Returning Officer is the sole official competent to deal with complaints about the conduct and administration of the Elections Bye-Law.
- 3.12 A candidate who wishes to appeal against the decisions of the Returning Officer, can do so by appealing to the University's Board of Governors.

Electable Positions

3.13 The following posts shall be elected by cross-campus ballot:

- (i) Executive Officers
- (ii) Student Council Members, including Part-Time Officers, not elected elsewhere including a Democracy Chair as described in Byelaw 5.
- (iii) National Union of Students (NUS) representatives who will attend all national, liberation and section, regional and extraordinary conferences in that academic year

3.14 Delegates to NUS Liberation Conferences shall only be elected by members self-defining within these groups.

Scheduling of Elections

- 3.15 Elections shall be held at times which are intended to enable the largest possible number of members to vote.
- 3.16 Nominations shall open no less than ten working days before the close of polling.
- 3.17 Detailed Notice of elections shall be given a minimum of ten working days before nominations open.
- 3.18 Nominations shall close no less than five working days before the close of polling.

3.19 Candidates shall attend a briefing session at a time specified by the Returning Officer, and delegated to Students' Union staff to facilitate.

By-Elections

3.20 Executive Officers elected in by-elections shall hold office from the date that the result is declared for the remainder of that period in office.

3.21 In the event of a vacancy arising for the Student Governor Trustee, bye-elections held to replace this position shall be as described in Article 27 of the Articles of Association.

Nominations

3.22 The Nomination form must be available online one the nomination stage opens.

3.23 Nominations shall be completed online. The Returning Officer will then check and compile these at the close of nominations.

3.24 A receipt must be issued to confirm the submission of each completed nomination; this will be issued after the close of nominations.

3.25 No member may stand for more than one position in the same election and no member may stand for a position as both an Executive Officer and Student Councillor at the same time. The only exception is in the event NUS Delegate elections concur with Executive Officer, Student Governor Trustee, Part-time officer or councillor positions.

3.26 All nominees must be current students in good standing with the University. Nominations will not be accepted from members who have been suspended or excluded as a consequence of outstanding fees or other debts, or have been disciplined under Part 12 of the Manual of General Regulations, student disciplinary regulations and procedures, under Part 8, academic misconduct, including penalties for Academic Misconduct beyond a warning, this excludes pre-2010/11 Level A penalties.

Hustings

3.27 Hustings shall be held for the elections of Executive Officers.

3.28 Hustings shall be open to all candidates seeking election to these positions.

3.29 Candidates should inform the Returning Officer in writing if they are unable to attend hustings, stating their reasons for non-attendance.

3.30 Hustings for the posts of Sabbatical Officers shall be chaired by the Returning Officer. In the event that they are unable to attend, the Deputy Returning Officer will chair. In the event the Deputy Returning Officer does not chair, the Deputy Chief Executive (Membership) or nominee shall chair.

Polling

3.31 Polling shall take place in a manner which allows the greatest possible number of members to take part.

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

3.33 The names of candidates for each elected position shall be placed in random order on the ballot.

3.34 Polling for all elections will take place online only.

Publicity

3.35 All campaigning publicity must meet the requirements of the Elections Handbook, as approved by the Returning Officer.

3.36 The Returning Officer reserves the right to repeal any candidate publicity on the grounds of taste and decency.

3.37 All candidates/nominees in an Election or Referendum shall receive a publicity budget at a level set by the Returning Officer.

3.38 No candidate shall publish or display publicity away from the premises of the University or before the beginning of the campaigning period, as determined by the Returning Officer.

3.39 All publicity must display the Union's Official stamp.

3.40 No campaign publicity should refer at any point to any member of the Union staff by name or by position, or in any other way which may identify them. Any breach of this rule may result in immediate disqualification.

3.41 All candidates and campaigners must adhere to the UELSU Candidate's Code of Conduct, University's Code of Conduct, University's Equality & Diversity policy and the University's Personal Dignity Policy.

Manifestos

- 3.42 Manifestos must be submitted by the closing date laid down in the Election Timetable. Manifestos must be presented as outlined in the Election Handbook.
- 3.43 Manifestos will be displayed with nomination information on the union's election webpage.

Online Voting

- 3.44 Unless otherwise specified in the Articles of Association or these Byelaws, or where directed otherwise by the Returning Officer because of hardware or software limitations, elections shall be conducted on-line.
- 3.45 The Returning Officer shall check the operation of the software to be employed and if satisfied, that the system will meet the requirements of these regulations shall certify the software accordingly.
- 3.46 The system shall require that access to the 'election site' shall be restricted to students of the University. As a part of the system, students must authenticate their status as a student of the University.
- 3.47 The Returning Officer shall arrange for the production of an on-line ballot for each position being contested. Ballots shall bear the name of each candidate and the office being contested.
- 3.48 The ballot shall be produced so as only to permit completion in accordance with the electoral system specified in these regulations.
- 3.49 The election site shall show a list of the candidates standing in each election and advice as to the process of completing a ballot.
- 3.50 The method of voting shall be by Alternative Transferable Vote in single seat constituencies and Single Transferable Vote in multi-seat constituencies for all posts.
- 3.51 There will be a facility for voting for Re- open Nominations for each position.

The Count

- 3.52 The count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count and must be lodged in writing within twenty four hours of the verbal declaration of the Election result.
- 3.53 Each candidate or an appointed representative may, if they so wish, attend the counting of the votes, as observers only.
- 3.54 The Returning Officer may be assisted in the count by a number of individuals as deemed necessary by the Returning Officer.
- 3.55 Results of the election(s) shall be declared by the Returning Officer as the count for each post is completed and when the count for all posts has been successfully completed.
- 3.56 A list of successful candidates will be posted on the Unions website within three working days of the declaration of results.
- 3.57 Candidates/Nominees must conduct themselves in line with the Elections Handbook.
- 3.58 All Candidates must attend the Candidates training provided by the Students' Union and any other elections-related events, as stipulated by the Returning Officer.
- 3.59 Campaigning may begin at the end of the candidates/nominees briefing.

Complaints and Conduct

- 3.60 Complaints regarding candidates conduct must be submitted to the Returning Officer no later than the close of polling. In determining a complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, one or more candidates has breached the election regulations.
- 3.61 Receipts covering budgets used in campaigning shall be submitted to the appointed office by the close of polling.
- 3.62 The Returning Officer may take any disciplinary action that they believe to be reasonable.

- 3.63 Should the matter relate to those outlined in Byelaw 10.1, the Returning Officer shall determine if the Students' Union should investigate the nature of the conduct separately and make appropriate recommendations to the Deputy Chief Executive (Membership).
- 3.64 The University Board of Governors shall hear any appeals relating to decisions of the Returning Officer.
- 3.65 If a candidate/nominee wishes to complain against any decision of the Returning Officer they must do so using the University complaints procedure.
- 3.66 The timing of the count shall be approved by the Returning Officer prior to the start of polling.
- 3.67 Each candidate/nominee in any election will be permitted to nominate one individual to monitor the count on their behalf.
- 3.68 Complaints about the count must be made in writing to the Returning Officer no later than one working day after the announcement of the result.
- 3.69 The results of all Union elections shall be certified by the Returning Officer.

Byelaw	4
Title	Societies and Societies and Associations
Version	1.0
Owner	Board of Trustees
Status	Active

SOCIETIES AND ASSOCIATIONS

- 4.1** Pursuant of the Objects and Powers of the University of East London Students' Union Articles of Association, any Society/Association constituted as per this byelaw shall be titled as "*the University of East London [subject area] Society/Association.*"
- 4.2** The Society or Association shall be recognised as a part of the University of East London Student's Union.
- 4.3** The Society or Association shall adhere to current articles laid out or those amended in future of the Articles of Societies and Association and the Byelaws.
- 4.4** The objects of the [*subject area*] Society or Association shall be, within its constituency to:
- (i) Provide [description of its objectives]
 - (ii) To campaign in relation to [description of campaign aims]
 - (iii) To maintain and build links with [groups with similar objectives in the local, national and international spheres].
- 4.5** The purpose of the Society/Association shall be identify, explore and debate matters pursuant to the objects and nature of its constituency to form collective positions, relevant information and possible solutions and enhancements that are represented through democratic means or campaigns.

Definition of Societies and Associations

- 4.6** The Students' Union recognises a society as a collective of individuals who are pursuant of general advancement objectives related to the areas of; Arts, International and Cultural; Enterprise; Faith; Lifestyle and Identity; Media; Politics and Current Affairs; Sports and Hobbies.
- 4.7** The Students' Union recognises Associations to be specific assemblies of students that align with a certain representative cause, subject area or are pursuant of fixed objectives. They can be related to professional advancement, academic, accreditation seeking or awarding, or aligned to professional bodies.

Formation of Societies and Associations

- 4.8** Proposals pursuant of the formation of a Society or Association shall be presented at any time to the Vice-President holding the portfolio of Societies and Communication.
- 4.9** Proposals shall state the name, aims and objectives of the proposed Society/Association as per 4.1-4.5.
- 4.10** Proposals shall be contain a completed Society/Association model constitution as outlined in the guiding policy for Societies and Associations.
- 4.11** The Vice President holding the portfolio of Societies and Communications shall review proposals and approve pending the agreement of the Executive Committee.
- 4.12** Proposals pursuant of formation shall be dealt with within 14 days of submitting.

Society/Association Committees

- 4.13** Names of a Society's or Societies and Association's founding committee members shall be outlined in the original proposal whereby the establishment of the society or Societies and Association confirms its founding committee members.

4.14 The Societies and Association shall have subsequent committee members elected by simple majority via a secret ballot carried out by the Societies and Association members under the general arrangements for Students' Union elections.

4.15 The Societies and Association shall establish four committee members as follows:

- (i) Chair. The Chair shall have overall responsibility for the Societies and Association and its functions, and shall also be responsible for calling Societies and Association meetings and liaising with the Student's Union, the University and any external bodies as necessary. The position shall not be held by the same person for more than 2 consecutive years with the second year subject to re-election.
- (ii) Deputy Chair. The Deputy Chair shall assist the Chair with the running of the Societies and Association and liaising with the Students' Union and any external bodies as necessary. They shall also temporarily take over the role of Chair at any meetings or functions of the Societies and Association should the chair be unavailable.
- (iii) Secretary. The Secretary shall perform all secretarial duties, including scheduling, servicing and minute taking Societies and Association meetings and collection and dissemination of information.
- (iv) Treasurer. The Treasurer will be responsible for monitoring the Societies and Associations finances and liaise with the Students' Union, alongside the Chair, in matters pursuant to the Societies and Association's solvency and shall act within the confines of the current Students' Union financial procedures.

4.16 The Society/Association shall have ability via democratic means to establish additional committee vacancies pursuant to the objectives of the Society/Association and relevant to the representative or operative functions of the Society/Association.

4.17 At the point when elections are scheduled as per the general arrangements for elections, committee members shall stand down to allow everyone to run for positions on the committee. The exception to this shall be the Chair who will co-ordinate the election process for the other committee members. When the election of the Chair is to take place, the Chair shall step down and the committee shall co-ordinate the election process.

4.18 Upon election to a committee position, unless expressly requested otherwise, all committee members shall accept that their names and contact details may be circulated within the Society/Association and Students' Union.

4.19 By-elections for empty positions may be held as deemed necessary.

4.20 Committee members may re-stand for positions with the exception of Chair at the point when they have been in position for 2 consecutive years.

Membership

4.21 Membership of "*the University of East London [subject area] Society/Association*" shall be open to [all/academic/service user] constituents of the University of East London as described by its founding committee members or as amended by subsequent committee members.

4.22 Committee members determine that constituency membership is on the basis of [automatic/voluntary] registration as determined by the Vice President holding the portfolio of Societies & Communications.

4.23 Records of Society/Association membership shall be used solely for the purposes of informing members of forthcoming activities, central Students' Union notices, and for auditing purposes. Only the Chair, Deputy Chair and Secretary, and member staff designated by the Deputy Chief Executive (Membership) shall have access to the records of membership.

4.24 The fact of a person's membership shall not be made known to the University, Union, to another member, or to any other person or body without their written consent and in relation to the Students' Union's current Data Protection policy.

General Arrangements for Society/Association Meetings

- 4.25** There shall be a Society/Association Annual General Meeting at the last meeting of the Academic year where the Chair shall be elected and a summary of Society/Associations campaigns, events and achievements, and where applicable finances shall be presented to all members.
- 4.26** General Meetings shall be held at regular intervals as determined by Society/Association's Committee.
- 4.27** Guests and speakers may attend by invitation or arrangement through committee before the start of the meeting and in respect of the University of East London Students' Union's External Speakers Policy.
- 4.28** A quorum of a general meeting shall be half of the committee members plus 1 ordinary member.
- 4.29** Committee members may stand down and become ordinary members for the duration of the general meeting should they so wish.
- 4.30** In the case where a Society/Association applies for funding from the Union, such applications and provisions for administering finances will be as outlined in the Students' Union Financial Procedures and Guiding Policies for Societies and Associations.

Democratic Provisions for Societies (including Associations)

- 4.31** There shall be a Societies' Assembly shall meet no less than twice in an Academic Year.
- 4.32** Should Associations form a representative body, the formula for their composition, servicing and reporting shall be as per those outlined for Societies Assembly.
- 4.33** The composition of Societies Assembly shall be as follows:
- (i) The Vice President holding the portfolio of Societies and Communications
 - (ii) Two Society Representatives
 - (iii) Society Committee members

- 4.34** The purpose of Societies' Assembly shall be to discuss and debate issues and matters pertinent to societies, respond to Students' Union policy and identify collective items.
- 4.35** The Societies Assembly shall be chaired by the Democracy Chair
- 4.36** Agenda items and motions shall be presented to the Chair five working days ahead of the meeting as per 12.3(iv).
- 4.37** Decisions made by Societies Assembly shall be the representative position of Students' Union Societies on any given matter.
- 4.38** Decisions made by Societies Assembly may be superseded by Student Council, General Meeting or the Board of Trustees.
- 4.39** Quorum for Societies Assembly meetings shall be 8, including two society representatives.
- 4.40** Only Society Representatives and Society Committee Members shall submit motions. If a society member wishes to raise a motion, they should do so through one of their committee members.
- 4.41** At the first Societies Assembly meeting of the academic year, two Society Representatives shall be elected and secure seats on Student Council until the end of Semester B of the academic year in which they were elected.

Provisions for Establishing Association Representatives or Representative Bodies

- 4.40** Should any Association determine that decision making by democratic forum is pursuant of the collective interests of one or multiple Associations, a motion to recognise a representative body of association members or associations shall be presented to the General Meeting.
- 4.41** Any established representative body of association(s) shall be constituted, services and reportable to Student Council as per the terms outlined between 4.29 – 4.39.

Complaints and Member Misconduct

- 4.42** In the case where a member or non-member of the Societies and Association lodges a complaint, this shall be done so in accordance with the Byelaws outlining Complaints and Member Disciplinary.

Byelaw	"5"
Title	Student Council
Version	1.0
Owner	Board of Trustees
Status	Active

COMPOSITION AND PROCEEDINGS OF THE STUDENT COUNCIL

5.1 Pursuant of Article 46 Student Council shall be the primary function for the views of University of East London students to be presented.

5.2 Set the Policy of the Union and refer Policy to a Referendum of the Student Members or to the Student Members at a Student Members' meeting

5.3 Monitor and review the Executive Officers Reports.

5.4 Appoint Honorary members as per Byelaw 1

5.5 Receive reports when deemed appropriate from the Board of Trustees.

5.6 Monitor and receive reports from working groups.

5.7 Make, repeal and amend the bye laws jointly with the Board of Trustees.

Membership

5.8 No member may hold more than one seat on Student Council at any one time.

5.9 The composition of the Student Council shall comprise the following:

- (i) Five Executive Officers
- (ii) One Student Governor Trustee
- (iii) Two School Representatives from each school
- (iv) Five Societies Representatives
- (v) One Women's Officer
- (vi) One Disabled Students' Officer
- (vii) One Black Students' Officer
- (viii) One Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQQ) Officer
- (ix) One Ethics & Environment Officer
- (x) One Postgraduate Taught Students' Officer
- (xi) One Postgraduate Research Students' Officer
- (xii) One Mature Students' Officer
- (xiii) One Student Parents' Officer
- (xiv) One International Officer (non-EU)
- (xv) One International Officer (EU)
- (xvi) One Part-Time Students' Officer
- (xvii) One Sports Representative
- (xviii) Two Volunteering Representatives

5.10 Student Council reserve the right to review and propose amendments to its membership and duties therewith annually with subsequent proposals considered under bylaw 16, Amendments.

5.11 A Vice-Chair of Student Council shall be elected from amongst the members of Student Council at the first quorate meeting of the Academic Year.

5.12 Student Council members shall serve the terms of office outlined below;

- (i) Executive Officers' Student Council Term shall be the same as their Terms of Office entire.
- (ii) Programme Representatives, Postgraduate (Taught & Research) Students' Officers and First Year Representatives - Once elected during Semester A, until the following June 30th.

(iii) All others representatives

- a. if elected during Semester A, until the following June 30
- b. If elected in Semester B, from the following July 1 until the next June 30

5.13 If a Student Council position is not filled at any election, then it shall be considered vacant until a future election as agreed by the Board of Trustees.

Proceedings of the Student Council

5.14 Meetings shall take place a minimum of once a month during term time.

5.15 The agenda for each meeting shall be made available at least four days before the meeting is due to be held.

5.16 The quorum for Student Council Meetings shall be the majority of those members entitled to attend.

5.17 Extraordinary Meetings of Student Council shall take place within three working days of being convened by:

- (i) A Secure petition signed by at least 100 ordinary members
- (ii) A vote in favour by Student Council

5.18 The motion or business for which the meeting is being called must be clearly specified and the agenda shall be limited to that motion or business.

5.19 The agenda for extraordinary meetings shall be made available at least two working days before the meeting takes place.

5.20 The quorum for Extraordinary Student Council Meetings shall be the same as Ordinary Student Council Meetings.

Duties of all Student Council Members

5.21 To adhere to the Articles of Association and Byelaws and to be bound by the Mandates of the Board of Trustees, General Meetings, Democratic Meetings and Student Council.

5.22 To attend all meetings of Student Council for the duration of the meeting and represent their constituency.

5.23 Student Council Members shall be subject to the Member Disciplinary Policy, Byelaw 10, in the case where they transgress within its confines.

5.24 Student Council members shall surrender their position in the case that they miss three Student Council meetings in one year without sending apologies. In such cases 5.13 shall apply.

Voting Procedures

5.25 Voting during Student Council meetings shall be by a show of hands or secret ballot, and upon completion of debating procedures as outlined in byelaw 12 if necessary, as directed by the Chair.

5.26 In the event of a tied vote the Chair shall have the casting vote but not vote until that situation arises.

5.27 In the case that the Chair surrenders their casting vote based on a conflict of interest, the conflict must be registered as described Byelaw 14.

5.28 Executive Officers do not have voting rights.

5.29 In the case where a meeting cannot, for whatever reason, take place, a decision can be taken in accordance where members of the Student Council indicate to each other by any means (including without limitation by electronic means, such as by email or by telephone) that they share a common view on a matter.

5.30 Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each member of the Student Council or to which each member has otherwise indicated agreement in writing.

5.31 A unanimous decision which is made in accordance with this Byelaw shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

- (i) approval from each member must be received by one person being either such person as all the members have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the members of student council;
- (ii) following receipt of responses from all members, the Recipient shall communicate to all the members of the student council (by any means) whether the resolution has been formally approved by the Democracy Chair, who will verify that all members have participated.
- (iii) Participation in such correspondence relating the effectual change does not constitute attendance to a Student Council Meeting.

Attendance at Student Council Meetings

5.32 Meetings of Student Council shall be open to all eligible members of the Union to attend as observers.

5.33 Observers shall not disturb the business of the meeting, shall have no voting rights and must request from the Chair to have speaking rights.

5.34 The chair shall have the power to eject any person from the room on the basis of member misconduct as outlined in byelaw 10.

General Standing Orders for Student Council

5.35 All decisions of Student Council shall be carried by a simple majority of those present at the meetings.

5.36 Members wishing to speak must address the Chair.

5.37 The Chair will decide right of priority in speaking and length of discussion to allow all items of business on the agenda to be considered.

5.38 A member may speak at any time on a point of order.

5.39 Points of information may be made at the discretion of the member speaking.

5.40 Procedural motions may be moved at any time and shall be voted on immediately, however each procedural motion may only be proposed once during the same item of business at the discretion of the Chair.

5.41 If any of the following points of order are moved, only the proposer shall speak for the order. The speech against is property of the Chair, but may be waived at their discretion. The meeting shall then move directly to a vote on that point of order:

- (i) A challenge to the Chair's ruling.
- (ii) No confidence in the Chair.
- (iii) A suspension of standing orders.

5.42 The proposer of a suspension of standing orders shall state the standing orders to be suspended and the duration of the suspension.

Procedural Motions in order of precedence

5.43 A motion that a vote be taken.

5.44 A motion that discussion of the current item of business should cease and a vote not be taken

5.45 A motion to refer the matter back to the Executive Officers for re-examination.

5.46 A motion that the matter be deferred for further discussion at the next meeting.

5.47 A motion for a temporary adjournment.

Standing Orders for Student Council

5.48 The following shall be the order of business at meetings of Student Council:

- (i) Apologies for absence

- (ii) Minutes of the previous Student Council meeting for ratification as a true and accurate record of that meeting
- (iii) Matters and actions arising out of these minutes
- (iv) Conflicts of Interest
- (v) Executive Officer Reports and Question Time
- (vi) Motions
- (vii) Any other reports to be received by Student Council.
- (viii) Any other business.

Standing Orders for Extraordinary Student Council Meeting

5.49 The business for an Extraordinary Student Council meeting shall be restricted to the motion or business for which the meeting was called.

Principal Duties of Members of Student Council

5.50 Members of the Student Council are duty-bound to carry out the duties described in the byelaws upon election. The duties of the Executive Officer and Student Governor Trustee are as described in the Articles of Association and respective Byelaws.

School Representatives (two per school)

5.51 The members who holds this post must define as a student of the academic school they have been enrolled at and be elected by students of the same school.

5.52 To represent the academic interests of students within their school, the University and in the wider community.

5.53 To be responsible for the promotion of issues pertinent to their school.

5.54 To encourage the involvement of students from their school with the Students' Union.

5.55 To co-ordinate the work of the Union on all matters relevant to their school.

5.56 To attend the University Committees as and when necessary.

5.57 To attend the Students' Union Committees and working groups as and when required.

5.58 To collect, produce and distribute information and literature in line with the work of the Union in general and the school they represent.

5.59 To implement policies as decided by the democratic structures of the Union.

5.60 To liaise with local community groups and other organisations relevant to the School Representatives areas of responsibility.

5.61 To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Society Representatives (Five)

5.62 The members who holds this post must define as a member of a Society they have been enrolled at and be elected by Society Members.

5.63 To represent the academic interests of Students' Union Societies the University and in the wider community.

5.64 To be responsible for the promotion of issues pertinent to Societies

5.65 To encourage the involvement of students of Societies with the Students' Union.

5.66 To co-ordinate the work of the Union on all matters relevant to Societies.

5.67 To attend the University Committees as and when necessary.

5.68 To attend the Students' Union Committees and working groups as and when required.

5.69 To collect, produce and distribute information and literature in line with the work of the Union in general and the Students' Union societies.

5.70 To implement policies as decided by the democratic structures of the Union.

- 5.71 To liaise with local community groups and other organisations relevant to the Society Representatives areas of responsibility.
- 5.72 To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Women's Officer

- 5.73 The member who holds this post must self-define as a woman.
- 5.74 To represent female students within the Students' Union, the University and in the wider community.
- 5.75 To be responsible for the promotion of women's issues.
- 5.76 To encourage the involvement of women students in their Union.
- 5.77 To co-ordinate the work of the Union on all matters relevant to women students.
- 5.78 To attend the University Committees as and when necessary.
- 5.79 To attend the Students' Union Committees and working groups as and when required.
- 5.80 To collect, produce and distribute information and literature in line with the work of the Union in general and the Women's Campaign in particular.
- 5.81 To implement policies as decided by the democratic structures of the Union.
- 5.82 To liaise with local community groups and other organisations relevant to the Women's Officer's areas of responsibility.
- 5.83 To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

LGBTQ Officer

- 5.84 The member who holds this post must self-define as LGBTQ.
- 5.85 To represent LGBTQ students within the Students' Union, the University and the wider community.
- 5.86 To be responsible for the promotion of LGBTQ issues.
- 5.87 To encourage the involvement of LGBTQ students in their Union.
- 5.88 To co-ordinate the work of the Union on all matters relevant to LGBTQ students.
- 5.89 To attend the University Committees as and when necessary.
- 5.90 To attend the UELSU Committees as and when necessary.
- 5.91 To collect, produce and distribute information and literature in line with the work of the Union in general and the LGBTQ Campaign in particular.
- 5.92 To implement policies as decided by the democratic structures of the Union.
- 5.93 To liaise with local community groups and other organisations relevant to the LGBTQ Officer's areas of responsibility.
- 5.94 To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Disabled Students' Officer

- 5.95 The member who holds this post must self-define as disabled and be elected by disabled members only.
- 5.96 To represent disabled students within the Students' Union, the University and in the wider community.
- 5.97 To be responsible for the promotion of disability issues.
- 5.98 To encourage the involvement of disabled students in the Union.
- 5.99 To co-ordinate the work of the Union on all matters relevant to disabled students.
- 5.100 To collect, produce and distribute information and literature in line with the work of the Union in general and the Disabled Students Campaign in particular.
- 5.101 To attend the University Committees as and when necessary.
- 5.102 To attend the Students' Union Committees and working groups as and when required.
- 5.103 To implement policies as decided by the democratic structures of the Union.
- 5.104 To liaise with local community groups and other organisations relevant to the Disabled Students Officer's areas of responsibility.
- 5.105 To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Black Students' Officer

- 5.106** The member who holds this post must self-define as black, as defined by NUS' Black Students Campaign and be elected by black members only.
- 5.107** To represent black students within the Students' Union, the University and in the wider community.
- 5.108** To be responsible for the promotion of black students' issues.
- 5.109** To encourage the involvement of black students in their Union.
- 5.110** To co-ordinate the work of the Union on all matters relevant to black students.
- 5.111** To attend the University Committees as and when necessary.
- 5.112** To attend the Students' Union Committees and working groups as and when necessary.
- 5.113** To collect, produce and distribute information and literature in line with the work of the Union in general and the Black Students' Campaign in particular.
- 5.114** To implement policies as decided by the democratic structures of the Union.
- 5.115** To liaise with local community groups and other organisations relevant to the Black Officer's areas of responsibility.
- 5.116** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Ethics & Environment Officer

- 5.117** To represent students both within the Students' Union, the University and in the wider community.
- 5.118** To be responsible for the promotion of ethical & environmental issues.
- 5.119** To co-ordinate the work of the Union on all matters of relevant to environmental issues.
- 5.120** To attend the University Committees as and when necessary.
- 5.121** To attend the Students' Union Committees and working groups as and when necessary.
- 5.122** To collect, produce and distribute information and literature in line with the work of the Union in general and the Ethics & Environment Campaign in particular.
- 5.123** To encourage the involvement of UEL students in their Union.
- 5.124** To implement policies as decided by the democratic structures of the Union.
- 5.125** To liaise with local community groups and other organisations in line with the Ethics & Environment Officer's areas of responsibility.
- 5.126** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Mature Students' Officer

- 5.127** The member who holds this post must be 22 or older during their first year of studies at UEL and be elected by members who are 22 or older during their first year of studies only.
- 5.128** To represent mature students within the Students' Union, the University and in the wider community.
- 5.129** To be responsible for the promotion of mature Students Issues.
- 5.130** To encourage the involvement of mature students in the Mature Students Campaign.
- 5.131** To co-ordinate the work of the Union on all matters relevant to mature students.
- 5.132** To attend the University Committees as and when necessary.
- 5.133** To attend the Students' Union committees and working groups as and when necessary.
- 5.134** To collect, produce and distribute information and literature in line with the work, of the Union in general and the Mature Students Campaign in particular.
- 5.135** To implement policies as decided by the democratic structures of the Union.
- 5.136** To liaise with local community groups and other organisations relevant to the Mature Students Officer's areas of responsibility.
- 5.137** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Student Parents' Officer

- 5.138** The member who holds this post must be a parent and be elected by members who are also parents.
- 5.139** To represent student parents within the Students' Union, the University and in the wider community.
- 5.140** To be responsible for the promotion of student parents issues.
- 5.141** To encourage the involvement of student parents in their Students' Union.
- 5.142** To co-ordinate the work of the Union on all matters of relevance to student parents.
- 5.143** To attend the University Committees as and when necessary.
- 5.144** To attend the Students' Union Committees and working groups as and when necessary.
- 5.145** To collect, produce and distribute information and literature in line with the work of the Union in general and the Student Parents Campaign in particular.
- 5.146** To implement policies as decided by the democratic structures of the Union.
- 5.147** To liaise with local community groups and other organisations in line with the Student Parent Officer's areas of responsibility.
- 5.148** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Postgraduate Taught Students' Officer

- 5.149** The member who holds this post must be registered on a postgraduate taught programme at UEL and be elected by postgraduate taught students only.
- 5.150** To represent postgraduate students at UEL, within the Students' Union, the University and in the wider community.
- 5.151** To be responsible for the promotion of postgraduate students issues.
- 5.152** To encourage the involvement of student parents in their Students' Union.
- 5.153** To co-ordinate the work of the Union on all matters of relevance to student parents.
- 5.154** To attend the University Committees as and when necessary.
- 5.155** To attend the Students' Union Committees and working groups as and when necessary.
- 5.156** To collect, produce and distribute information and literature in line with the work of the Union in general and the Postgraduate Students Campaign in particular.
- 5.157** To implement policies as decided by the democratic structures of the Union.
- 5.158** To liaise with local community groups and other organisations in line with the Postgraduate Taught Students' Officer's areas of responsibility.
- 5.159** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Postgraduate Research Students' Officer

- 5.160** The member who holds this post must be registered on a postgraduate research programme at UEL and be elected by postgraduate research students only.
- 5.161** To represent postgraduate students at UEL, within the Students' Union, the University and in the wider community.
- 5.162** To be responsible for the promotion of postgraduate students issues.
- 5.163** To encourage the involvement of student parents in their Students' Union.
- 5.164** To co-ordinate the work of the Union on all matters of relevance to student parents.
- 5.165** To attend the University Committees as and when necessary.
- 5.166** To attend Students' Union Committees and working groups as and when necessary.
- 5.167** To collect, produce and distribute information and literature in line with the work of the Union in general and the Postgraduate Students Campaign in particular.
- 5.168** To implement policies as decided by the democratic structures of the Union.
- 5.169** To liaise with local community groups and other organisations in line with the Postgraduate Research Students' Officer's areas of responsibility.
- 5.170** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

International Students' Officer (Non-EU)

- 5.171** The member who holds this post must be a non-home member (non-UK domicile non-EU) and be elected by non-EU members.
- 5.172** To represent international students within the Students' Union, the University and in the wider community.
- 5.173** To be responsible for the promotion of international students issues.
- 5.174** To encourage the involvement of international students in their Students' Union.
- 5.175** To co-ordinate the work of the Union on all matters of relevance to international students.
- 5.176** To attend the University Committees as and when necessary.
- 5.177** To attend the Students' Union Committees and working groups as and when necessary.
- 5.178** To collect, produce and distribute information and literature in line with the work of the Union in general and the International Students' Campaign in particular.
- 5.179** To implement policies as decided by the democratic structures of the Union.
- 5.180** To liaise with local community groups and other organisations in line with the International Students' Officer's areas of responsibility.
- 5.181** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

International Students' Officer (EU)

- 5.182** The member who holds this post must be a non-home member (non-UK domicile EU) and be elected by non-home EU members.
- 5.183** To represent international students within the Students' Union, the University and in the wider community.
- 5.184** To be responsible for the promotion of international students issues.
- 5.185** To encourage the involvement of international students in their Students' Union.
- 5.186** To co-ordinate the work of the Union on all matters of relevance to international students.
- 5.187** To attend the University Committees as and when necessary.
- 5.188** To attend the Students' Union Committees and working groups as and when necessary.
- 5.189** To collect, produce and distribute information and literature in line with the work of the Union in general and the International Students' Campaign in particular.
- 5.190** To implement policies as decided by the democratic structures of the Union.
- 5.191** To liaise with local community groups and other organisations in line with the International Students' Officer's areas of responsibility.
- 5.192** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Part-Time Students' Officer

- 5.193** The member who holds this post must be a part-time student, as defined by UEL and be elected by part-time study members only.
- 5.194** To represent part-time students within the Students' Union, the University and in the wider community.
- 5.195** To be responsible for the promotion of part-time students issues.
- 5.196** To encourage the involvement of part-time students in their Students' Union.
- 5.197** To co-ordinate the work of the Union on all matters of relevance to part-time students.
- 5.198** To attend the University Committees as and when necessary.
- 5.199** To attend the Students' Union Committees and working groups as and when necessary.
- 5.200** To collect, produce and distribute information and literature in line with the work of the Union in general and the Part-Time Students' Campaign in particular.
- 5.201** To implement policies as decided by the democratic structures of the Union.

- 5.202** To liaise with local community groups and other organisations in line with the Part-Time Students' Officer's areas of responsibility.
- 5.203** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Sports Officer

- 5.204** To represent UEL students sporting interests both within the University and in the wider community.
- 5.205** To be responsible for the promotion of sports-related issues.
- 5.206** To co-ordinate the work of the Union on all matters of relevant to sport.
- 5.207** To attend the University Committees as and when necessary.
- 5.208** To attend the Students' Union Committees and working groups as and when necessary.
- 5.209** To encourage the involvement of UEL students in their Union.
- 5.210** To implement policies as decided by the democratic structures of the Union.
- 5.211** To liaise with local community groups and other organisations in line with the Sports Officer's areas of responsibility.
- 5.212** To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Volunteering Representatives (Two)

- 5.213** To represent the interests of student volunteers to the University and in the wider community.
- 5.214** To be responsible for the promotion of issues pertinent to volunteers
- 5.215** To encourage the involvement of volunteers with the Students' Union.
- 5.216** To co-ordinate the work of the Union on all matters relevant to volunteers
- 5.217** To attend the University Committees as and when necessary.
- 5.218** To attend the Students' Union Committees and working groups as and when required.
- 5.219** To collect, produce and distribute information and literature in line with the work of the Union in general and volunteers
- 5.220** To implement policies as decided by the democratic structures of the Union.
- 5.221** To liaise with local community groups and other organisations relevant to the Volunteering Representatives areas of responsibility.
- To ensure that all work is carried out in line with the Articles, Byelaws and Policy of the Students' Union.

Byelaw	6
Title	“Committees of the Board of Trustees”
Version	1.1
Owner	Board of Trustees
Status	Active

COMMITTEES OF THE BOARD OF TRUSTEES

- 6.1 The composition of the Board of Trustees is as described in Part 3 of the Articles of Association
- 6.2 The Appointment and Retirement, Powers and Responsibility and Decision Making of Trustees is as described in Articles 19-45 of the Articles of Association.
- 6.3 The Trustees must establish the following committees (which is a non-exhaustive list) in accordance with their powers under Articles 29, 30.1 and 30.2:

- (i) Executive Committee
- (ii) Appointments Committee
- (iii) Finance Committee
- (iv) Remuneration and HR Committee
- (v) Strategic and Performance Committee
- (vi) Audit Committee
- (vii) Leadership Committee

Terms’ of Reference for Trustee Committees

6.4 Appointments Committee Terms of Reference

- 6.5 The Appointments Committee is a committee of the Board of Trustees as described in the Constitution and will meet a minimum of once each financial year or as and when the need arises.
- 6.6 The purpose of the Appointments Committee is to determine and advise on all matters relating to appointments of external trustees as well as confirm Union honours to be provided to members and externals.
- 6.7 The Appointments Committee’s responsibilities are summarised as follows:
- 6.7.1 To agree the timeframe and process for the recruitment of External and University Appointed Trustee’s.
 - 6.7.2 To confirm the appointment of External and University Appointed Trustees.
 - 6.7.3 To make recommendations for recipients for Union Honours.
 - 6.7.4 To receive and confirm the list of recipients for Union Honours.
- 6.8 Membership of the Appointments Committee will be;
- 6.8.1 Chair of the Board of Trustees
 - 6.8.2 The University nominated Trustee
 - 6.8.3 The Union President (or their nominee)
 - 6.8.4 The Student Governor Trustee
 - 6.8.5 An external trustee as nominated by the board.
- 6.9 The Chair will be the Chair of the Board of Trustees.
- 6.10 The Vice Chair will be the Union President.
- 6.11 The secretary to the Appointments Committee will be a career staff selected by the CEO and agreed by the membership of the Committee.
- 6.12 The Committee may seek independent advice on matters in relation to these terms of reference.
- 6.13 The CEO and at least one other member of career staff from the Union’s Senior Management Team will normally attend meetings of the Appointments Committee in an advisory capacity but will withdraw when matters that are reserved business are being discussed.
- 6.14 Minutes of the Appointments Committee will remain confidential unless stipulated otherwise.
- 6.15 The quoracy of the meeting will be three members with at least two being non-student officer trustees.

6.16 Finance Committee Terms of Reference

- 6.17 The Finance Committee is a Committee of the Board of Trustees as described in the Constitution and shall meet a minimum of four times each financial year.
- 6.18 The purpose of the Finance Committee is to determine and advise on all matters relating to finances and financial procedures.
- 6.19 The Finance Committee's responsibilities are summarised as follows:
- 6.19.1 Consider and advise the Board on all aspects, including risk, of the Union's finances, financial policies, procedures, controls and strategy and review these periodically.
 - 6.19.2 Devise, and recommend to the Board, the annual budget for revenue income and expenditure and any associated capital expenditure.
 - 6.19.3 Review the period management accounts of the Union and recommend to the Board any in-year budget adjustments.
 - 6.19.4 Monitor the cash flow position of the Union and ensure that action is taken to maintain this at an acceptable level.
 - 6.19.5 Monitor and keep under review new projects in which the Board wishes to engage.
 - 6.19.6 Consider and make recommendations to the Board on the Union as a going concern and on the safeguarding of Union assets.
 - 6.19.7 Periodically review the arrangements for insurance.
 - 6.19.8 Periodically review and approve the Union's investments, borrowing and banking arrangements
 - 6.19.9 Consider and recommend to the Board the establishment of any subsidiary companies and keep under review the financial position of any such companies on at least an annual basis.
 - 6.19.10 Negotiate the Union's financial settlement with UEL.
 - 6.19.11 Keep under review the capital needs of the Union and ensure that appropriate financial provision is made for capital expenditure.
 - 6.19.12 Monitor the planning, implementation and progress against plan of approved capital expenditure as defined by in the Financial Procedures.
- 6.20 Membership of the Finance Committee shall be;
- 6.20.1 UEL Director of Finance or her/his nominee, who shall be Chair
 - 6.20.2 two Elected Officer Trustees, nominated by the Board;
 - 6.20.3 one External Trustee, nominated by the Board;
 - 6.20.4 the UEL Appointed Trustee who shall be Vice Chair
- 6.21 The Committee may seek independent advice on matters in relation to these terms of reference.
- 6.22 The CEO and two career staff from the Union's Senior Management Team shall normally attend meetings of the Finance Committee in an advisory capacity.
- 6.23 The secretary to the Finance Committee will be a career staff selected by the CEO and agreed by the membership of the Committee.

6.24 Remuneration and HR Committee

- 6.25 The Remuneration and HR Committee is a committee of the Board of Trustees as described in the Constitution and will meet a minimum of twice each financial year or as and when the need arises.
- 6.26 The purpose of the Remuneration and HR Committee is to determine and advise on all matters relating to HR policies, salaries and allowances along with the broad framework for policy in relation to the remuneration of officers, representatives and staff.
- 6.27 The Remuneration and HR Committee's responsibilities are summarised as follows:
- 6.27.1 To determine the allowance package for remunerated Trustees (elected Full Time Officers).
 - 6.27.2 To review and, on occasions where appropriate, make recommendations to the University of East London on the appointment and remuneration package for the CEO in line with UEL practice.
 - 6.27.3 To advise on the salary scales and benefit packages for staff employed by the Union

- 6.27.4 Receive, review and decide on issues raised by the Union's pension provider(s) and any retirement benefit scheme as appropriate.
- 6.27.5 Ensure that contractual terms employed by the Union on termination, and any payments made, are fair to the individual and the Union.
- 6.27.6 Receive, review and decide on issues relating to Human Resources Policies.
- 6.28 Membership of the Remuneration and HR Committee will be;
 - 6.28.1 Two External Trustees nominated by the board,
 - 6.28.2 The University nominated Trustee
 - 6.28.3 HR representative appointed by the University of East London
- 6.29 The Chair will be an External Trustee nominated by the Board.
- 6.30 The Vice Chair will be the HR representative appointed by the University of East London
- 6.31 The secretary to the Remuneration and HR Committee will be a career staff selected by the CEO and agreed by the membership of the Committee.
- 6.32 The Committee may seek independent advice on matters in relation to these terms of reference.
- 6.33 The CEO and at least one other member of career staff from the Union's Senior Management Team will normally attend meetings of the Remuneration and HR Committee in an advisory capacity but will withdraw when matters that are reserved business are being discussed.
- 6.34 Minutes of the Remuneration and HR Committee will remain confidential unless stipulated otherwise.
- 6.35 The quoracy of the meeting will be three members.

- 6.36 **Strategic and Performance Committee**
- 6.37 The Strategic and Performance Committee is a committee of the Board of Trustees as described in the Constitution and will meet a minimum of three times each financial year.
- 6.38 The purpose of the Strategic and Performance Committee is to create a timeline for the creation of a strategic plan, recommend strategic objectives and review the progress of work being conducted to meet the Strategic Objectives.
- 6.39 The Strategic and Performance committee responsibilities are summarised as follows:
 - 6.39.1 To determine the timeline and framework for the creation of the Union's strategic plan.
 - 6.39.2 To recommend a strategic plan to the Union's board of Trustees.
 - 6.39.3 To review the performance in meeting strategic objectives.
 - 6.39.4 To receive and review the Union's departmental plans.
 - 6.39.5 To receive and review matters of strategic importance.
- 6.40 Membership of the Strategic and Performance committee will be;
 - 6.40.1 Chair of the Board of Trustees
 - 6.40.2 The University nominated Trustee
 - 6.40.3 The Union President (or their nominee)
 - 6.40.4 The Union Deputy President
 - 6.40.5 An external trustee as nominated by the board.
- 6.41 The chair will be the Chair of the Board of Trustees
- 6.42 The vice chair will be the Union President.
- 6.43 The secretary to the strategic and performance committee will be a career staff selected by the CEO and agreed by the membership of the Committee.
- 6.44 The Committee may seek independent advice on matters in relation to these terms of reference.
- 6.45 The Unions Senior Management Team will normally attend meetings of the Strategic and Performance Committee in an advisory capacity but will withdraw when matters relating to reserved business are considered.
- 6.46 Minutes of the Strategic and Performance Committee will remain confidential unless stipulated otherwise.
- 6.47 The quoracy of the meeting will be three members with at least two being non-student officer trustees.

6.48 **Audit Committee Terms of Reference**

6.49 The Audit Committee is a Committee of the Board of Trustees as described in the Constitution and shall meet as necessary and at least twice each financial year.

6.50 The purpose of the Audit Committee to ensure that regular audits are carried out in the following areas: governance, legal, risk, financial (including statutory annual audits), health and safety, investments and insurance, and to contribute to these reviews

6.51 The Audit Committee's responsibilities are summarised as follows:

- (i) To consider the appointment of the external auditor, the audit fee and any questions of resignation or dismissal and make recommendations to the Board, for approval.
- (ii) To confirm the nature and scope of any financial or other audit.
- (iii) To review the annual financial statements before submission to the Board, focussing particularly on
 - a. Any changes in accounting policies and practices
 - b. Major judgemental areas
 - c. Significant adjustments resulting from the audit
 - d. The going concern assumption
 - e. Compliance with accounting standards
 - f. Compliance with legal requirements
 - g. Compliance with good/best practice
- (iv) To review Half Yearly Financial Statements
- (v) To discuss problems and reservations arising from the audits, and any matters the auditor may wish to discuss (in the absence of Union staff or elected officers where necessary)
- (vi) To review the external auditor's management letter and management's response
- (vii) To review reports from the internal auditors and management's response
- (viii) To keep under review the effectiveness of the Union's internal controls and risk management systems
- (ix) To review the Union's internal controls on behalf of the Board

6.52 Membership of the Audit Committee shall be;

- (i) the UEL Director of Finance or her/his nominee
- (ii) member of the UEL Audit Committee,
- (iii) the Students' Union President,
- (iv) one other full time elected officer
- (v) an External Trustee, nominated by the Board and who shall be the Chair

- (a) The Committee may seek independent advice on matters in relation to these terms of reference.
- (b) The CEO and two other career staff members from the Union's Senior Management Team shall normally attend meetings of the Audit Committee in an advisory capacity.
- (c) The secretary to the Audit Committee will be a career staff selected by the CEO and agreed by the membership of the Committee.

6.53 **Leadership Committee Terms of Reference**

6.54 The Leadership Committee is a committee of the Board of Trustees as described in the Constitution and shall meet a minimum of once a month.

6.55 The purpose of the Leadership Committee is to determine and advise on all matters relating to the operational functions of the Union.

6.56 The Leadership Committees responsibilities are summarised as follows:

- (i) To determine the operational annual cycle of business
- (ii) To oversee the implementation of tasks to aid with the fulfilment of the core functions of the Union
- (iii) To review and decide operational assistance to executive officer campaigns
- (iv) To oversee the implementation of tasks set by the Board of Trustees
- (v) To monitor the progress of Union departmental action plans
- (vi) To monitor the progress of Executive officer actions plans

6.57 Membership of the Leadership Committee shall be

- (i) All Executive Officers
- (ii) All Senior Managers of the Union
- (iii) The Chair shall be the Union President
- (iv) The Vice Chair shall be the Union CEO
- (v) The secretary to the Leadership Committee will be a career staff selected by the CEO and agreed by the membership of the Committee.

6.58 The Committee may seek independent advice on matters in relation to these terms of reference.

6.59 The other members of career staff from the Union's may be invited to attend the meetings of the Leadership Committee in an advisory capacity but will withdraw once their advice regarding a specific matter is given.

Minutes of the Leadership Committee will be deemed confidential unless stipulated otherwise

Byelaw	7
Title	“Executive Officer Trustees”
Version	1.0
Owner	Board of Trustees
Status	Active

Byelaw 7 EXECUTIVE OFFICER TRUSTEES

- 7.1 The arrangements for Executive Officer Trustees (including when referred to as Executive Officers, Officers, Elected Officers in the Articles, Byelaws, [and in relation to Union Communications as per Article 48) are as described in the Part 3 of the Articles of Association.
- 7.2 The Executive Officer Trustees are composed upon election to the following major union offices:
- (i) President
 - (ii) Vice-President Arts & Digital Industries & Combined Honours Conditions
 - (iii) Vice-President Business and Law & Psychology
 - (iv) Vice-President Cass School of Education and Communities & Health, Sport & Bioscience
 - (v) Vice-President Social Sciences & Architecture, Computing & Engineering
- 7.3 Executive Officer Trustees shall be granted the same membership privileges as ordinary members
- 7.4 The Executive Officers Trustees shall remain incumbent of the office they were elected to for a period of one calendar year commencing on July 1 and closing on June 30.
- 7.5 Executive Officer Trustees securing a Vice-President office shall accept a portfolio role as approved by the Board of Trustees. The portfolios can be amended as per byelaw 16 with amendments made effectual as of the following Executive Officer Trustee term of office. The current portfolios are as follows;
- (i) Education
 - (ii) Welfare
 - (iii) Societies and Communication
 - (iv) Community Development
- 7.6 Acceptance of a portfolio is determined by officer-elect selection in the order in which the highest proportion of votes were cast, with the officer-elect obtaining the highest number of votes having the right to select first.
- 7.7 If for any reason by a meeting of the executive committee, Officers agree to change portfolio, this shall be permitted and provisional until the Board of Trustees approves portfolio selection.
- 7.8 The duties and responsibilities of the Executive Officer Trustees is to;
- (i) To extend and promote the rights of Students’ Union members
 - (ii) To progress and develop work related to Students’ Union policy
 - (iii) To present manifesto pledge and campaign updates to the Student Council
 - (iv) To support, where appropriate, Student Council members in the fulfilment of their roles.
 - (v) To liaise with external organizations appropriate to individual roles.
 - (vi) To serve as a Trustee of the University of East London Students’ Union and where applicable a governor of the University of East London.
- 7.9 Duties of Officer Trustees may be reallocated by the Board of Trustees.

Principal duties of the President

- 7.10 The President is the lead Students’ Union Representative to the University, the National Union of Students and external organisations. Incumbents of the office of President are expected to;

- 7.11 Act as lead spokesperson for the University of East London Students' Union
- 7.12 Present as an elected member of the University of East London Board of Governors
- 7.13 Act as ex-officio member of Academic Board
- 7.14 Act as ex-officio delegate for NUS National and Extraordinary Conference
- 7.15 Act as ambassador of the Students' Union and operate within its Article and Byelaws
- 7.16 Support and lead on collective work produced by the Executive Officer Trustees
- 7.17 To work with the Students' Union's senior management team in relation to strategic planning
- 7.18 Liaise with senior University staff

Principal Collective Duties of the Vice-Presidents

- 7.19 Each Vice-President remit shall carry general representative duties for the named schools and their respective students and shall;
- 7.20 Coordinate student feedback, views and ideas from students of each school with matters related to academic advice referred to the appropriate support mechanism.
- 7.21 Liaise with academic school administration and report any updates on campaign work, collaborate projects, senior staffing or strategic changes to the executive team and student council if appropriate.
- 7.22 Collaborate with Union staff members to deliver evidence based student representation
- 7.23 To support Programme Representatives in tackling issues affecting the student experience
- 7.24 To represent students as ex-officio where applicable or appointed members of University Committees
- 7.25 To work with staff in the Union to ensure that students can access opportunities for involvement, decision making and participation
- 7.26 To collaborate with the other Executive Officer Trustees to run campaigns on issues meaningful to students
- 7.27 To meet and liaise with University Staff responsible for delivering the University's support services to discuss student concerns.

Deputy President

- 7.28 Shall be elected by the Board of Trustees to take over the duties of the President in the absence of the President, either when authorised by the President or in the event of the President being absent for more than three consecutive working days or in the event of a President not being elected.
- 7.29 The Deputy President shall be one of the Vice-Presidents.

Executive Committee

- 7.30 The Executive Committee shall be a formal committee of the Students' Union that's membership is comprised of members elected to major and other union office as follows:
 - (i) Executive Officer Trustees
 - (ii) Student Governor Trustee
- 7.31 The Chief Executive shall delegate servicing and secretarial responsibilities to the Executive Committee.
- 7.32 The Executive Committee shall meet a minimum of once per month#
- 7.33 The President shall be the chair
- 7.34 Agenda items shall be submitted two-days in advance
- 7.35 Members are bound to maintain confidentiality of items described as such at the point of time agenda items are submitted or when the meeting is in progress
- 7.36 Members are duty-bound to declare, independently or when promoted, conflicts of interest as per byelaw 14.

Removal from Office

- 7.32** Removal and replacement of Executive Officer Trustees and members of the Executive Committee shall be in accordance with articles 23 – 27 of the Articles of Association.

Byelaw	8
Title	“Students’ Union Representatives”
Version	1.0
Owner	Board of Trustees
Status	Active

CLASSIFICATION OF STUDENTS’ UNION REPRESENTATIVES

8.1 Pursuant of the objects of the University of East London Students’ Union outlined in 2.2 of the Articles, there shall be representatives who act as channels between the Students’ Union, University and external bodies.

Students’ Union Representatives on University Committees

8.2 University Board of Governors

- (i) Students’ Union President
- (ii) Student Governor Trustee

8.3 Academic Board

- (i) Students’ Union President
- (ii) Two Executive Officers

8.4 Union representatives on all other University Committees, excluding Programme Committees and School-based Committees, shall be nominated by the Executive Officers who shall retain a publicly accessible list of these representatives.

Responsibilities of Union Representatives

8.5 Representatives shall attend meetings to which they are appointed and present written reports as required

8.6 Representatives who fail to attend, or report on, three successive meetings of the body to which appointed, without reasons acceptable to Students’ Union Council, or the Representative Committee which appointed, shall be deemed to have resigned from office.

Representatives at National Union of Students National or Extraordinary Conferences

8.7 The Students’ Union President shall be the Students’ Union’s ‘ex-officio’ delegate for NUS National Conference who will also act as delegation leader whilst holding their incumbent office.

8.8 In the event the Students’ Union President shall not attend NUS National Conference, the Student Council will co-opt as per the decision making powers afforded to its membership.

8.9 Delegate places other than those ex-officio are electable and open to all ordinary members.

8.10 Delegates elected for NUS National Conference shall be so for the period to the following year’s National Conference, and be eligible to attend any NUS Extraordinary Conference.

8.11 Elections carried out to determine the Students’ Union’s delegation shall be done so as per the general arrangement for elections outlined in byelaw 3.

8.12 Students’ Union Policy shall be passed by a motion at Student Council as per byelaw 15.

8.13 All delegates must vote in line with Union Policy. Failure to do so may result in the matter being presented under Byelaw 10.1 (iv).

8.14 Following the close of NUS National Conference, the Students’ Union President as delegation leader will provide a verbal or written report to the Student Council.

8.15 Should there be a delegate vacancy at the point of registering for NUS conferences, delegates may be co-opted at the discretion of Student Council as outlined in 7.6. In the event Student Council can not reach a decision due to quoracy, the Board of Trustees shall co-opt.

Union Representatives at NUS Liberation Conferences

8.16 Liberation Conference delegates shall be elected by cross-campus ballot in instances where there are multiple delegate positions.

8.17 Current part-time officers who's portfolio aligns with NUS liberation conferences (in name) shall be known as the ex-officio delegate for the duration of their term of office and limited to the conference their liberation strand refers to.

8.18 Following a Liberation Conference the delegates shall provide a verbal or written report to Student Council.

Lay Member Representatives

8.19 The Students' Union, on occasion and in relation to appropriate democratic forums can randomly invite ordinary members to participate in Student Council and Forums.

8.20 Ordinary member attendance is non-compulsory and is limited to student-set policy and idea generation forums and are not subject to voting in line with existing student-set policy nor are they subject to policy related disciplinary measures.

Byelaw	9
Title	“Member Complaints Procedure”
Version	1.0
Owner	Board of Trustees
Status	Active

MEMBER COMPLAINTS PROCEDURE

- 9.1 Any Students’ Union Member, or student eligible for membership but who has exercised the right not to be a member in accordance with the Education Act 1994 (opted out), shall be entitled to complain about matters cause or conditioned by the activities of Students’ Union.
- 9.2 The Member Complaints Procedure is applicable for members who wish to raise complaint relating to students’ union services, functions and other members.
- 9.3 Complaints relating to students’ union staff members should be referred directly to the Chief Executive Officer and via procedures outlined for staff members separate to the Articles and Byelaws.
- 9.4 Complaints relating to services or matters involving other members should be addressed top the Students’ Union President.
- 9.5 Complaints raised in relation to elections shall be addressed by the Returning Officer as outlined in 3.59. Only in the case that the Returning Officer indicates that the matter raised in relation to elections is subject to 10.1 (i), (ii), (iii), (iv), (v), (vi), shall a complaint raised during elections be transferred to the Member Complaints Procedure and/or the Member Disciplinary Procedure
- 9.6 In the case that the Students’ Union president is the subject of a complaint, the matter shall be addressed to a Vice-President.
- 9.7 Prior to complaints being handled formally, endeavours shall be made to address matters informally.

Classification of Complaint Types

Complaints about Members (including those holding a union office)

- 9.8 Complaints made against other members relatable to parts outlined in 10.1 (i), (ii), (iii), (iv), (v), (vi), shall be dealt with within the scope of the Member Disciplinary Policy.

9.9

Complaints about Services

- 9.10 Complaints made in relation to services and functions must be addressed to the President in writing. The President shall identify the relevant officials responsible for the department the complaint refers to.
- 9.11 The individual in receipt of the complaint shall become the complaint handler and determine after investigating to dismiss, resolve or refer the complaint to the Member Disciplinary Procedures or to the Chief Executive Officer to address via procedures set beyond the Articles and Byelaws for staff.
- 9.12 The complaint handler shall carry out an investigation on the matter raise
- 9.13 The complaint handler may at their discretion, choose to form a panel to carry out investigatory work and call witnesses to provide evidence.
- 9.14 All investigatory work and communication of the outcome shall be within 14 days of the complaint being raised.
- 9.15 If for any reason the investigation exceeds 14 days the complaint handler will notify the complainant to advise on the reasons for delay.
- 9.16 Upon determining an outcome having explored the matter, the handler will provide a response to the complainant containing notice of the matter’s dismissal, remedial actions taken, recompense or referral.

- 9.17 Should the complainant not be satisfied, they may appeal to the Leadership Committee who will review the complaint, determine an outcome and communicate this to the complainant within 14 days. Beyond this there is no further provision for the Students' Union to address the complaint.
- 9.18 Should the complainant still not be satisfied with the outcome, the complainant has the right to progress the matter via the University's provisions for complaints

Byelaw	10
Title	"Member Disciplinary Policy"
Version	1.0
Owner	Board of Trustees
Status	Active

MEMBER DISCIPLINARY POLICY

Scope

10.1 Misconduct may be considered to have occurred by any Union member while on Union-managed premises, at a Union-organised event or an event organised by a recognised Union society, club, representative association or media outlet, or elsewhere while on Union business, or representing the Union, or society etc, in an official capacity, including as a volunteer.

10.2 Misconduct may also be considered to have occurred if by following the Students' Union's complaints procedure misconduct has taken place.

10.3 Misconduct can be directly, in directly or perceptually (and not restricted to) the following:

- (i) Conduct or actions that is or could be detrimental to the good order of the University of East London Students' Union
- (ii) Abuse or harassment of another person (members and non-members) either physical or verbal in a wilful manner
- (iii) Negligent damage to, loss of, or unauthorised removal of/or use of, Union property, assets, licences or such items under its control
- (iv) Breach of the current Union policy regarding behaviour on Students' Union premises, at union events or whilst on union business, including when acting as a representative.
- (v) In the case of an elected, appointed or nominated member, a breach of the applicable clauses described in the current University of East London Students' Union Articles and Byelaws.
- (vi) Directly, in directly or by perception failing to declare a conflict of interest.

10.4 The Member Disciplinary Procedure shall be enacted; at the request of any member to formally complain or bring charges in relation to the conduct of another member(s); or upon exhaustion of the Member Complaints Procedure if there is reason to believe that the conduct of a member(s) had an impact on service delivery.

10.5 A charge brought by a member or non-member where a matter of misconduct has been alleged following the complaints procedure, will be referred to a discipline panel by the original complaint handler or review panel.

10.6 A charge that refers to conduct relating to students' union elections shall be received in the first instance as described in the General Election Regulations Byelaw.

10.7 Details of the charge will be addressed to the Students' Union President who upon receipt will compose a panel to investigate and hold a hearing within 28 days of the charges being brought. In the event of Union or University closures or other reasons beyond the control of panel this date is subject to extension.

10.8 In the case where a matter relates to the Students' Union President, another Executive Officer may receive the charge.

Charges and Composition of Panels

- 10.9** The composition of the disciplinary or review panel will comprise of an Executive Officer(as receiver) one other Executive Officers and one further member as deemed appropriate from either the classes of External Trustees or the University Appointed or Student Governor Trustee. Members appointed to this panel must also adhere to their duty to declare a conflict of interest as per the Memorandum and Articles of Association.
- 10.10** In the case where a charge brought or is made about the President, the charge will be received by any other Vice President.
- 10.11** The member or non-member making the original charge will bear witness where appropriate.
- 10.12** A charge brought by the members or officers of a Union society, club, and representative association or where misconduct by a member of that body is alleged, may be referred directly to a disciplinary panel.
- 10.13** A complaint brought by a sabbatical officer or senior Union staff member, where misconduct by a member is alleged, may be referred directly to a disciplinary panel.
- 10.14** Individuals in receipt of charge or acting as members of any panel relating to a charge are required to maintain confidentiality of the individual(s) involved; with breaches of confidentiality referred to member disciplinary proceedings.
- 10.15** No member, non-member, Trustee or member of staff should be involved in hearing an issue in which they might have (or who might appear to have by consideration of the panel) a conflict of interest. This may require the composition of any panel hearing a charge to vary as per its circumstances.
- 10.16** In the case that more than one or similar cases arise together, such an incidence when similar charges against a number of members or multiple charge against one individual member, these will heard by the same panel of members.
- 10.17** The charge handlers shall be presented with details of any associated complaint the charges brought.
- 10.18** The charge handlers at the point of charge receipt have the right to temporarily suspend a member until the hearing has resolved and communicated its outcome and closed the matter by applying sanctions or dismissal.
- 10.19** In the case of a temporary suspension, the subject member will be removed of access to; membership or support services, Students' Union premises or events, any recognised elected, appointed or nominated office or role held.
- 10.20** Temporary suspension remains in place unless by request to the Deputy Chief Executive (Membership) and Head of Student Support. Clemency is granted to access support in the case of a matter relating to the immediate welfare of the subject. Any decision to provide support services will be made on a case-by-case basis and determinant on the severity of welfare issue. Any support services provided will be for the sole purpose of supporting the resolution of an emergent, not existing, matter and temporary suspension will resume once support has been provided.
- 10.21** Upon receipt of a charge relating to member conduct, the received will request that the Chief Executive acts as secretary or appoints a Senior Manager to service the panel as "Secretary."
- 10.22** In the case that a charge arises, the charge receiver and supporting panel member (charge handlers) will present the charges. The subject of the charge and its allegations will act as witness(es).
- 10.23** When a matter is referred to a panel under this procedure, the Secretary will ensure that the subject member(s) of the charge are notified in writing along with a copy of this procedure within 14 days of any panel hearing the case.
- 10.24** The charge handlers will prepare written details of the case against the accused member including;
- (i) Any witness statements
 - (ii) Statements provided by the accused member in relation to or upon notification of hearing
 - (iii) Details and results of any investigation and any other relevant evidence to provide clarity on the case.

Notice and Arrangements for Hearings

- 10.25** The Secretary will ensure that the subject member of the charge is fully informed of the allegations made and of the Member Disciplinary Policy and Procedures.
- 10.26** The Secretary will ensure as far as possible that a hearing date and location is set that is acceptable and accessible to presenters, subject members, panel members and witnesses.
- 10.27** At least 14 days' notice of the date and time of any hearing should be given to all those involved, unless all agree to a shorter notice or if Union or University closures prevent access to meeting facilities. Any time limit set may be reconsidered on the basis of disability, illness or matter, evaluated on a case by case basis.

10.28 At least 3 clear days before the hearing date, the charge handlers will provide to the Secretary a detailed summary of the charge and allegations including details of;

- (i) Complainant witnesses
- (ii) Subject member witnesses
- (iii) Subject member's intention to present a defence or mitigation

10.29 The Secretary will ensure that each accused member is informed of the details of the case against her/him, that they should provide details of their own case, and that they are entitled to bring another member, colleague, friend or representative to the hearing.

10.30 Prior to the hearing, the charge handlers will review all documentation relating to the case and elect a chair.

Procedural Arrangements at the Hearing

10.31 At the hearing the chair shall present the detailed case against the subject member(s). Witnesses and evidence may be also presented.

10.32 The subject member(s) and/or representative(s) shall then be invited to respond. Witnesses and evidence may be presented.

10.33 Each party of the complainant and subject may cross-examine the opposing party's presentation and witnesses. Members of the Panel may also question each party.

10.34 Each party is permitted to submit evidence at any time prior to and during the hearing, however not after formal deliberation has taken place. If any further evidence is to be presented, this can be submitted once the outcome has been communicated or at any stage of appeal.

10.35 At any point during the hearing, any party can request a pause in proceedings to confer and provisionally deliberate with their panel colleagues (in the case of the charge handlers) or their representation.

10.36 Upon the close of cross-examination and the presentation of final arguments, if willed by each party, the charge handlers must conduct a formal deliberation to conclude and determine the outcome once the interviews have closed and all evidence has been gathered.

10.37 To determine an outcome, the panel of three charge handlers must agree by as least a 2 to 1 vote in favour of sanctions being applied or dismissal of the charge.

10.38 The panel have the right to recall any party or witnesses to obtain clarification on matters pursuant to the outcome of the case.

10.39 The panel may also at their discretion adjourn the hearing to obtain clarification from elsewhere or to allow further time to consider their findings. If a second hearing is reconvenes, parties will be invited as per 10.22.

10.40 The panel's decision on the case, reasons, sanctions (if any) and right to appeal shall then be communicated to the accused member(s) in writing as soon as possible after the hearing by the Secretary.

Description and classification of sanctions

10.41 The panel can apply any of the following sanctions on any subject member.

- (i) A written reprimand (censure) sent by the Panel on behalf of the Students' Union which also serves as a first written warning. Upon receipt of a third written warning, the panel will automatically refer the application of sanctions to the Board of Trustees under 10.37.
- (ii) A requirement to send an apology to anyone affected by the misconduct.
- (iii) Membership suspended for a specific period to a maximum of six months.
- (iv) Payment of recompense up to the full cost of restoring any damage done.
- (v) A report made to the authorities of the University, with a view to a case being taken under the University's Disciplinary Procedures.
- (vi) If a member of Student Council, the panel can formally notify the chair of Student Council of the details of the member's case. If the case is relatable to the subject member's position as a Student Councillor, or in relation to a breach of council set policy, a recommendation will be made for Student Council to review and take actions afforded to them within the scope of the Articles and Byelaws.

10.42 Should the panel see fit at the resolution of the hearing that the severity of misconduct exceeds the level of due sanctions as described in 10.36 these matters will be referred to separate members the Board of Trustees who consider the permanent removal of membership for;

- (i) A failure to declare a conflict of interest as outlined in the constitution/memorandum & articles of association
- (ii) Unlawful behaviour
- (iii) Actions that place the integrity of the Students' Union at risk as a charitable organisation
- (iv) Actions that have the intention to damage the reputation of the organisation
- (v) Participation in fraudulent activities
- (vi) Receipt of a third written warning as described in 10.36 (i).

Appeals

10.43 If the subject member(s) believe that they have grounds to appeal against a finding or a sanction applied by the panel, they have the right to request an appeal hearing is presented 14 days from the issuance of the initial outcome, stating reasons for the appeal. An exception to this time limit may be considered the case of a special need such as illness or disability or matter, on a case by case basis.

10.44 An appeal may only be submitted on the following grounds:

- (i) There is an evidence based reason to believe the panel misjudged the outcome
- (ii) New evidence has emerged relating to the matter
- (iii) Maladministration
- (iv) The penalty imposed is deemed disproportionate to the contravention

10.45 An appeal will be heard by an appeals panel, which is composed in the same way as the original panel but chaired by the President and containing no members who were on that panel. Further memberships will be formed from the Board of Trustees

10.46 The panel will be convened via the same guides for notices and communication.

10.47 At the hearing to an appeal are the accused member making the appeal and any representative, colleague or friend of that member ("the appellant") and the Chair or other member of the original discipline panel ("the respondent").

10.48 In general, the procedure for an appeal shall follow the procedure for the original panel hearing. However, for the most part, the appeal will review the evidence available to the original panel, and the record of the proceedings, rather than hearing witness evidence already heard in the original hearing.

10.49 The Panel will initially review papers, discuss procedure, and elect a Chairperson.

10.50 The appellant will first introduce the grounds of the appeal, referring to the original case presented against them and the record of the hearing. The respondent will present the case arrived at by the original panel.

10.51 Either party or the Panel may call witnesses to clarify matters or consider evidence not dealt with at the original hearing.

10.52 The appeal panel may overturn, in whole or in part, the decision of the original panel, and the penalties open to the appeal panel are the same as for the original panel.

10.53 There is no further right to appeal within the procedures of the Union. The parties will be notified of the final decision, and of the right of a student to raise a separate charge through the procedures of the University.

10.54 Where a disciplinary panel of the University has decided that any of the privileges of membership of the Students' Union should be withdrawn from a student, and provided that the panel included a Union officer and that officer is in agreement with the decision, that decision will have effect in the same way as if it was made under this Union discipline procedure.

Byelaw	11
Title	“Member Meetings”
Version	1.1
Owner	Board of Trustees
Status	Active

MEMBER MEETINGS

- 11.1** As per 16.1 of the Articles of Association there shall be an Annual General meeting of student members held once per academic year.
- 11.2** The Annual General Meeting shall be held at intervals of no longer than 18 months.
- 11.3** The Annual General Meeting may be called at any point in time during the interval of 18 months between when such meetings shall take place.
- 11.4** The Annual General Meeting shall be held at a date, time and location when the highest anticipated participation from members shall be achieved.
- 11.5** The Annual General Meeting shall be called by the Board of Trustees or in the case of a petition of 100 ordinary members is presented to the Chair of the Board of Trustees.
- 11.6** At the discretion of the Board of Trustees, to maximise anticipated participation, the Annual General Meeting may be carried out at one single venue or simultaneously at multiple venues, provided that channels for participation are established through electronic, audio and visual means.
- 11.7** In relation to relation to Union Communications, Article 48, the notice for Annual General Meetings shall be provided to all members no less than 14 days prior to the meeting being held.
- 11.8** The notice of the Annual General Meeting being called shall contain the following information;
 - (i) Title of the meeting
 - (ii) Date and time
 - (iii) Location
 - (iv) Deadline for the submission of business items (including motions)
- 11.9** The call for motions shall be issued simultaneously to the notice with a deadline for submission no less than 2 days prior to the meeting being held.
- 11.10** The Annual General Meeting shall be open to all student members who have not opted out of students’ union membership as per Byelaw 1.4 and all members shall have a right to cast votes.
- 11.11** Quorum for voting relating to business items to take place at the Annual General Meeting shall be 100 members.
- 11.12** Resolutions by quorate Annual General Meetings shall be determined by a simple majority vote. The chair reserves the right to call a secret ballot carried out at the meeting at their discretion.
- 11.13** In the case where quorum is not achieved, but membership of the meeting exceeds 50 members, with the permission of the meeting, the business item shall be presented to members electronically, with notice provided after the initial date of the meeting as per 11.7, and with a deadline for votes to be cast. In the case where a business item is voted on in this manner, voting shall take place via the students’ union website with membership verified to the Board of Trustees by the Deputy Chief Executive (Membership).
- 11.14** In the case where an Annual General meeting does not achieve 50% of the quoracy required within 15 minutes of the stated start time, the Board of Trustees shall reconvene the meeting with the appropriate notices as per 11.4 and 11.7.
- 11.15** The Chair of the Annual General Meeting shall be the Democracy Chair.

- 11.16** In the case where the Democracy Chair is absent, the Deputy Chair of the Board of Trustees shall preside over the meeting. In the case where the deputy chair is absent, a chairperson shall be elected from present members with a simple majority determining the outcome.
- 11.17** The chair may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting in accordance with 11.13.
- 11.18** The Standing Orders of the Annual General Meeting shall be;
- (i) Minutes of the previous Annual General Meetings for ratification as a true and accurate record.
 - (ii) Board of Trustees' Report
 - (iii) Receiving the most recent year-end Audited Accounts
 - (iv) Appointment of the Auditors
 - (v) Open questions to the Trustees from members
 - (vi) Member submitted business items
- 11.19** The order of business for General Meetings shall be;
- (i) Minutes of the Previous General Meeting
 - (ii) Board of Trustees Report
 - (iii) Open questions to the Executive Officer Trustees from members
 - (iv) Member submitted business items
- 11.20** The presentation of business items to the Annual and General Meetings shall be as outlined in Byelaw 12.

STUDENTS' UNION FORUMS AND WORKING GROUPS

- 11.21** As per 2.3 of the Objects of the University of East London Students' Union, the Students' Union shall facilitate forums where emergent and working groups as proposed by Student Council and as instructed by the Board of Trustees as places for discussion and debate and for student-led ideas and proposals to emerge and contribute to policy and strategic work of the Students' Union.
- 11.22** The Students' Union recognises "Forums" as spaces for where constructive dialogues can take place between ordinary members and elected officers for the purpose of;
- (i) Identifying issues meaningful to students and discussing their impact and solutions
 - (ii) Generating, sharing and communicating student-led ideas pursuant of the objectives of the University of East London Students' Union
 - (iii) Designing and presenting proposals for the students' union and its elected officers to further student-led objectives via the democratic and operational channels
- 11.23** The Board of Trustees shall receive any proposal for Students' Union forums to be created with the approval of Student Council.
- 11.24** The Students' Union recognised working groups as committees tasked with furthering policy and campaigning work aligned to set objectives.
- 11.25** Working Groups shall meet no less than four times per year and have officer and staff membership as outlined in the guiding policies.
- 11.26** The Students' Union working groups will report updates to Student Council on a quarterly basis and will meet based on the following remits
- 11.26.1 Communications and Events
 - 11.26.2 Education
 - 11.26.3 Welfare and Liberation

Working group terms of reference

12 Communications and Events

- 13 The communications and events working group will be set up to discuss matters involving all Student Union related events. These matters shall include, but are not limited to;
- 13.1** Reviewing paper work submission and room bookings for the events being planned for the month ahead.
 - 13.2** Equipment booking.
 - 13.3** External speaker policy as well as risk assessments.
 - 13.4** Any other operational support in terms of finances and marketing as needed.
 - 13.5** Any other business deemed necessary and relevant to the working group.
- 14 The communications and events working group shall meet every fortnight during term time and once a month outside of term.
- 15 The membership of communications and events working group shall be as follows;
- 15.1** Vice President – Societies and communications
 - 15.2** Vice President – Community development
 - 15.3** Two Society representatives
- 16 The Community and Student Events manager and Societies Coordinator will be ex-officio members of the working group.
- 17 Any student or society member who has put in an application for an event in the necessary time period shall be invited and allowed to attend the working group meeting and shall have speaking rights.
- 18 The working group shall be co-chaired by the Vice Presidents' for Societies and communications and Community Development with a career staff member acting as the servicing officer and secretary.
- 19 The communications and events working group shall send its minutes to student council for noting and the overall oversight of the committee will report to the Leadership committee.
- 20 The board of trustees shall have the right to change the membership of the working group.
- 21 Quoracy for the working groups shall be 3 members of the group and must include 1 full time elected officer to chair and 1 career staff member to service.

22 Education

- 23 The education working group will be set up to discuss matters involving any academic matters related to the Students Union. These matters shall include, but are not limited to;
- 23.1** Reviewing the work of the Vice President Education and to hear updates and reports from any academic meetings.
 - 23.2** To hear reports and feedback from school representatives on their ongoing work.
 - 23.3** To discuss and review any changes to university policies that affect students.
 - 23.4** To review any academic matters that have arisen or may arise that students should be aware of.
 - 23.5** Any other business deemed necessary and relevant to the working group.
- 24 The education working group shall normally meet once a term, but may convene a meeting more regularly if the Chair calls a meeting for an issue that cannot wait until the following meeting or that can't be discussed at Student Council
- 25 The membership of the education working group shall be as follows;
- 25.1** Vice President – Education
 - 25.2** All elected School representatives, up to 2 per school
 - 25.3** Postgraduate Taught officer
 - 25.4** Postgraduate Research officer
- 26 The Academic Enhancement Manager and Advice Services Manager will be ex-officio members of the working group.

- 27 The working group will be chaired by the Vice Presidents for Education with a career staff member acting as the servicing officer and secretary.
- 28 The education working group shall send its minutes to student council for noting and the overall oversight of the committee will report to the Leadership committee.
- 29 The board of trustees shall have the right to change the membership of the working group
- 30 Quoracy for the working groups shall be 50% plus 1 of the overall membership of the group and must include 1 full time elected officer to chair and 1 career staff member to service.

31 Welfare and Liberation

- 32 The welfare and liberation working group will be set up to discuss matters involving any academic matters related to the Students Union. These matters shall include, but are not limited to;

- 32.1** Coordinate and plan any Student Union wide campaigns that are related to welfare and/or liberation.
- 32.2** Discuss any issues that arise related to the welfare of students.
- 32.3** To support the Vice President for Welfare with their aims, objectives and campaign plans.
- 32.4** Any other business deemed necessary and relevant to the working group.

- 33 The welfare and liberation working group shall normally meet once a month during term time.
- 34 The membership of the education working group working group shall be as follows;

- 34.1** Vice President – Welfare
- 34.2** Black Student’s Officer
- 34.3** Women’s Officer
- 34.4** Disabled Student’s Officer
- 34.5** LGBT Officer
- 34.6** International Student’s (EU) officer
- 34.7** International Student’s (non-EU) officer

- 35 The Head of Student Support and Democracy Coordinator will be ex-officio members of the working group.
- 36 The welfare and liberation group will be chaired by the Vice President for Welfare with a career staff member acting as the servicing officer and secretary.
- 37 The welfare and liberation working group shall send its minutes to student council for noting and the overall oversight of the committee will report to the Leadership committee.
- 38 The board of trustees shall have the right to change the membership of the working group
- 38.1** Quoracy for the working groups shall be 50% plus 1 of the overall membership of the group and must include 1 full time elected officer to chair and 1 career staff member to service.

Byelaw	"12"
Title	Debating Procedures
Version	1.0
Owner	Board of Trustees
Status	Active

DEBATING PROCEDURES

- 12.1** As per the objects of University of East London Students' Union outlined in 2.3 of the Articles of Association, there shall be provision for members to discuss and debate matters pertinent to the Students' Union
- 12.2** The debating procedures shall apply in full to all democratic meetings of students' union members.
- 12.3** Formal matters will be presented to the Democracy Chair as motions in democratic meetings with member's adherent to agenda scheduling periods as follows;
- (i) In the case of the Student Council, five working days prior.
 - (ii) Standing Committees and/or Working Groups of Student Council, three working days prior.
 - (iii) Motions of Removal from Office as per Articles 24-26 – five working days prior.
 - (iv) Students' Union General Meetings, Societies Assembly or Association meetings – five working days before the meeting
- 12.4** Every motion for debate shall have a proposer and seconder who shall be a voting member.
- 12.5** The motion may be withdrawn only with the consent of the membership of the meeting. A vote must be taken to determine so.
- 12.6** The Democracy Chair can decide, at their own discretion or at the request of any member to have an open discussion before the motion is formally heard and debated. This must not last for more than 5 minutes.
- 12.7** The Debating Procedure shall be as follows:
- (i) Proposer Speech For - 2mins
 - (ii) Open Speech Against – 2mins
 - (iii) Every subsequent speech for or against will be 1 min
 - (iv) Open - Summation Against – 1min
 - (v) Proposer - Summation for – 1min
 - (vi) Move to vote
- 12.8** Only one motion shall be discussed at any one time.
- 12.9** Any member attending the meeting may ask for another round of for and against speeches at any point before the summation speeches have begun
- 12.10** Any speeches can be waived at any point to another member who attends the meeting. This must be communicated to the Chair prior to the start of the debate as per 12.7.
- 12.11** To balance the debate, another round of speeches may not be requested unless both a speech for and against the matter have been heard.
- 12.12** If there are no speeches against the opening speech, then the following speeches shall be waived and the matter be moved straight to vote.
- 12.13** Any proposals to make amendments to the motion must be raised during the open discussion period of the debating procedure. The Chair shall invite and take a speech against the proposed amendments.
- 12.14** The Proposer of the amendments shall have the right to sum up before a vote is taken on them.
- 12.15** Amendments which are passed will be incorporated into the main motion.
- 12.16** When all amendments have been voted upon, the main motion shall be discussed and voted upon.
- 12.17** The summation speech shall be allocated on the basis of amendments passed and the final formulation of the main motion. The summation speech shall be allocated at the end of the debate immediately before the vote is taken.

12.18 There shall be no new information or points of information during the either summation speech.

12.19 Unless otherwise specified in the Constitution, amendments to the Constitution, Bye-Law and Motions of Removal from Office shall require a two thirds majority at a General Meeting to become Union Policy. All other motions shall require a simple majority.

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

Points of Order

12.21 Points of Order take precedence over any other business except during a vote. Points of Order may be raised by any voting member and must be heard immediately at the time they are raised. A point of order can include:-

- (i) A request for a count to ensure that there are enough people at the meeting to constitute a quorum.
- (ii) A request for a ruling from the Chair on the conduct of the meeting.
- (iii) A request for a Constitutional interpretation by the Chair.
- (iv) A request that a person who is not an ordinary member of the Union shall be allowed to speak.
- (v) A request to stop the normal business of the meeting to deal with a specified issue.

Changing Procedures

12.22 A motion on how the meeting proceeds can be proposed by any voting member of the meeting at any time apart from during a vote. Procedural motions are as follows:

- (i) No confidence in the Chair of the meeting and a vote to elect a new chairperson, for the remainder of the meetings.
- (ii) Moving straight to a vote.
- (iii) To change the order of business.
- (iv) Conduct a vote by secret ballot.
- (v) Request for a recount on a vote.
- (vi) Adjourning the meeting.
- (vii) To not vote on the motion under discussion and have said motion referred to the next meeting of Student Council or another UELSU body.

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

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

12.25 Procedural motions shall require a simple majority to be passed except where otherwise specified in the Constitution.

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

Byelaw	"13"
Title	"Finance Regulations"
Version	1.0
Owner	Board of Trustees
Status	Active

FINANCIAL PROCEDURES

13.1 The financial procedures of the University of East London Students' Union shall as those which are approved by the Finance Committee and the Board of Trustees as the Finance Regulations of the University of East London Students' Union.

Byelaw	"14"
Title	"Conflict of Interest"
Version	1.0
Owner	Board of Trustees
Status	Active

CONFLICT OF INTEREST

14.1 All officer members and trustees of University of East London will endeavour to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, political, professional, and business interests on the other. This included but not exhaustively limited to avoiding actual conflicts of interest as well as the perception of conflicts of interest.

14.2 Officer members and trustees will act at all times in the Student Union's best interests and to exercise rational judgment that is not interrupted by personal interests or divided loyalty

14.3 All officer members, and trustees have a duty to make a declaration of interests in accord with this policy in respect of the students' union constitution.

14.4 Conflicts of interest arise when the interests of officer members and trustees are incompatible or in competition with the interests of the charity. Such situations present a risk that trustees will make decisions based on these external influences, rather than the best interests of the charity. The most common types of conflict include:

- (i) Direct financial interest - when a trustee obtains a direct financial benefit via:
 - a. the award of a contract to a company with which a trustee is involved
 - b. indirect financial interest - this arises when a close relative of a trustee benefits from the charity
 - c. the awarding of an employment contract to a trustee's spouse;
 - d. making a grant to a trustee's dependent child, declaration form and register of interests for charity trustees
- (ii) Non-financial conflicts of interest - where trustees receive no financial benefit but are influenced by external factors:
 - a. influencing board decisions on service provision to their own advantage
 - b. to gain some other intangible benefit or credit
 - c. awarding contracts to friends
- (iii) Conflicts of loyalties - trustees may have competing loyalties between the charity to which they owe a primary duty and some other person or entity

14.5 To identify a conflict of interest officer members and trustees are obliged to declare any such conflict of interest that is either; direct, indirect or perceptual. Officer members and trustees will declare

14.6 Declarations of any such conflict of interests are to be described in nature and extent to the Chair of the Board of Trustees, or the Chief Executive Officer in the event a declaration is made by the Chair of the Board of Trustees at.

14.7 Declarations of a conflict of interest can be received via;

- (i) A meeting of the Board of Trustees
- (ii) A meeting of any Board of Trustees subcommittee
- (iii) During any official Students' Union business
- (iv) In writing addressed in accordance with 14.6
- (v) By general Students' Union notice to members, once formal declaration has been made in accordance with 14.6.

- 14.8** Upon a declaration of a conflict of interest being registered, the individual concerned will remove themselves from union business related to the nature and extent of the conflict of interest that has been declared.
- 14.9** Upon declaration of a conflict of interest being registered [in accordance with article 45 of the Memorandum and Articles of Association], a record of the declaration will be kept by the Students' Union;
- (i) via minutes of the meeting where the conflict of interest was declared
 - (ii) via a central register of interests kept by the Chief Executive Officer and recorded on the Governance Risk register.
- 14.10** In the event of officer member or trustee, or any other member who is positioned to contribute to Union decision making, failing to declare a direct, in direct or perceptual conflict of interest, the Students' Union reserves the right to subject the member to the Member Disciplinary Policy.
- 14.11** Monitoring of conflict of interest will be carried out in line with the terms and references for the Audit subcommittee.

Byelaw	15
Title	"Policy"
Version	1.0
Owner	Board of Trustees
Status	Active

POLICY

15.1 The setting of Students' Union policy, be it representative or campaigning in nature, shall be reserved to the fora outlined in the Articles of Association as being;

- (i) a Referendum as outlined in Byelaw 2
- (ii) the Student Council in accordance with Article 15 and Article 46 respectively and Byelaw 5
- (iii) by the Student Members at a Student Members' meeting as per Byelaw 11.

15.2 Policy set as per 15.1 is subject to the override of the Board of Trustees as per 28.3 of the Articles of Association.

15.3 Policy shall exist for three years unless it is overturned by a resolution of the Board of Trustees at their discretion

15.4 Policy shall be set by ordinary members in the form of referendums as per Byelaw 2.

15.5 Policy that is set by ordinary members via a referendum can overturn policy set by Student Council and/or member meetings as per 15.4 of the Articles of Association.

15.6 Policy proposals set outside of referendums, Student Council or members meetings, as per Byelaw 11, are subject to the approval of the Board of Trustees.

15.7 Policy set shall be by, virtue of Article 31 of the Articles of Association, delegated to the Chief Executive for the purposes of managing the implementation of policy and for coordinating the Board of Trustees with updates.

15.8 In the case where policy set instructs an amendment to the Articles of Association and/or Byelaws, Byelaw 16 shall apply.

Byelaw	"16"
Title	Amendments to the Articles of Association and Byelaws
Version	1.0
Owner	Board of Trustees
Status	Provisional

AMENDMENTS

- 16.1 The University of East London Board of Governors shall, by virtue of the 1994 Education Act, be required to fully review the provisions of the Union's Articles of Association at intervals of no more than 5 years.
- 16.2 The University of East London Board of Governors ratification is required for any amendments to the Union's Articles of Association.
- 16.3 Approval of the Student Council and ratification by Board of Trustees shall be required for any amendments to the Union's Bye-Laws.
- 16.4 Motions to amend the Articles or Byelaws can be proposed in accordance with 42.1.3 and 47 of the University of East London Students' Union Articles of Association.