



ULSTUDENTS'UNION
www.lincolnsu.com

Bye-Laws

Draft 5

Adopted on [] 2007

Background

1. The Charity is a company limited by guarantee (registered in England and Wales under number [])
2. These Bye-Laws are made by the Trustees pursuant to Article 57 of the Articles of Association of the Charity

Definitions and interpretation

3. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Memorandum and Articles of Association unless the context otherwise requires.
4. The Memorandum and Articles of Association shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in anyway which is inconsistent with the Memorandum and Articles of Association.

Amendment

5. These Bye-Laws may be altered, varied or amended by the Trustees in accordance with the Articles and Memorandum of Association,

Bye-Law 1

The Conditions and Privileges of Membership

1 CONDITIONS OF MEMBERSHIP

- 1.1 The privileges of all categories of membership of the Union shall be subject always to the requirement that in exercising those privileges members do so in a manner which is:
- 1.1.1 consistent with the requirements of the Memorandum and Articles of Association and policies of the Union in compliance with the laws of England; and
 - 1.1.2 in compliance with such conditions which may be approved by the Student Council and the Trustees
- 1.2 The Student Council and Trustees shall have the power to suspend or to withdraw a privilege or the privileges of membership in the event of a member failing to comply with the requirements and conditions of membership.

2 CLASSES OF MEMBERSHIP

- 2.1 In addition to the classes of membership detailed in the Articles there shall be the following additional classes of membership:-
- 2.1.1 Life Membership: Former Students having successfully completed a full time or part-time course at the University and on payment of the appropriate fee.
 - 2.1.2 Honorary Membership: The Governors of the University and former Executive Committee members who have graduated from the University.
 - 2.1.3 Honorary Life Membership: The Student Council shall have the power to grant Honorary Life Membership to individuals who have significantly aided the Union or the students of the University during their time at the University and whose dedication deserves special reward and recognition.
 - 2.1.4 Temporary Membership: the following persons are entitled to the privileges of temporary membership:-
 - (a) members of other students' unions which are affiliated to the National Union of Students;
 - (b) members of other students' unions with which the Union has a current reciprocal membership agreement;
 - (c) persons attending a function or event on Union premises;
 - (d) persons whom the sports officer of the Charity has approved as a guest of a club or society; and

3. The privileges of full membership of the Charity shall be:

- 3.1 to utilise the social facilities administered by the Union;
 - 3.2 to have access to the service and support facilities provided by the Union;
 - 3.3 to be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies;
 - 3.4 to be eligible for participation in Union committees and the committees of clubs and societies, subject always to their rules of government;
 - 3.5 to be eligible for participation in General Trustees', Executive meetings and any other meetings/functions recognised by the Union subject always to their rules of government;
 - 3.6 to be eligible to vote in any/all elections or referenda that are conducted by the Union, subject always to the regulations governing the conduct of elections and referenda;
 - 3.7 to be nominated as a candidate for any of the offices of the Union which are subject to election and to act as a proposer, seconder of a candidate in any election subject always to the rules governing the conduct of elections; and
 - 3.8 to be represented by the Union on academic issues.
- 4 The Privileges of Associate and Life Membership shall be:
- 4.1 to utilise the social facilities administered by the Union;
 - 4.2 to be eligible to join registered clubs and societies of the Union but not to hold office in such and in accordance with the rules regulations governing that society
- 5 The privileges of Honorary Life Membership shall be:
- 5.1 to utilise the social facilities administered by the Union;
 - 5.2 to be eligible to join registered clubs and societies of the Union in accordance with the rules regulations governing that society but not to hold office in such and in accordance with the rules regulations governing that club or society
- 6 The privileges of Temporary Membership shall be to utilise the social facilities administered by the Union.
- 7 The Trustees shall have the power to set a membership fee in the case of associate, life and temporary members. Such scale of membership fees shall be subject to annual review by the Trustees.
- 8 Privileges Available To Students Of The University Who Have Exercised Their Right Not To Be A Member Of Association And Of Clause 22(2)(C) of The Education Act 1994
- 8.1 Students who opt out of membership of the Charity shall be entitled:
- 8.1.1 to utilise the social facilities administered by the Charity subject to any fee which shall be decided by the Trustees;
 - 8.1.2 to have access to the service and support facilities provided by the Union;

8.1.3 to be eligible to join registered clubs and societies of the Union subject to the conditions of membership of such clubs and societies but not to hold office in such;

- 8.2. The exercise of the above entitlements shall be subject to the same conditions of conduct as apply to members of the Union and the Trustees shall have the power to suspend or to withdraw such entitlements in the event of a Student failing to comply with such conditions.

Bye-Law 2

General governance of the Students' Union

1. Trustees

- 1.1 The Trustees shall have overall responsibility for the management of the Charity and their duties are governed by the Memorandum and Articles.
- 1.2 The portfolios of Sabbatical Officers may be determined by the Trustees from time to time after consultation with Student Council in accordance with guidance and strategies of the Charity made from time to time under this Bye-Law.

2. The Executive Committee

- 2.1 The Executive Committee shall be an elected committee of student representatives and shall consist of the Sabbatical Officers.
- 2.2 The full time Sabbatical Officers are remunerated in accordance with point 11 on the University salary scale
- 2.3 Sabbatical Officers may not stand for more than 2 years as full time Sabbatical Officers.
- 2.4 The committee is responsible for and has delegated powers for day to day direction and oversight of activities of the Students' Union and the rights and duties of the Executive Committee shall be governed by Article [] of the Constitution and Bye Law 6.

3. Student Council

- 3.1 The Student Council shall be a body formed from Executive Committee, Student representatives from University course representatives and committees in the Union.
- 3.2 The principal purpose of the Student Council is to oversee the Executive Committee and the Trustees and to represent the views of members and to hold the Executive Committee accountable for its actions.
- 3.3 The duties and obligations of the Student Council is governed by Article [], Bye-Law 5 and any Guidance and/or Strategies that affect its workings.

4. Student Forums

- 4.1 There shall be Student Forums co-ordinated by the Executive Committee.
- 4.2 The purposes of Student Community Forums shall be to consider all or any of the following:
 - (a) matters raised by Student Council or Trustees;
 - (b) topics Student Community Forums wish to raise;
 - (c) major University initiatives;

- (d) consultations on current issues; and
- (e) reports on the work of the Student Unions and/or Reports from outside agencies.

5. Standing Committees

- 5.1. There shall be established Standing Committees co-ordinated by the Student Council at any one time.
- 5.2 In accordance with Article 60 the Trustees can constitute delegated Sub-Committees.
- 5.3 The number, type, remit and membership of such Standing Committees shall be determined by the Trustees in accordance with Bye Law [7.]
- 5.4 A Trustee shall chair any committee and members may include Trustees, members, staff members (Non voting).
- 5.5. The purposes of the Standing Committees shall be as follows:
 - 5.6.1 to review the performance and make recommendations on the future scope of a current service or activity;
 - 5.6.2 to conduct research and consultation;
 - 5.6.3 to consider mechanisms for widening membership participation;
 - 5.6.4 To represent there specific interest groups to the Student Council, the Executive Committee, Trustees and wider community
 - 5.6.5 To promote social and cultural events

6 Referenda

A referendum, in which all members will be allowed to vote, shall be held in accordance with Article 58 of the Articles.

7 Guidance and Strategies

- 7.1 The Trustees, subject to consultation with Student Council, may (and shall if required under the Education Act) issue guidance and strategies on such issues as they consider to be useful including but not limited to the following issues:
 - 7.1.1 Officer Portfolios;
 - 7.1.2 Conduct of Elections;
 - 7.1.3 Conduct of meetings;
 - 7.1.4 Student Forums;
 - 7.1.5 Committees;
 - 7.1.6 Volunteering;
 - 7.1.7 Financial;
 - 7.1.8 Communications; and
 - 7.1.9 Equality and Diversity.

Bye-Law 3
The Rules for the Conduct of General Meetings

1. Procedure

General Meeting of the Charity shall be held in accordance with the Articles

2. Submission of Motions And Amendments To General Meetings

- 2.1 The preparation and ordering of agendas for all General Meetings shall be the responsibility of the President.
- 2.2 All motions for consideration shall be submitted in writing to the President and signed by the proposer and seconder, by 5pm 7 clear working days before the meeting. Notice of motions can be waived at the entire discretion of the President.
- 2.3 All amendments to motions shall be submitted in writing to the President and signed by the proposer and seconder, one clear working day before the meeting. Amendments for Extraordinary General Meetings must be submitted no less than one hour before the meeting is due to take place.
- 2.4 Publication and ordering of motions and amendments shall be the responsibility of the communications officer.
- 2.5 A motion or amendment may only be withdrawn with the consent of the movers of the motion or amendment. The text of a motion or amendment may only be altered, prior to a General Meeting, with the consent of the movers of the motion or amendment. During a General Meeting a motion or amendment may only be altered by a resolution of another motion or amendment.
- 2.6 Except by a resolution of the Student Council, no motion or business conflicting with existing policy may be brought forward more than once during the same academic term.
- 2.7 Proposers and seconders of motions and amendments shall be Members only.
- 2.8 All motions and amendments shall state the proposer and seconder's names and Union Card numbers.

3 Guest Speakers To General Meetings

3.1 Guest Speakers to General Meetings shall be invited only at the discretion of:

- (i) The Executive Committee; or
- (ii) A two-thirds majority vote of such General Meeting.

4 The Chair

- 4.1 The Chair shall not participate in any debate.
- 4.2 Whenever the Chair speaks s/he shall be heard in silence and any other member shall at once cease from speaking.
- 4.3 Every speaker shall address the meeting solely through the Chair. The Chair shall be responsible for ensuring that all members present who have speaking rights receive equality of opportunity to speak, subject to 3.6 below.

- 4.4 If two or more members arise to speak at the same time, precedence shall be given to the Member who first "catches the eye" of the Chair, except that the proposer and seconder of a motion shall have first rights to speak in favour of their motion.
- 4.5 No Member may speak more than once on the same motion, amendment or report, except by a simple majority vote of the meeting. The proposer and seconder of a motion or amendment shall have the right to reply to any debate before a vote is taken, as outlined in 5.4 and 5.5 below.
- 4.6 The Chair may impose a time and/or number limit on speakers, unless challenged by another member who shall require 20 other members to support the challenge before it is debated.
- 4.7 If any challenge to the Chair's ruling is successful, the Chairperson shall immediately vacate the Chair in favour of a person nominated by him/her. The challenger shall then state the reason for the challenge and the Chair shall then state his or her case. The ruling or decision shall then be put to the vote and the ruling shall then be upheld or overruled by a simple majority vote of the meeting. Thereafter, the Chairperson shall re-assume the Chair. A challenge to the Chair shall take precedence over other procedural motions outlined below.
- 4.8 It shall be the duty of the Chair during speeches to ensure that the meeting is in order; that the remarks are relevant to the matter under debate; that no defamatory remarks are made about another member of the Union and that no new material is introduced in a summing up speech.
- 4.9 If a motion of "no confidence", i.e. procedural motion 4.7 is supported by 20 full members of the Union at the meeting, procedures outlined in 4.7 above shall apply. In the event of the motion being carried by a simple majority vote of the meeting, the Chairperson shall vacate the Chair for the remainder of the meeting and a new Chairperson shall be elected from the other Trustees present at the meeting.

5 Motions

- 5.1 All motions shall contain a proposal by way of resolution.
- 5.2 Only one motion, or report, or an amendment to any motion or report, may be put before the meeting at any one time. If an amendment is carried the original motion incorporating the amendment shall become the substantive motion to which any other amendments shall then refer.
- 5.3 In the event of any amendment being carried, which was not accepted by the proposer of the original motion, the substantive motion shall become the amender's motion who shall then have the right to reply as outlined in 5.4 below.
- 5.4 The proposer of the motion, amendment or report shall have the right to reply to any debate immediately before the vote is taken, but shall not introduce any new material.

6 Procedural Motions

6.1 The following procedural motions may be put to a General Meeting:

- (a)
 - (i) Change to the order of business;
 - (ii) A motion that the question be now put;
 - (iii) A motion that the question be not put;
- (b)
 - (i) A vote of "no confidence" in the Chair;
 - (ii) A challenge to the Chair's ruling;
 - (iii) A motion for temporary adjournment of the meeting of no longer than 10 minutes;
- (c)
 - (i) A motion that the matter lie on the table;
 - (ii) A motion to postpone or adjourn the matter to a later specified meeting;
 - (iii) A motion to refer the matter to the Trustees;
 - (iv) A motion to refer the matter to a Committee or Sub-Committee for investigation and report;
 - (v) A motion to refer the matter back to a Committee or Sub-Committee for re-examination.

6.2 The Chair may reject procedural motions (a)(ii), (b)(iii) and (c)(i-v) of this paragraph, if it is considered that the motion has been proposed frivolously or where it appears to have been proposed with the object of curtailing discussion on a matter which has not been granted a reasonable time for discussion.

6.3 Procedural motions shall require a proposer and a seconder. Procedural motions may not be proposed while another member is speaking on a point of order or information, or during the act of voting.

6.4 Procedural motions in group (a), except (a)(i), shall relate to the question immediately before the meeting. It shall be at the discretion of the Chair whether procedural motion (a)(i) is put to the meeting unless a challenge to the Chair's ruling is successful. Procedural motion (a)(i) shall relate only to the order of business and can be put at any time after minutes and matters arising of General Meetings and the Council have been discussed. When procedural motion (a)(i) is moved the Chair shall allow one speech in favour, one against and a summing up, immediately followed by a vote.

6.5 No discussion of procedural motion (a)(ii) shall be permitted. If this procedural motion is put forward and carried, the question shall be put immediately, provided that the proposer of the substantive motion has been given an opportunity of exercising their right to reply as outlined in 5.4 and 5.5 of this Bye-Law.

6.6 There shall be no order of preference amongst procedural motions (b)(i-iii). Procedural motions (b)(i-iii) shall have precedence over procedural motions (a)(ii) and (c)(i-v) and shall relate only to the conduct of the meeting without regard to the debate holding the floor of the meeting at that time. When either procedural motion (b)(i) or (b)(ii) is proposed and seconded, the Chair shall vacate the Chair as outlined in 4.7 and 4.9 above.

6.7 Procedural motions in group (c) shall relate only to a substantive motion.

7 Emergency Motions

- 7.1 The procedure for consideration of Emergency Motions shall be as follows:
- (i) Motions whose subject matter is concerned with events occurring after the final date for submission of motions may be moved as emergency motions;
 - (ii) Such motions shall not be discussed unless the matter is of such urgency that the conduct of the business of the Union would be impaired by the delaying of discussion until the following General Meeting;
 - (iii) The inability of members, for any reason whatsoever, to submit motions not defined as emergency motions within the terms of paragraph (i) and (ii) of these Rules shall not be construed as grounds for the discussion of such motions
 - (iv) All emergency motions shall be submitted in writing and signed by [] to the Student Support Officer of the Union, under the terms of 6.1(ii) above, who shall determine whether they shall be considered as emergency motions.

8 Amendments

- 8.1 Amendments may be moved at any time after the motion has been 'stated' by the Chair.
- 8.2 A motion may be amended by:
- (i) Deleting words from the motion;
 - (ii) Inserting words into the motion;
 - (iii) Deleting certain words from the motion and substituting other words;
 - (iv) Adding words to the motion;
 - (v) Deleting all words from the motion after the first word 'THAT' and substituting other words providing they refer to the same subject as the original motion.
- 8.3 Amendments may not be moved which are direct negatives of the motions when the purpose of the proposed amendment may be achieved by voting against the motion.
- 8.4 Only one amendment to any motion may be put before the meeting at any one time.
- 8.5 If an amendment is rejected, another may be moved to the motion provided that its effect would not produce the same result as the amendment previously rejected.

9 Voting

- 9.1 A request for a motion to be voted on in parts shall require a proposer and seconder and must be made before moving to the vote on an amendment or substantive motion. There shall be no speeches on this procedure and a simple majority vote only of the meeting shall be required. Points decided by the amendment of a motion may not be re-opened by a move to take the original motion in parts.
- 9.2 Voting on motions, amendments or reports shall be by a show of hands or Union cards, at the discretion of the Chair, or, if a challenge to the Chair is successful, by a simple majority vote of the meeting to be taken immediately upon the challenge being upheld.
- 9.3 The Chair shall have a casting vote only.
- 9.4 There shall be discussion, but not voting, upon 'Any Other Business'.

10 General Rules Of Order

- 10.1 Points of order may not be raised:
- (i) When another member holding the floor is delivering a speech;
 - (ii) During the act of voting unless it relates specifically to the procedure of that vote;
- 10.2 At all other times points of order shall take precedence over all other business. A point of order shall be raised by a member rising to their feet and calling 'order'. Points of order shall be phrased as a question; shall relate specifically to the conduct of debate at that time; shall not refer to the subject under debate; and shall contain no argument.
- 10.3 Points of information may be raised to the speaker holding the floor by a call of 'information'. Points of information shall be phrased as a short question to the speaker e.g. "is it not a fact that....", and shall be used solely to seek or offer strictly factual information. The speaker may refuse to accept the point of information in which case the mover shall give way. If a speaker indicates that s/he is not willing to take any further points of information during a speech their wish shall be upheld by the Chair.
- 10.4 No question once decided may be re-opened at the same General Meeting.

11 Interpretation

- 11.1 The rules of interpretation at General Meetings shall be that the decision of the Chair shall be final and binding concerning the interpretation of this Bye-Law, but subject to the results of a challenge as specified in 4.7, 4.9 of this Bye-Law.

12 Order Of Business At General Meetings

- 12.1 The order of business at General Meetings, unless determined otherwise by the procedural motions outlined in this Bye-Law, shall be as follows:
- (i) introduction from the Chair;
 - (ii) to receive minutes of previous General Meeting, and meetings of the Student Council;
 - (iii) Matters and actions arising from those minutes;
 - (iv) Formal motions and amendments (if applicable);
 - (v) To receive reports from the Trustees;
 - (vi) Any other business;
 - (vii) Official notices and announcements;
 - (viii) Close of meeting.
- 12.2 The order of business at Annual General Meetings shall take precedence over the business of any other General Meeting that may be scheduled to take place on the same date.
- 12.3 The order of business at Annual General Meetings shall be as follows:
- (i) introduction from the Chair;
 - (ii) to receive minutes of last Annual General Meeting;
 - (iii) matters arising from those minutes;
 - (iv) presentation of Charity accounts;
 - (v) to receive the Trustee's Annual Report;

- (vi) to receive the Student Council's Annual Report;
- (vii) to receive Annual Reports from all Standing Committees;
- (viii) close of meeting.

13 Quorum

13.1 The following Rules concerning quorum shall apply during a General Meeting:

- (i) if a member with speaking rights calls 'quorum' during a General Meeting it shall be regarded as a point of order taking precedence over all other business.
- (ii) in the event of a call of quorum the Chair shall ascertain whether a quorum is present. If a quorum is not present then the meeting shall cease immediately. The Chair shall allow five minutes for a quorum to be achieved. If the quorum is so achieved then the meeting shall continue. If a quorum is not so achieved then the meeting shall be closed.

**Bye-law 4:
The Powers and Duties of The Student Council**

1. The Student Council

- 1.1 Membership of the Student Council shall be:-
- 1.1.1 the Executive Committee (Full and Part time)
 - 1.1.2 elected course representatives;
 - 1.2.3 presidents and vice presidents of each club or society of the Chariy;
 - 1.2.4 the chairs of Standing Committees
- 1.2 The Council shall be responsible for all policy recommendations to the Trustees, except where policy recommendations are made by Referendum or passed at a General Meeting.
- 1.3 The council shall meet at least twice per semester.

2 The Powers And Duties Of The Student Union Council

- 2.1 The Student Council shall have the following powers and duties:-
- 2.1.1 to provide recommendations to the Trustees;
 - 2.1.2 to receive and consider reports from the Executive Committee, Trustees, Student Community Forums and Scrutiny Committees;
 - 2.1.3 to consider a motion of no confidence or censure in a Sabbatical Officer or Trustee.
 - 2.1.4 to refer relevant matters to Standing Committees.
 - 2.1.5 to receive for information only written reports from Sabbatical Officers.
 - 2.1.6 to elect at its first meeting of each academic year its two representatives to the board Trustees.
 - 2.1.7 to receive written reports from its representatives on the board of Trustees.
 - 2.1.8 to propose and second motions to General Meetings.
 - 2.1.9 to convene working parties and sub-committees from amongst the membership of the Student Council whose remit shall be determined by the Student Council.;
 - 2.1.10 to convene other committees, meetings and groups;
 - 2.1.11 to consider the appointment and re-appointment of Non-Student Trustees
 - 2.1.12 to admit and remove Associate Members, Honorary Life Members and any Patron of the ULSU.
 - 2.1.13 instruct and hold accountable the Executive Committee.
 - 2.1.14 elect delegates to meetings and conferences of NUS except NUS annual conference where the delegates will be elected in accordance with the Union's Bye-Laws
 - 2.1.15 affiliate Clubs & societies.
 - 2.1.16 agree affiliations.
 - 2.1.17 discuss and feedback on University initiatives and actions

3 Quorum

- 3.1 The quorum for Meetings of the Student Council shall be 15 members

4 Order Of Business at Union Council Meetings

The order of business shall be approved with a simple majority of those present.

5 The Chair

- 5.1 The Chair of meetings of the Student Council shall be the President.
- 5.2 In the event of a challenge to a ruling from the Chair, the Chair shall vacate the Chair in favour of another member. The proposer shall speak for the motion and then the challenged Chairperson shall speak against, before a vote is taken.
- 5.3 In the event of the motion being carried, another member of Council shall assume the Chair, until discussions on that time have been concluded.

6 Debate

- 6.1 Meetings of the Student Council shall normally be conducted in open session. Under the guidance of the meeting, the chair may put an item "into debate". Members wishing to speak on the item shall indicate their wish to do so by raising their hand.
- 6.2 Under the guidance of the meeting, the Chair may put an item into "formal debate". Speeches will then be taken alternately for and against the item, followed by a summation from the original proposer before a vote is taken. The Chair shall decide under the guidance of the meeting and before the commencement of the debate, the number and length of speeches.
- 6.3 The Chair shall take speakers at his/her discretion with precedence given to those members who first "catch the eye" of the Chair.

7 Voting

- 7.1 The Chair shall call a vote by asking for a show of hands in favour, against or abstaining on a particular resolution. A resolution shall be carried by a simple majority of those voting unless otherwise stated in this schedule.
- 7.2 The Chair shall have a casting vote only.

8 Attendance At Union Council Meetings

- 8.1 If a Student Council member ceases to be a registered student of the University then such a member shall be deemed to have resigned the post with immediate effect.
- 8.2 If any member misses two Student Council meetings in an academic year without apologies of the Chair prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to ill health.
- 8.3 All full members may attend Student Council meetings as observers and may be granted speaking rights subject to a simple majority vote of those present.
- 8.4 Observers, either individually or collectively may be excluded by the vote of a simple majority of those present.
- 8.5 Guest speakers may be invited to speak at Student Council by a simple majority of those present..
- 8.6 Any member staff may attend and speak at Student Council meetings at the discretion of the meeting.
- 8.7. There shall be a clerk to the Student Council who shall not be a Trustee appointed from the administrative staff of the Union

- 8.8 The Clerk shall provide administrative support to the Student Council and shall keep minutes of all proceedings to include the names of all persons present at each such meeting. Any such minute, if purported to be signed by the chair of the meeting at which the proceedings were held, or by the chair of the next succeeding meeting, shall be sufficient evidence and minutes of the proceedings.
- 8.9 Senior staff members of the Charity or his/her representative shall attend each meeting of the Student Council together with other members of permanent staff of the Charity as appropriate, unless specifically requested not to attend by the members of Student Council.

Bye-Law 5

The Executive Committee

- 1.1 There shall be an Executive Committee to be responsible for the Union's day to day direction and oversight delegated such authorities as needed by the Trustees and governed by relevant legislation and the decisions that have been made by General Meeting, , the Student Council, a Referendum and subject to the oversight of the Trustees board
- 1.2 The Sabbatical Officers shall be paid an allowance determined by the Trustees in line with general University grade scales and will be required to sign a contract and Code of Conduct.
- 1.3 Sabbatical Officer will be elected in accordance with the election regulations contained in these Bye-Laws.
- 1.4 The Executive Committee shall consist of six elected full time Sabbatical Officers of whom three will act as Trustees.
- 1.5 The Executive Committee shall consist there shall be seven elected part time Sabbatical Officer of whom two will act as Trustees

2. Executive Committee

- 2.1 The role of the executive committee shall be to:
 - 2.1.1 carry out the decisions made by Trustees, General meetings, and recommendations of Student Council, & Referenda;
 - 2.1.2 act as a channel of communication between the members, Trustees, University and other institutions;
 - 2.1.3 be responsible for direction of the Union through the implementation and development of its strategic plan as agreed by the Trustees;
 - 2.1.4 Fill the responsibilities laid down in the job descriptions for Sabbatical Officers
 - 2.1.5 Implement and adhere to all policies of the Union.
- 2.2 Meetings of the Executive shall be chaired by the President.
- 2.3 No member of the Executive Committee shall be eligible for more than 2 terms of office.
- 2.4 Non Sabbatical Officers shall be unpaid and will be required to sign an agreement of office.
- 2.5 Meetings of the Executive Committee should be held in accordance with these By-Laws.
- 2.6 Additional meetings of the Executive Committee may be called by:
 - 2.6.1 any two members of the Executive Committee;
 - 2.6.2 a resolution of the Executive Committee.

- 2.7 Meetings of the Executive committee shall be held at least once per week
- 2.8 Non Sabbatical Officers shall act in advisory capacity and will not be eligible to vote

3 Emergency Meetings of the Executive Committee

- 3.1 Emergency meetings of the Executive Committee may be called by any of the Executive Officers.
- 3.2 A call for an emergency meeting of the Executive Committee must specify, in the form of a motion, the issues to be discussed.
- 3.3 An emergency meeting of the Executive Committee may only discuss the business for which the meeting was originally called.

4 Order Of Business Executive Meetings

The order of business for Meetings, unless deemed otherwise by the meeting, shall be as follows:

- (i) apologies for absence;
- (ii) minutes of previous meetings;
- (iii) matters arising and action points from those minutes;
Officer reports
- (iv) Union General Manager's report;
- (v) Finance report;
- (vi) any other reports;
- (vii) motions and agenda items;
- (viii) any other business;
- (ix) date, time and venue of next meeting.

5 Conduct Of Business At Executive Meetings

The Chair

- 5.1 The Chair shall be President. In the absence the Chair shall be determined by the meeting by means of a simple majority vote.
- 5.2 In the event of a challenge to a ruling from the Chair, the Chairperson shall vacate the Chair in favour of another. The proposer shall speak for the motion and the challenged Chairperson shall speak against before a vote is taken. In the event of the motion being carried, another Trustee shall assume the Chair, until discussion on that item has been concluded.

Debate

- 5.3 Meetings shall normally be conducted in open session. Under the guidance of the meeting, the Chair may put an item 'into debate'. Those wishing to speak on the item shall indicate their wish to do so by raising their hand.
- 5.4 Under the guidance of the meeting, the Chair may put an item into 'formal debate'. Speeches will then be taken alternately for and against the item, followed by a summation from the original proposer before a vote is taken. The Chair shall decide,

under the guidance of the meeting and before the commencement of the debate, the number and length of speeches.

- 5.5 The Chair shall take speakers at his/her discretion with precedence given to those who first 'catch the eye' of the Chair.
- 5.6 All speakers shall address the meeting through the Chair.

Voting

- 5.7 The quorum for a meeting of shall be five voting members;
- 5.8 The Chair shall call a vote by asking for a show of hands in favour, against or abstaining on a particular resolution. A resolution shall be carried by a simple majority of those voting unless otherwise stated.
- 5.9 The Chair shall have a casting vote only.

Attendance At Meetings

- 5.9 If an officer ceases to be a registered student of the University then they shall be deemed to have resigned their position with immediate effect.
- 5.10 If any officer misses two Meetings in an academic term, without apologies to the President prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to ill health..
- 5.11 Observers, either individually or collectively, may be excluded from Meetings by a simple majority vote.
- 5.12 The officers may enter into closed session by means of a simple majority vote of the voting members present at the meeting. When it has been decided to continue a meeting in closed session, observers will be required to leave the meeting.
- 5.13 A decision to allow individuals, other attend closed sessions may be taken by a simple majority vote of the Trustees present at the meeting.
- 5.14 Minutes of closed sessions shall be taken by another Trustee as necessary present at the meeting,
- 5.15 Guest speakers may be invited to speak at Meetings at the discretion of the officers.
- 5.16 The General Manager of the Union shall have full speaking rights at all Trustees' meetings but shall not be entitled to vote at such meetings.
- 5.17 Any other member of the staff may attend and speak at Meetings at the discretion of the meeting.

Bye-Law 6
Absences, By-Elections and Removal from Office

- 1.1 In the event of a Sabbatical Officer being absent, the Executive Committee shall undertake such action as required to ensure that the duties of that officer are properly carried out.
- 1.2 In the event of [any] sabbatical offices becoming vacant then a by-election will be held, unless in the summer term, and subject to election rules. During this period the Union Council may appoint an 'Acting officer', who shall not be paid an honorarium.
- 1.3 In the case of the President position becoming vacant the Executive Committee may choose a temporary acting President from the existing Executive committee.
- 1.4 In the event of a part time Sabbatical Officer position becoming vacant, the Executive Committee shall decide, at its next meeting, whether to hold a by-election, or co-opt a (non-voting) member into the vacancy.
- 1.5 Any members of the Executive Committee who fail to attend two consecutive meetings, or three in total, without sending written apologies with adequate reason in the view of the meeting, shall be considered to have resigned.
- 1.6 Any member of the Executive Committee may be censured by a vote of "no confidence" at a Student Council meeting
- 1.7 Motions of "censure" must be proposed in the same manner as all other motions and must name the individual the proposer wishes to 'Censure' and the reason(s) why. The motion will be discussed in the usual manner.
- 1.8 A motion of "censure" must be passed by a majority two-thirds vote.
- 1.9 If two motions of "Censure" are passed, the person named shall face a vote of "no confidence"
- 1.10 A vote of "no confidence" must be passed by a majority two-thirds vote.
- 1.11 If a motion of "no confidence" results in the removal of a Sabbatical Officer he/she shall be paid up until the end of the day the motion is passed.
- 1.12 Members of the Executive Committee shall be automatically removed from office if:
 - they commit an act of gross misconduct;
 - they have been expelled from University, or;
 - they have unsuccessfully completed the Criminal Records Bureau check administered by the University.

Gross misconduct may include, but is not limited to:

- (a) perverting, or attempting to pervert the democratic procedures of the Charity;
- (b) intimidation towards other Executive Officers, students or Union or University staff.
- (c) behaviour that is in breach of the Charity's Equal Opportunities Statement.
- (d) defrauding, or attempting to defraud the Union or University.

(e) embezzlement of Charity funds.

- 1.13 A Sabbatical Officer may be removed from office if they are in breach of their contract or code of conduct.
- 1.14 A vote of 'no confidence' may be carried against a part time member of the Executive Committee if they are in breach of their academic study rules, e.g. poor attendance, confirmed commencement of College disciplinary procedures.
- 1.15 A senior staff member of the Union or his/her representative shall attend each meeting together with other members of permanent staff of the Union as appropriate, unless specifically requested not to

Bye-Law 7

POWERS AND DUTIES OF THE TRUSTEES

1. The Trustees powers and duties shall be carried out in accordance with the law and the Memorandum and Articles of the Company
2. Subject always to clause 1 the powers of the Trustees shall be:-
 - 2.1 To oversee the Union's affairs especially as a Strategic and financial level..
 - 2.2 To ensure that the Union's disciplinary and complaints procedures are adequately followed.
 - 2.3 To receive and act upon them as necessary regular Finance reports
 - 2.4 To implement the decisions of General Meetings and recommendations of Council referendum
 - 2.5 To refer relevant matters to council and Committees.
 - 2.6 To ensure the implementation of policy..
 - 2.7 To appoint the Returning Officer for elections and to resolve the election fee and publicity allowance which is to apply in elections.
 - 2.8 to delegate such power as are seen fit to Executive committee council, Officers and staff
 - 2.9 To review and make recommendations to the Union's strategic plan.

3 ORDER OF BUSINESS AT TRUSTEES' MEETINGS

- 3.1 The order of business for Trustees' Meetings, unless deemed otherwise by the meeting, shall be as follows:
 - (i) apologies for absence;
 - (ii) minutes of previous meetings;
 - (iii) matters arising and action points from those minutes;
 - (v) General Manager of the Charity's report;
 - (vi) Finance report;
 - (viii) any other reports;
 - (ix) motions and agenda items;
 - (x) any other business;
 - (xi) date, time and venue of next meeting.
- 3.2 Emergency meetings of the Trustees may be called by four Trustees. Only the stated business of an Emergency Trustees' Meeting may be discussed at such meeting.

4 CONDUCT OF BUSINESS AT TRUSTEES' MEETINGS

The Chair

- 4.1 The Chair shall be elected in accordance with the Articles.
- 4.2 In the event of a challenge to a ruling from the Chair, the Chairperson shall vacate the Chair in favour of another Trustee. The proposer shall speak for the motion and the challenged Chairperson shall speak against before a vote is taken. In the event of the

motion being carried, another Trustee shall assume the Chair, until discussion on that item has been concluded.

Debate

- 4.3 Meetings of the Trustees shall normally be conducted in open session. Under the guidance of the meeting, the Chair may put an item 'into debate'. Trustees wishing to speak on the item shall indicate their wish to do so by raising their hand.
- 4.4 Under the guidance of the meeting, the Chair may put an item into 'formal debate'. Speeches will then be taken alternately for and against the item, followed by a summation from the original proposer before a vote is taken. The Chair shall decide, under the guidance of the meeting and before the commencement of the debate, the number and length of speeches.
- 4.5 The Chair shall take speakers at his/her discretion with precedence given to those Trustees who first 'catch the eye' of the Chair.
- 4.6 All speakers shall address the meeting through the Chair.

Voting

- 4.7 The quorum for a meeting of the Board of Trustees shall be five voting members;
- 4.8 The Chair shall call a vote by asking for a show of hands in favour, against or abstaining on a particular resolution. A resolution shall be carried by a simple majority of those voting unless otherwise stated.
- 4.9 The Chair shall have a casting vote only.

5 ATTENDANCE AT TRUSTEES' MEETINGS

- 5.1 If a Student Trustee or a Council Trustee ceases to be a Student then such Trustee shall be deemed to have resigned their position with immediate effect.
- 5.2 If any Trustee misses two consecutive meetings of the Trustees, without apologies to the President prior to the meeting, s/he will be deemed to have resigned from office, unless absence is due to ill health.
- 5.3 Observers, either individually or collectively, may be excluded from Trustees' Meetings by a simple majority vote of the Trustees present.
- 5.4 The Trustees may enter into closed session by means of a simple majority vote of the voting members present at the meeting. When it has been decided to continue a meeting in closed session, observers and other non-Trustees present will be required to leave the meeting.
- 5.5 A decision to allow individuals, other than Trustees, to attend closed sessions may be taken by a simple majority vote of the Trustees present at the meeting.
- 5.6 Minutes of closed sessions shall be taken by another Trustee as necessary present at the meeting,.
- 5.7 Guest speakers may be invited to speak at Trustees Meetings at the discretion of the Trustees.
- 5.8 The General Manager of the Union shall have full speaking rights at all Trustees' meetings but shall not be entitled to vote at such meetings.
- 5.9 Any other member of the staff may attend and speak at Trustees' Meetings at the discretion of the meeting.

Bye-Law 8

Membership Powers and Duties Standing Committees

Membership

- 1.1 Each Standing Committee shall comprise of a Chair and secretary and at least five Members who shall be drawn from the relevant activity or representative group
- 1.2 Each Standing Committee shall have the power to co-opt members thereof.

Accountability

- 2.1 Each Standing Committee shall be responsible in the first instance to the Student Council.
- 2.2 Each Standing Committee shall produce an annual report for presentation to the Annual General Meeting.
- 2.3 Each Standing Committee shall have a administrative support and shall take full minutes and ensure that they are ratified and recorded in the Union's central file.

General Duties of Standing Committees

- 3.1 To submit minutes of all meetings to the Student Council.
- 3.2 To consider and make recommendations to the Trustees, Executive Committee and Student Council, relevant to the remit of each Standing Committee.
- 3.3 To meet at least four times during the Academic Year.

Miscellaneous Provisions

- 4.1 Meetings may be called by the Chair or fifty per cent of Student Council members.
- 4.2 Trustees and officers may attend Standing Committee meetings but shall be granted voting rights only on those committees of which they are named members.
- 4.3 Chairs shall have day-to-day plenary powers but shall be fully accountable to their committees.
- 4.4 The specific powers and duties of the Standing Committees shall be as determined by the Trustees from time to time.

4.4.1 Athletics Union

The powers and duties of the Athletics Union shall be as outlined in the Athletics Union constitution and schedules

4.4.2 Societies Council

- 4.4.2.1 The duties of the Societies Council shall be to:
- (a) Promote, encourage and provide for cultural activities.
 - (b) Determine which societies shall be affiliated to, or disaffiliated from, the Union.
 - (c) Approve and/or determine the allocation of funds to societies.
 - (d) Deal with any disciplinary matters with regards to cultural society issues, which concern societies and/or their members.
 - (e) Ensure that all societies adhere to Union policies and the rules and regulations of the Societies Council as outlined in the Societies Handbook.
 - (f) Receive reports from the Societies Council Executive relating to ongoing projects.
- 4.4.2.2 Members shall be the Societies & Activities Officer, The President, plus one voting member per society elected by that society.
- 4.4.2.3 The Chair shall be the Societies & Activities Officer.

4.4.3 Raising And Giving Committee (“the RAG Committee”)

4.4.3.1 The RAG committee shall:

- (a) Liaise with all relevant external bodies and co-ordinate external and internal campaigns.
- (b) Co-ordinate activities all year round to raise money for nominated charities.
- (c) Co-ordinate RAG week.

4.4.3.2 Members of the RAG Committee shall be co-opted at the discretion of the Committee.

4.4.3.3 Members of the RAG Committee shall include the Societies and Activities Officer and the Welfare and Liaison Officer.

4.4.3.4 The Chair of the RAG Committee shall be elected by such committee.

4.4.4 International student Forum (“the ISF”)

4.4.4.1 The ISF committee shall:

- (a) Be responsible in conjunction with the Executive Committee, for the development and implementation of Union policy with regards to International students.
- (b) Liaise with relevant groups, both internal and external.
- (c) Organise and publicise events aimed at and with particular reference to International students.

4.4.4.2 The membership of the ISF shall be open however the should include the Welfare and liaison officer and the Societies and Development officer

4.4.4.3 The Chair shall be elected by the ISF Committee.

4.4.4.4 The ISF Committee shall at its first meeting in each academic year elect by simple majority its representative to the Council.

4.4.5 Diversity Forum (Black Student Forum) (“DF”)

4.4.5.1 The DF committee shall:

- (a) be responsible in conjunction with the Executive Committee, for the development and implementation of Union Policy with regards to diversity and black Students;
- (b) liaise with relevant groups, both internal and external.
- (c) organise and publicise events aimed at and with particular reference to diversity and black students.

4.4.5.2 Membership of the DF committee shall be open however the should include the welfare and liaison officer and the President

4.4.5.3 The chair of the DF committee shall be elected by the DF committee.

4.4.5.4 The DF committee shall at its first meeting in each academic year elect by simple majority its representative to the Student Council.

4.4.6 Lesbian Gay Bisexual & Transgender Forum (“the LGBT”)

4.4.6.1 The LGBT committee shall:

- (a) be responsible in conjunction with the Executive Committee, for the development and implementation of Union policy with regards to LGBT issues
- (b) liaise with relevant groups, both internal and external.
- (c) Organise and publicise events aimed at and with particular reference to LGBT students.

4.4.6.2 Membership of the LGBT committee shall be open however the should include the welfare and liaison officer and the President

4.4.6.3 The chair of the LGBT committee shall be elected by such committee.

4.4.6.4 The LGBT Committee shall at its first meeting in each academic year elect by simple majority its representative to the Student Council.

4.4.7 Halls and Campus Committees (“HC”)

4.4.7.1 There shall be [] HC committees constituted as follows:-

- (a) One HC shall represent the Members based at Hull;
- (b) One HC shall represent the Members based at Riseholme;
- (c) One HC shall represent each of the Members resident at each of the halls of residence based in Lincoln

4.4.7.2 Each HC Committee shall be responsible in conjunction with the Executive Committee, for:

- (a) the development and implementation of Union Policy with regards campus issues
- (b) liaising with relevant groups, both internal and external.
- (c) organising and publicising events aimed at and with particular reference to campus students.

4.4.7.3 Membership of each HC committee shall be open however the should include the Welfare and liaison officer and the Societies development officer

4.4.7.4 The chair of each HC committee shall be elected by each relevant committee.

4.4.7.5 The Committee shall at its first meeting in each Academic year elect by simple majority its representative to the Council.

Bye-Law 9
Membership Power and Duties of Union Clubs & Societies

1 RECOGNITION OF CLUBS AND SOCIETIES

A club or society shall be recognised by the Union provided that:

- 1.1 Twenty Members complete a 'new club/society form' and forward it to the Athletic Union President / Societies Activities Officer.
- 1.2 The aims and objects of a club/society do not contravene Union policy.
- 1.3 The aims and objects of a club/society are not in duplication of those of an existing club/society.
- 1.4 The Athletic Union in the case of a club and the Societies committee in the case of a society approve its recognition by simple majority vote.
- 1.5 The recognition of a club or society may be withdrawn by, respectively, the Athletic Union or Societies Committee in the event of a club/society acting in contravention of its constitution.

2 DUTIES AND RESPONSIBILITIES OF CLUBS AND SOCIETIES

The duties and responsibilities of clubs and societies shall include the following:

- 2.1 To affiliate to the Union and in so doing to accept the aims and objects of the Union and the provisions of this Constitution and its supporting schedules.
- 2.2 To adopt the model constitution set out in the Clubs / Societies Handbook. Additional clauses to a club or society's constitution may be included if deemed necessary by the club or society, subject to approval by the Athletic Union or Societies Council (whichever is applicable).
- 2.3 To hold all club or society funds and monies in the bank accounts maintained by the Union.
- 2.4 To send a representative to each meeting of the Athletic Union, if a Sports Club, or the Societies Council, if a cultural society.
- 2.5 To submit grant request forms, completed in the stipulated manner and in the stipulated time, to the appropriate committee.
- 2.6 To allow for all members of the Union to be eligible for membership, unless specified otherwise in a club or society's constitution.
- 2.7 To adhere to all policies, rules and regulations outlined in the Clubs / Societies Handbook.
- 2.8 To ensure that all members of their committees are full members of the Union.

