



READING STUDENTS' UNION  
**BYELAWS**

## READING STUDENTS' UNION

### BYELAWS

## BACKGROUND

### INTRODUCTION

These Byelaws set out the implementation of the Articles of Association of Reading Students' Union and govern the activities of the Union, its Members and Officers.

### CONTEXT

- a) Reading Students' Union (the "Union", "Reading SU") is a charitable company limited by guarantee.
- b) These Byelaws are made by the Board of Trustees and Full Members pursuant to the Articles of Association of the Union ("Articles").

### DEFINITIONS

- a) Words and phrases used in these Byelaws have the same meaning as ascribed to them in the Articles unless the context requires otherwise.

### AMENDMENTS

- a) Article 49 of the Articles provides that the Trustees may make, repeal or amend Byelaws as to the management of the Union and its working practices from time to time, provided that the Byelaws are not inconsistent with the Articles and that, where applicable, approval to those changes is given at a Student Members' meeting.

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## BYELAW 1: MEMBERSHIP

The following forms of membership are offered by the Union:

- a. Full Members,
- b. Associate Members,
- c. Honorary Members.

### 1.1. FULL MEMBERS

The Full Members of the Union shall be as follows:

- a. Every Student who has not opted out, in accordance with Byelaw 1.4, by notifying the University of Reading of their wish not to be a Member of the Union,
- b. The Full-Time Officers of the Union.

#### 1.1.1. RIGHTS & PRIVILEGES

Full Members shall enjoy all rights and privileges relating to membership of all clubs and societies of the Union and to the use of the Students' Union buildings and its facilities.

Save as provided in the Articles of Association, Full Members shall be eligible to hold any Union office and to vote at Elections.

### 1.2. ASSOCIATE MEMBERS

The following may become Associate Members of the Union with approval from the President:

- a. Carers of Full Members,
- b. All members of Union staff,
- c. All members of University staff,

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- d. Full Members of other University and College Unions with which there is a reciprocal agreement,
- e. Members of the Court of the University

The Trustee Board will agree on the process for application and any associated fee.

#### **1.2.1. RIGHTS & PRIVILEGES**

Associate Members shall enjoy all the rights and privileges relating to membership of the clubs and societies of the Union except that they shall not be permitted to participate in University matches. They shall also enjoy the use of the Union buildings and facilities.

Associate Members will have no speaking or voting rights. They may not stand in any election or become an officer of any Student Support or Activity Group.

#### **1.3. HONORARY MEMBERS**

Honorary Membership shall be granted to former Full-Time Officers and Trustees as agreed by the Trustee Board; this will be a closed meeting with the benefiting members excused. Honorary Membership may be granted to other individuals as the Trustee Board sees fit throughout the year.

##### **1.3.1. RIGHTS & PRIVILEGES**

Honorary Members shall enjoy all the rights and privileges relating to membership of the clubs and societies of the Union except that they shall not be permitted to participate in University matches. They shall also enjoy the use of the Union buildings and facilities.

Honorary Members will have no speaking or voting rights. They may not stand in any election or become an officer of any Student Support or Activity Group.

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#### **1.4. OPTING OUT OF MEMBERSHIP**

Under Section 22(2) c Education Act 1994, any Student has the right not to be a member of the Union.

To exercise that right, a Student must inform the President and the University Head of Administration in writing within two weeks of their registration or re-registration. This decision is then binding until the student's normal re-registration.

A student who opts out of membership is not eligible to participate in the Union as a member and specifically not to hold office in the Union or any Student Support or Activity Group.

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# **BYELAW 2: TRUSTEES, CHAIR & DEPUTY CHAIR**

## **2.1. COMPOSITION OF THE BOARD**

The Board of Trustees shall be comprised of the following members, as established in Article 21.

### **2.1.1. FULL-TIME OFFICERS**

As set out in Byelaw 4, the following Full-Time Officers shall be Trustees by virtue of their role:

- a. President
- b. Activities & Opportunities Officer
- c. Inclusion & Communities Officer
- d. Education Officer
- e. Welfare Officer

### **2.1.2. STUDENT TRUSTEES**

Student Trustees cannot hold any other elected role in the Union, with the exception of Part-time Officer positions; Course Rep & Senior Rep positions; and Sports, Societies and Volunteering positions. Students Trustees cannot undertake any paid work for the Union or its subsidiaries.

### **2.1.3. EXTERNAL TRUSTEES**

External Trustees from outside of the University shall be recruited to provide professional input and support.

### **2.1.4. COMPANY SECRETARY**

The Chief Executive shall hold the legally defined role of Company Secretary.

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#### **2.2 TRUSTEES DUTIES**

In line with relevant legislation, the role and duties of a Trustee are set out below.

##### **2.2.1. ENSURE THAT THE UNION IS CARRYING OUT ITS PURPOSES FOR THE PUBLIC BENEFIT**

The charitable objects of the Union are: the advancement of education of students at the University of Reading for the public benefit by:

- a. Promoting the interests and welfare of students during their course of study and representing, supporting and advising students,
- b. Being the recognised representative channel between students and the University and any other external bodies,
- c. Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

##### **2.2.2. COMPLY WITH THE UNIONS GOVERNING DOCUMENT AND THE LAW**

Trustees must ensure that the Union complies with its Articles and all applicable legislation and regulation.

##### **2.2.3. ACT IN THE BEST INTERESTS OF THE UNION**

Trustees must ensure that:

- a. They make balanced and adequately informed decisions,
- b. They avoid putting themselves in positions where there is a conflict of interest,
- c. They do not receive any benefit from the Union unless it is properly authorised and clearly in the interests of the Union.

##### **2.2.4. MANAGE THE UNION'S RESOURCES RESPONSIBLY**

Trustees must act responsibly, reasonably and honestly to ensure that:



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- a. Assets are only used to support the work of the Union,
- b. No inappropriate risks are taken that may negatively affect the Union's assets or reputation,
- c. The Union is not over-committed in terms of resources,
- d. Trustees carefully consider any investment or borrowing,
- e. The Union complies with any restrictions attached to its funds.

#### **2.2.5. ACT WITH REASONABLE CARE AND SKILL**

Trustees should use their skills and experience and take appropriate advice where necessary. They should also ensure that they dedicate enough time, thought and energy to the role.

#### **2.2.6. ENSURE THAT THE UNION IS ACCOUNTABLE**

Trustees must:

- a. Be able to demonstrate that the Union is complying with the law, that it is well run and effective,
- b. Ensure that it is accountable to its members,
- c. Maintain responsibility for any authority delegated to staff, volunteers or Committees.

### **2.3. THE CHAIR**

The President shall act as Chair of the Board of Trustees and co-Chair the board alongside an External Trustee.

#### **2.3.1. RESPONSIBILITIES**

The Chair is responsible for:

- a. Together with the Deputy Chair and Chief Executive, developing the Board's strategy, objectives and direction for the future,

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- b. Ensuring that Trustees operate in accordance with governance best practice and the Nolan principles of public life,
- c. Maximising the effectiveness of the Board, individually and collectively,
- d. Together with Trustees, establishing, monitoring and reviewing governance structures, systems and processes,
- e. Chairing Board Meetings and Committees when the Deputy Chair is absent or when it is in the opinion of the Board that the Deputy Chair has a conflicting interest.

#### **2.4. THE DEPUTY CHAIR**

An External Trustee shall be appointed as Deputy Chair and co-Chair the Board alongside the President.

##### **2.4.1. RESPONSIBILITIES**

The Deputy Chair is responsible for:

- a. Chairing Board meetings on behalf of the Chair.
- b. Ensuring the Board effectively fulfils its statutory objectives, general functions and duties and appropriately exercises its powers,
- c. Directing, supporting and line managing the Chief Executive, including agreeing on objectives and undertaking an annual appraisal, following consultation with other Board members,
- d. Together with the Chief Executive and Chair, developing the Board's strategy, objectives and direction for the future
- e. Acting as the lead trustee for governance matters, working with trustees and the Chief Executive on establishing, monitoring and reviewing governance structures, systems and processes,

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- f. Leading the recruitment of Trustees and the Chief Executive as Chair of the Appointments Committee,
- g. Supporting board members, committees and subsidiaries to maximise the effectiveness of the Board, individually and collectively while ensuring Trustees operate in accordance with governance best practice and the Nolan principles of public life,
- h. Supporting the on boarding and induction of Trustees and supporting the Chief Executive with ongoing Trustee training,

#### **2.4.2. APPOINTMENT OF THE DEPUTY CHAIR**

- a. The Deputy Chair shall be an External Trustee.
- b. The appointment of the Deputy Chair will take place in the first meeting following the position becoming vacant where the Trustee with the most votes in favour will be successful.
- c. The chosen External Trustee shall remain as Deputy Chair for the duration of their time as a Trustee, unless:
  - i. They resign from the role of Deputy Chair,
  - ii. The Chair or a majority of trustees wish to hold a vote to re-appoint a Deputy Chair.

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# BYELAW 3: BOARD MEETINGS, COMMITTEES & SUBSIDIARIES

### 3.1. BOARD MEETINGS

The Trustees will be responsible for the management and administration of the Union and (subject to the Education Act, the Articles and these Byelaws) may exercise all the powers of the Union.

As detailed in Article 31, the Trustees' powers include, but are not limited to, responsibility for:

- a. The governance of the Union,
- b. The budget of the Union,
- c. The strategy of the Union.

#### 3.1.1. BUSINESS AT BOARD MEETINGS

The order of business at Trustees' meetings, unless determined otherwise by the Trustees from time to time, will be as follows:

##### Part A: Administration

- a. Apologies for absence,
- b. Conflicts of interest,
- c. Minutes of the previous meeting,
- d. Matters arising and actions from the previous meeting,

##### Part B: Reports

- e. Chief Executive report
- f. Committee reports
- g. Subsidiary Board reports
- h. Full-Time Officers report

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#### **Part C: Discussion**

- i. Strategic discussion, immersion or presentation

#### **Part D: Close**

- j. Any other business
- k. Closed business

#### **3.1.2. CALLING A BOARD MEETING**

Three Trustees may, and the Chief Executive at the request of three Trustees shall call a Trustees meeting.

Unless all Trustees agree or urgent circumstances require, a Board Meeting shall be called with at least seven clear days' notice as set out in Article 39 with notice provided by the Clerk to the Board noted in Article 41.

The Trustee Board will meet a minimum of five times per calendar year at dates proposed by the Clerk to the Board, in line with Article 37.1. These dates are fixed when agreed by the President unless the majority of Trustees subsequently approves changes to these dates.

#### **3.1.3. VOTING AT BOARD MEETINGS**

The quorum for Trustees meetings may be fixed from time to time by a decision of the Trustees, but it must never be less than six. Unless otherwise fixed, the quorum shall be six and such quorum must include at least four elected Trustees of which at least three should be Full-Time Officer Trustees. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be five, as required by Article 43.

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The Chair will call a vote by asking for a show of hands in favour, against, or abstaining on a particular item of business. A resolution will be carried by a simple majority of those present and entitled to vote unless otherwise stated in these Byelaws.

In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote in addition to any other vote they may have, as provided in Article 45.

#### **3.1.4. DECISIONS OUTSIDE OF A BOARD MEETING**

A decision may be taken by a simple majority of Trustees outside of a Board Meeting, providing the process established in Article 46 has been duly followed. This decision requires the same quorum as a Board Meeting, as noted in Article 43.

#### **3.1.5. PROCEDURE FOR BOARD MEETINGS**

Papers and reports for Board Meetings should be circulated seven days' clear days in advance of the meeting by the Clerk to the Board, as detailed in Article 40. This will include the place, date and time, including information on how to join the meeting virtually.

The President, Deputy Chair and Chief Executive shall review all papers and agree on the agenda before circulation.

Guests may be invited to observe or speak at all or part of a Board Meetings at the discretion of the Trustees.

The Chief Executive will have full speaking rights at all Board Meetings but will not be entitled to vote at such meetings.

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With the approval of the Chief Executive, any other member of the Union's staff may be invited to attend and speak, but not vote, at all or part of a Board Meeting.

Observers and guests, either individually or collectively, may be excluded from Board Meetings by a simple majority vote of the Trustees present.

Board Meetings will be open unless the Trustees decide to enter a closed session, by a simple majority vote of those Trustees present. When it has been decided to continue a meeting in closed session, any non-Trustees present will be required to leave the meeting unless the Trustees determine otherwise by a simple majority vote of those Trustees present.

Unless requested by the Trustees to leave, the Chief Executive and the Clerk to the Board shall remain present for a closed session of the Board Meeting.

In the event of the Clerk to the Board not being present in a closed session, the minutes of closed sessions will be taken by a Trustee.

### **3.2 TRUSTEE BOARD COMMITTEES**

The Trustee Board may establish and dissolve Committees as it sees fit, as set out in Article 33; however, the Committees set out below should always remain established. The establishment of new Committees shall be agreed at a Board Meeting which shall provide terms of reference including a clear remit, the extent of the delegated authority and the membership of the Committee in line with Articles 32 and 33.1.

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All Committee Meetings shall be recorded and the minutes, including any key decisions or recommendations in line with its delegated authority, must be reported to the Trustee Board.

#### **3.2.1. PEOPLE & CULTURE COMMITTEE**

##### **3.2.1.1. Purpose**

The purpose of the People & Culture Committee is to support and assist the organisation to make sound decisions in relation to people, development and culture and advise the Board on appropriate courses of action in this area. The People & Culture Committee comprises of knowledgeable Trustees and other members and has delegated authority to consider, make decisions and recommendations for the organisation on a range of subjects, as determined by the Board.

##### **3.2.1.2. Membership**

- a. The Committee shall consist of five Trustees appointed by the Board:
  - i. Two External Trustees,
  - ii. One Student Trustee,
  - iii. One Full-Time Officer,
  - iv. One Student Trustee or Full-Time Officer
- b. The Chief Executive and any Union staff as invited by the Chief Executive shall be in attendance but not entitled to vote.

##### **3.2.1.3. Proceedings**

- a. The Committee Chair shall be an External Trustee,
- b. The quorum of the Committee shall be three, and it shall meet at least four times per year,



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- c. Any trustee may attend, but not vote at, a meeting of the People & Culture Committee even where they are not an appointed member of the Committee. Notice should be given to the Committee Chair in advance,
- d. The People & Culture Committee will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- e. The People & Culture Committee may require the attendance of any Full-Time Officer or employee of the Union, as approved by the Chief Executive, to report on any matter raised by the Committee,
- f. The Committee may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited by the Committee Chair.

#### **3.2.1.4. Remit**

- a. To recommend and oversee the implementation of the Union's people strategy,
- b. To oversee amendments to employee policies,
- c. To approve training and development in line with the scheme of delegation,
- d. To act, as required, as prescribed in employee handbooks,
- e. To oversee the Union-wide pay award,
- f. To oversee staff grade adjustment requests,
- g. To receive the results of the staff satisfaction survey and agree on any subsequent action to be taken,
- h. To receive reports concerning employment statistics, e.g. disability, equal opportunities, working time directive, absence and agree on any subsequent action to be taken,
- i. To oversee compliance with current employment legislation,

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- j. The People & Culture Committee may review, investigate or analyse on behalf of the Trustee Board any matter or issue which relates to human resources excluding remuneration,
- k. The Committee will defer any matters referring to the Chief Executive remuneration to the Remuneration Committee.

### **3.2.2. FINANCE & RISK COMMITTEE**

#### **3.2.2.1. Purpose**

The purpose of the Finance & Risk Committee is to support and assist the organisation to make sound decisions in relation to finance and risk management and advise the Board on appropriate courses of action in this area. The Finance & Risk Committee comprises of knowledgeable Trustees and other members and has delegated authority to consider, make decisions and recommendations for the organisation on a range of subjects, as determined by the Board.

#### **3.2.2.2. Membership**

- a. The Committee shall consist of five Trustees appointed by the Board:
  - i. Two External Trustees,
  - ii. One Student Trustee,
  - iii. One Full-Time Officer.
  - iv. One Student Trustee or Full-Time Officer
- b. The Chief Executive and any Union staff as invited by the Chief Executive shall be in attendance but not entitled to vote,

#### **3.2.2.3. Proceedings**

- a. The Committee Chair shall be an External Trustee.

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- b. The quorum of the Committee shall be three, and it shall meet at least four times per year,
- c. Any trustee may attend, but not vote at, a meeting of the Finance & Risk Committee even where they are not an appointed member of the Committee. Notice should be given to the Committee Chair in advance,
- d. The Finance & Risk Committee will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- e. The Finance & Risk Committee may require the attendance of any Full-Time Officer or employee of the Union, as approved by the Chief Executive, to report on any matter raised by the Committee,
- f. The Committee may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited by the Committee Chair.

#### **3.2.2.4. Remit**

- a. To review and oversee the financial strategy of the Union,
- b. To oversee amendments to financial policies and procedures,
- c. To analyse and manage the Union's overall risk profile.
- d. To monitor financial performance against agreed budgets and consider significant variances,
- e. To structure and recommend to the Board appropriate levels of audit systems and monitor the performance of existing systems, presenting regular reports to the Board,
- f. To advise on and ensure that audit checks are carried out in all key areas of the Union's operations: in particular, legal, financial and tax management, investment policies and performance, health and safety insurance,

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- g. To promote a culture of accountability throughout the Union's operations and among its staff and members,
- h. To liaise with external auditors and promote a more efficient and co-coordinated audit process involving internal and external auditors,
- i. To appoint other professional advisers where necessary and request specialist advice as may be required to perform its role effectively,
- j. To make decisions of a financial nature as prescribed in the Scheme of Delegation,
- k. To advise the Board on the appointment and to monitor the performance of external auditors including the review of existing arrangements of external auditors (and their terms of business/engagement) and to advise on tenders if appropriate,
- l. The Finance & Risk Committee may review, investigate or analyse on behalf of the Trustee Board any matter or issue which may threaten or adversely impact the Union's objects and governing documents, operations, assets, compliance with applicable law and regulation, records, data and overall reputation. For the avoidance of doubt, the Finance & Risk Committee is the designated Committee identified in Article 33.3,
- m. The Committee will defer any matters referring to the Chief Executive remuneration to the Remuneration Committee.

### **3.2.3. ELECTIONS COMMITTEE**

#### **3.2.3.1. Purpose**

The purpose of the Elections Committee is to oversee all Elections and Referenda to ensure that they are run in accordance with relevant rules and regulations and ensure the Union complies with relevant legal obligations. The Elections Committee comprises of knowledgeable Trustees and other members and has delegated authority to consider, make decisions and recommendations for the organisation on a range of subjects, as determined by the Board.

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#### **3.2.3.2. Membership**

- a. The Committee shall consist of the following members as appointed by the Board:
  - i. Returning Officer (as set out in Byelaw 7.8),
  - ii. Deputy Returning Officer (Chief Executive),
  - iii. The President,
  - iv. One Full-Time Officer,
  - v. One External Trustee.
- b. Any Full-Time Officers standing for Election will be automatically removed from the Elections Committee, and the Trustee Board will appoint replacements.
- c. If all Full-Time Officers are standing for Election, External Trustees will fill their positions.

#### **3.2.3.3. Proceedings**

- a. The Committee Chair shall be the Deputy Returning Officer (Chief Executive),
- b. The quorum of the Committee shall be four, and it shall meet at least three times per year or as requested by Committee members or the Returning and Deputy Returning Officers,
- c. The Elections Committee will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- d. The Committee may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited by the Committee Chair.

#### **3.2.3.4. Remit**

- a. To make recommendations on policy and procedure,
- b. To manage the strategic promotion of the Election,

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- c. To set the Elections timetable,
- d. To review the Elections process,
- e. To set Elections targets,
- f. To oversee the Elections budget,
- g. The Elections Committee may review, investigate or analyse on behalf of the Trustee Board any matter or issue which relates to Elections and Referenda,

#### **3.2.4. APPOINTMENTS COMMITTEE**

##### **3.2.4.1. Purpose**

The purpose of the Appointments Committee is to support and assist the organisation to make sound decisions in relation to the appointment of External Trustees, Student Trustees, Subsidiary Board Non-Executive Directors, Student Voice Chair and the Chief Executive. The Appointments Committee comprises of knowledgeable Trustees and other members and has delegated authority to consider, make decisions and recommendations for the organisation on a range of subjects, as determined by the Board.

##### **3.2.4.2. Membership**

- b. The Committee shall consist of three Trustees appointed by the Board:
  - i. The President,
  - ii. The Deputy Chair,
  - iii. One Student Trustee.
- c. The Chief Executive shall be in attendance for Trustee recruitment matters but not entitled to vote.

##### **3.2.4.3. Proceedings**

- a. The Committee Chair shall be the Deputy Chair,

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- b. The quorum of the Committee shall be three, and it shall meet as requested by Committee members or the Chief Executive,
- c. The Appointments Committee will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- d. The Committee may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited by the Committee Chair.

#### **3.2.4.4. Remit**

- a. To manage the completion of skills audits and diversity questionnaires of Trustees and those appointed to subsidiary boards,
- b. Responsible for succession planning of the board and Chief Executive,
- c. To agree the process, selection criteria and timetable for the recruitment of Student Trustees, External Trustees, Subsidiary Board Non-Executive Directors, Student Voice Speaker Chair and the Chief Executive,
- d. To interview candidates and make appointment recommendations to be ratified by the Trustee Board.

#### **3.2.5. REMUNERATION COMMITTEE**

##### **3.2.5.1. Purpose**

The purpose of the Remuneration Committee is to oversee Sabbatical Trustee and Chief Executive remuneration. The Remuneration Committee comprises of knowledgeable Trustees and other members and has delegated authority to consider, make decisions and recommendations for the organisation on a range of subjects, as determined by the Board.

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#### **3.2.5.2. Membership**

- a. The Committee shall consist of three Trustees based on their appointment to the Trustee Board:
  - i. The President,
  - ii. The Deputy Chair in their role line managing the Chief Executive,
  - iii. An External Trustee with financial expertise.
- b. The Chief Executive shall be in attendance, if required, but not entitled to vote.

#### **3.2.5.3. Proceedings**

- a. The Committee Chair shall be the Deputy Chair,
- b. The quorum of the Committee shall be three, and it shall meet at least once per year or as requested by Committee members or the Chief Executive,
- c. The President and Chief Executive shall not take part in any decision concerning their own remuneration,
- d. The Remuneration Committee will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- e. The Committee may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited by the Committee Chair.

#### **3.2.5.4. Remit**

- a. To oversee any significant changes to remuneration and related systems,
- b. To agree the remuneration packages across the organisation and its subsidiaries.

### **3.3. EXECUTIVE COMMITTEE**



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The Chief Executive leads the Leadership Committee in their role with full responsibility for operational management and the functioning of the Union. The Chief Executive determines the frequency, agenda and attendance at Leadership Committee meetings.

*The Leadership Committee serves as the Management Committee set out in Article 35 and the membership and management of said committee in Article 35.1 is delegated to the Chief Executive.*

#### **3.4. SUBSIDIARY BOARDS**

Trading subsidiaries shall be used to generate income through non-primary purpose trading. These are separate legal entities wholly owned by the Union with their own boards of directors. To best manage the interests of the Union, Non-Executive Directors shall be appointed to trading subsidiary boards.

##### **3.4.1. READING SU TRADING LIMITED**

###### **3.4.1.1. Purpose**

For the provision of commercial activity relating to bars, clubs, catering and events.

###### **3.4.1.2. Membership**

- a. The Subsidiary Board shall consist of four members appointed by the Board:
  - i. Chief Executive,
  - ii. Head of Business Development,
  - iii. One Full-Time Officer,
  - iv. One Student Non-Executive Director,
  - v. One External Non-Executive Director.
- b. Any Union staff as invited by the Chief Executive shall be in attendance but not entitled to vote.

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#### **3.4.1.3. Proceedings**

- a. The Subsidiary Board Chair shall be an Independent Non-Executive Director,
- b. The Chief Executive shall hold the legally defined role of Company Secretary,
- c. The quorum of the Subsidiary Board shall be three, and it shall meet at least four times per year,
- d. Any trustee may attend, but not vote at, a meeting of the Subsidiary Board even where they are not an appointed member. Notice should be given to the Subsidiary Board Chair in advance,
- e. The Subsidiary Board will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- f. The Subsidiary Board may require the attendance of any Full-Time Officer or employee of the Union, as approved by the Chief Executive, to report on any matter,
- g. The Subsidiary Board may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited.

#### **3.4.2. LITTLE LEARNERS AT READING SU LIMITED**

##### **3.4.2.1. Purpose**

For the provision of early years childcare.

##### **3.4.2.2. Membership**

- a. The Subsidiary Board shall consist of four members appointed by the Board:
  - i. Chief Executive,
  - ii. Head of Business Development,
  - iii. One Full-Time Officer,
  - iv. One Student Non-Executive Director,
  - v. One External Non-Executive Director.

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- b. Any Union staff as invited by the Chief Executive shall be in attendance but not entitled to vote.

#### **3.4.2.3. Proceedings**

- c. The Subsidiary Board Chair shall be an Independent Non-Executive Director,
- d. The Chief Executive shall hold the legally defined role of Company Secretary,
- e. The quorum of the Subsidiary Board shall be three, and it shall meet at least four times per year,
- f. Any trustee may attend, but not vote at, a meeting of the Subsidiary Board even where they are not an appointed member. Notice should be given to the Subsidiary Board Chair in advance,
- g. The Subsidiary Board will meet and report to the Trustee Board after each meeting, or at any time it may be deemed necessary,
- h. The Subsidiary Board may require the attendance of any Full-Time Officer or employee of the Union, as approved by the Chief Executive, to report on any matter,
- i. The Subsidiary Board may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions, who may attend meetings when invited.

READING STUDENTS' UNION

## **BYELAWS**

# **BYELAW 4: FULL-TIME OFFICERS**

### **4.1. FULL-TIME OFFICERS DUTIES**

The role of a Full-time Officer is to work collaboratively to enhance the student experience. They will represent the student voice on campus, locally, nationally and in the media. They will lead and/or support campaigns to create positive change for students.

The Full-time Officer team comprises of a hierarchical structure with the President acting as team leader. As team leader, the President is responsible for coordinating the team.

The Full-time Officer team will be members of the Reading SU Board of Trustees and fulfil their duties as Officer Trustees, as outlined in Byelaw 2.

The Full-time Officer team will also be members of Reading SU Student Voice and fully participate in informal and formal Officer Scrutiny processes to ensure they remain accountable to the membership.

The Full-time Officer team will champion our values and collectively work to ensure that equality, diversity and inclusivity is at the heart of what we do.

In addition, each Full-time Officer has a specific remit, as outlined below.

#### **4.1.1. PRESIDENT**

The President is the team leader; they are responsible for coordinating and leading the Full-time Officer team on the delivery of officer team priorities. The President is also responsible for being the lead representative to the university and to key external stakeholders.

## READING STUDENTS' UNION

### BYELAWS

The President is the officer with oversight of Reading SU's commercial services and Reading SU's communications. They are the lead officer on all aspects of governance and democracy; responsible for the development and promotion of Reading SU democratic platforms and processes, as well as providing support to Student Voice Members.

They are also responsible for all aspects of Reading SU's environmental and sustainability work and support the work of the Reading SU Environment & Ethics Officer.

Remit includes:

- a. Co-chair of the Board of Trustees, working with the Chief Executive to support the governance of the Union
- b. Maintaining a working relationship with the University of Reading's Vice Chancellor and the University Executive Board
- c. Leading on democratic processes, such as elections, referenda, student fora, officer scrutiny, and creating opportunities for debate
- d. Oversight of Reading SU's commercial services, ensuring that any development activities incorporate and respond to student feedback
- e. Oversight of Reading SU's internal and external communication and marketing for Reading SU
- f. Leading on Reading SU/University collaborative events, such as Open Days
- g. Working with the Environment and Ethics Officer and lead on sustainability issues
- h. Representing students and issues from the London Road and Greenland's campus
- i. Maintaining positive working relationships with key University staff and representing the student voice through attendance and participation in relevant university committees and working groups

## READING STUDENTS' UNION

### BYELAWS

#### **4.1.2. ACTIVITIES & OPPORTUNITIES OFFICER**

The Activities & Opportunities Officer is the lead officer for all aspects of the student extracurricular experience. This includes the development and promotion of Sporting and Society activities, Media Streams, Raising and Giving (RAG) and Volunteering opportunities.

The Activities & Opportunities Officer is also responsible for the creation of initiatives aimed at enhancing students' professional skill development.

They will also lead on events and activities that promote extra-curricular opportunities and skills development, such as Welcome Week and Induction Events and Careers Events.

Remit includes:

- a. Leading on development of Sports Clubs and Societies on campus
- b. Leading the development of student volunteering schemes, on campus and in the community, nationally and overseas
- c. Oversight of and officer lead for the student media streams
- d. Supporting the development of Raising and Giving (RAG)
- e. Leading on skills development initiatives and events that support all students in their future careers
- f. Leading Activity Group meetings for all Societies and Sports Clubs
- g. Leading on welcome events, such as Reading SU Freshers' Fair and Refreshers' Fair
- h. Maintaining positive working relationships with key University staff and representing the student voice through attendance and participation in relevant university committees and working groups

#### **4.1.3. INCLUSION & COMMUNITIES OFFICER**

## READING STUDENTS' UNION

### BYELAWS

The Inclusion & Communities Officer is the lead officer for all liberation-based work; promoting and developing equality, diversity and inclusion (EDI) on campus. They will champion intersectionality and belonging amongst student communities.

The Inclusion & Communities Officer supporting the campaigns and activities of key liberation groups and the Reading SU Part-time Officer team.

They are also responsible for creating links with the local community and local interest groups.

Remit includes:

- a. The creation and support of liberation groups/networks (LGBQ+ students, trans students, Black students and students from minority ethnic backgrounds, women students, disabled students) and other key communities within Reading SU (such as, mature, part-time, commuting and international students)
- b. Leading on the creation of new and exciting communities outside of the traditional sports and society structures
- c. Creating links with the local community and local interest groups, including representation at community events and meetings
- d. Leading on Reading SU's EDI Plan, ensuring that liberation and inclusion is a key focus within Reading SU
- e. Leading on EDI issues with support from other Officers
- f. Providing support to the Reading SU Part-time Officer team to ensure they are able to fulfil their responsibilities
- g. Reading SU's response to regulatory and consultative submissions including, EDI Reviews and Office for Students (OFS) Access & Participation Student Submission

## READING STUDENTS' UNION

### BYELAWS

- h. Maintaining positive working relationships with key University staff and representing the student voice through attendance and participation in relevant university committees and working groups

#### **4.1.4. EDUCATION OFFICER**

The Education Officer is the lead officer for all aspects of teaching and learning. The main aim for the Education Officer is to improve the student academic experience.

They are responsible for maintaining strong working relationships with relevant University staff; working in collaboration on a wide range of teaching and learning projects. They will also lead on academic-related campaigns and initiatives.

The Education Officer is the lead officer for all aspects of academic representation and they will support and promote the work of our Course and Senior Representatives.

Remit includes:

- a. Leading on all aspects of Reading SU's academic representation structure including the development of relevant elections processes alongside the Student Voice & Representation Team
- b. Leading all academic related campaigns and projects
- c. Liaising with academic societies and attending relevant activity group meetings
- d. Leading on response to academic issues identified by Reading SU Advice Service
- e. Leading on the postgraduate student experience and supporting the work of the Reading SU Postgraduate Research and Postgraduate Taught Part-Time Officers
- f. Support and promote the work of Course Reps and Senior Reps and other students in academic, teaching & learning-related roles



## READING STUDENTS' UNION

### BYELAWS

- g. Leading on Reading SU's submission to relevant regulatory and consultative projects including our Teaching Excellence Framework (TEF) Student Submission
- h. Maintaining positive working relationships with key University staff and representing the student voice through attendance and participation in relevant university committees and working groups

#### **4.1.5. WELFARE OFFICER**

The Welfare Officer is the lead officer for all aspects of student wellbeing and support. This includes developing and leading on key welfare campaigns and projects, and developing new initiatives in response to student feedback.

They also work with the University on the welfare provision within Halls of Residence and are responsible for developing the training and support provided to reps whose focus is student welfare.

The Welfare Officer will also support the development and promotion of the Reading SU Advice Service.

Remit includes:

- a. Leading on mental health and wellbeing projects and campaigns
- b. Leading on the READING SU Mental Health & Wellbeing Plan; ensuring Reading SU promotes and supports student mental health and wellbeing
- c. Leading on the development of the welfare provision for students living in halls of residence
- d. Leading on initiatives that improve student safety at university
- e. Development of training for reps whose focus is student welfare, such as Welfare Reps in all sports clubs and societies



## READING STUDENTS' UNION

### BYELAWS

- f. Leading on response to money, housing and welfare-related issues identified by Reading SU Advice Service
- g. Support and promote the work of Student Life Reps and other students in welfare-related roles
- h. Maintaining positive working relationships with key University staff and representing the student voice through attendance and participation in relevant university committees and working groups

**Approved by Reading SU Trustee Board: 2<sup>nd</sup> August 2022**

READING STUDENTS' UNION

## **BYELAWS**

# **BYELAW 5: PART-TIME OFFICERS**

### **5.1. ROLES**

The following Part-time Officer roles represent certain student groups, with the exception of the Environment and Ethics Students' Officer, as this role encompasses all student groups.

- a. Black Students' Officer
- b. Ethnic Minorities Students' Officer
- c. Disabled Students' Officer
- d. Environment and Ethics Students' Officer
- e. International Students' Officer
- f. LGBTQ+ Students' Officer
- g. Mature Students' Officer
- h. Postgraduate Research Students' Officer
- i. Postgraduate Taught Students' Officer
- j. Trans Students' Officer
- k. Women's Officer

A Part-time Officer can only hold a representation role if they self-define into that group, as outlined in 'Reading SU Student Group Definitions'. These roles and definitions shall be reviewed periodically by the Leadership Team.

### **5.2. MISSION**

Part-time Officers exist to represent the views and interests of their defining students within the Union and the University and members of society at a local and national level.

They will act as a key point of contact for their defined group of students within the Union and provide information or signpost where necessary.

## READING STUDENTS' UNION

### BYELAWS

The Part-time Officer team will champion our values and support the Inclusion & Communities Officer ensure that equality, diversity and inclusivity is at the heart of what we do.

They will maintain positive working relationships with key University staff and represent the student voice through attendance and participation in relevant university committees and working groups.

Further duties and responsibilities are set out in the Part-time Officer Agreement.

#### **5.3. GOVERNANCE**

A Part-time Officer is responsible to its defined membership group and the Trustee Board with delegated responsibility to the President (in the case of the Environment & Ethnicities Officer), the Education Officer (in the case of the Postgraduate Research Students' Officer and Postgraduate Taught Students' Officer) and the Inclusion and Communities Officer (in the case of all other Part-time Officer roles). Details and guidance on how to uphold this responsibility are set out in the Part-time Officer Code of Conduct and the Part-time Officer Agreement.

#### **5.4. TERM IN OFFICE**

A Part-time Officer shall remain in office for a term of one academic year (allowing time for handover) which will typically commence within the last two weeks of the Summer term, except for the Postgraduate Taught Students' Officer which will take place in the Autumn term.

A Part-time Officer may be re-elected for a further term of one year by the defining group of students.

## READING STUDENTS' UNION

### BYELAWS

A Part-time Officer may only hold one role in a term of office but can be elected into a different role in their second term of office.

A Part-time Officer may serve a total of two terms across any role which may be consecutive or non-consecutive.

#### **5.5. LIBERATION AND REPRESENTATION COMMITTEE (LARC)**

A meeting of LARC shall be convened to discuss the work of the Part-time Officers, monitor their progress and to share best practice. The membership of this group includes:

- Inclusion & Communities Officer (Chair)
- A Full-Time Officer
- All Part-time Officers
- Members of Union staff (by invitation)
- Other Full-Time Officers (by invitation)

This Committee shall meet up to five times a year (twice in Autumn and Spring terms and once in Summer term) at the discretion of the Chair.

#### **5.6. STUDENT VOICE**

The Part-time Officer team will also be members of Reading SU Student Voice.

#### **5.7. FINANCE**

The Part-time Officers are invited to submit an Activity Brief (which will outline a project they want to lead on). Projects can be a campaign, event or an initiative that benefits students. Activity Briefs are considered by the Leadership Team. If approved, a budget will be allocated to cover project costs. Officers will use the unions resources responsibly and ensure that any spending is authorised in advance by the project Staff Lead.

## READING STUDENTS' UNION

### BYELAWS

#### 5.8. ELECTIONS

As set out in Byelaw 7, Elections for Part-time Officers shall be held with the annual Elections with the exception of the Postgraduate Taught Students' Officer role which will take place in the Autumn term.

#### 5.9. REMOVAL OF OFFICE

The Environment & Ethnicity Officer shall be expected to meet with the President, on a regular basis, at least termly, throughout the year.

The Postgraduate Research Students' Officer and the Postgraduate Taught Students' Officer shall be expected to meet with the Education Officer, on a regular basis, at least termly, throughout the year.

The remaining Part-time Officers shall be expected to meet with the Inclusion & Communities Officer, on a regular basis, at least termly, throughout the year.

A Part-time Officer may be removed from office (by a member of the Full-time Officer team) if they fail to adhere to one or more of responsibilities outlined in the Part-time Officer Code of Conduct or the Part-time Officer Agreement.

If the decision is taken to remove a Part-time Officer from office, they will be invited to a meeting. If the Part-time Officer does not attend the meeting or fails to respond to the invitation, the Full-time Officer holds the right to inform the Part-time Officer of their removal of office by written communication.

A Part-time Officer may be removed from office as a result of a disciplinary of any nature, as per the Union's Disciplinary Procedure.



## READING STUDENTS' UNION

### BYELAWS

A Part-time Officer can also be removed from office by the members of the relevant student group. A Referendum can be called on the Part-time Officer's position and will be triggered if 10% or four hundred members, whichever is lower, of the relevant student group, sign a Secure Petition of no confidence.

If a Referendum is triggered, the quoracy shall be decided by the Elections Committee. For a Referendum vote to be valid, the number of votes will need to exceed this quoracy. If quoracy is met, then a simple majority of eligible voters will result in the removal of the Part-time Officer.

In any case of a Part-time Officer being removed, Elections Committee will decide if a By-election will be called, a new Part-time Officer will be co-opted into the role, or the role will remain vacant.

**Approved by Reading SU Trustee Board: 2<sup>nd</sup> August 2022**

## READING STUDENTS' UNION

### BYELAWS

## BYELAW 6: SENIOR REPS

### 6.1. ROLES

All schools have one Undergraduate Senior Rep and one Postgraduate Senior Rep, with the exception of Henley Business School which has three of each. The schools include:

- a. School of Arts & Communication Design,
- b. Institute of Education,
- c. School of Humanities,
- d. School of Law,
- e. School of Literature & Languages,
- f. School of Politics, Economics & International Relations,
- g. Henley Business School – ICMA, Management and Real Estate & Planning,
- h. School of Mathematical, Physical & Computational Sciences,
- i. School of Archaeology, Geography & Environmental Sciences,
- j. School of Agriculture, Policy & Development,
- k. School of Biological Sciences,
- l. School of Chemistry, Food & Pharmacy,
- m. School of the Built Environment,
- n. School of Psychology & Clinical Language Sciences,
- o. International Study & Language Institute.

A Senior Rep can only be in a role if they are registered within the relevant school. Only undergraduate students within the relevant school can stand for an Undergraduate Senior Rep role, and only postgraduate students within the relevant school can stand for a Postgraduate Senior Rep role.



## READING STUDENTS' UNION

### BYELAWS

Senior Reps will normally have prior experience as Course Reps, although this is not a requirement for the role.

#### **6.2. MISSION**

Senior Reps exist to represent the views and interests of students within their school and to ensure feedback is heard by the school. Senior Reps work in partnership with their School Management Board and will meet with members of the School Management Board on a termly basis. They provide a student perspective on teaching and learning matters and play an active role in quality assurance and enhancement and decision making at a School level.

Senior Reps attend termly Senior Rep Consultations, organised by the Students' Union and chaired by the Education Officer of the Students' Union.

Senior Reps work together to lead a team of Course Reps within their School. They are required to convene and lead regular Course Rep Consultations during their time in office. They act as a key point of contact for Course Reps within their school and provide information, support or signpost where necessary. Further duties and responsibilities are set out in the Senior Rep Agreement.

#### **6.3. GOVERNANCE**

Senior Reps are responsible to their membership group, the school they represent, and to the Trustee Board (with delegated responsibility to the Education Officer). Details and guidance on how to uphold this responsibility are set out in the Senior Rep Code of Conduct and Senior Rep Agreement.

#### **6.4. TERM IN OFFICE**

## READING STUDENTS' UNION

### BYELAWS

A Senior Rep shall remain in office for a term of one academic year (allowing time for handover).

An Undergraduate Senior Rep will normally commence their term in office within the last two weeks of the Summer term. A Postgraduate Senior Rep will normally commence their term in office around one month after the start of the Autumn term.

A Senior Rep may be re-elected for a maximum further term of one year by the students they represent.

A Senior Rep may serve a maximum of two terms in office which may be consecutive or non- consecutive.

#### **6.5. SENIOR REP CONSULTATION**

A meeting shall be convened to discuss the work of the Senior Reps, identify teaching and learning issues affecting students and trends across schools, monitor any progress on issues raised and to share best practice. The membership of this group is as below:

- a. Education Officer (Chair)
- b. All Senior Reps
- c. Members of Union staff (by invitation)
- d. Other Full-Time Officers (by invitation)

This Committee shall meet three times a year, usually once in the Autumn, Spring and Summer terms at the discretion of the Chair.

## READING STUDENTS' UNION

### BYELAWS

#### **6.6. FINANCE**

Budget shall be allocated for the academic year to cover the costs of facilitating the academic representation function. Senior Reps do not have direct access to a campaign or project budget; however, some resources to cover costs may be allocated where finances are available.

#### **6.7. ELECTIONS**

As set out in Byelaw 7, Elections for Senior Reps shall be held in Spring, alongside the annual Leadership Elections, with the exception of the Postgraduate Senior Reps which will take place in the Autumn term.

#### **6.8. REMOVAL OF OFFICE**

The Senior Rep will be expected to meet with the Education Officer (or appropriate Union staff or another Full-time Officer) on a regular basis, at least termly, throughout the year.

A Senior Rep may be removed from office by a member of the Full-time Officer team if they fail to adhere to one or more of the responsibilities outlined in the Senior Rep Code of Conduct or the Senior Rep Agreement.

If the decision is taken to remove a Senior Rep from office, they will be invited to a meeting with a member of the Full-time Officer team. If the Senior Rep does not attend the meeting or fails to respond to the invitation, the Full-time Officer holds the right to inform both the Senior Rep and the School of the Senior Rep of their removal from office by written communication.

A Senior Rep may be removed from office as a result of a disciplinary of any nature, as per the Union Disciplinary Procedure.



## READING STUDENTS' UNION

### BYELAWS

A Senior Rep can also be removed from office by the members of the relevant school. A Referendum can be called on the Senior Rep's position and will be triggered if 10% or four hundred members, whichever is lower, of the relevant school, sign a Secure Petition of no confidence.

If a Referendum is triggered, the quoracy shall be decided by the Elections Committee. For a Referendum vote to be valid, the number of votes will need to exceed this quoracy. If quoracy is met, then a simple majority of eligible voters will result in the removal of the Senior Rep.

In any case of a Senior Rep being removed, Elections Committee will decide if a By-election will be called, a new Senior Rep will be co-opted into the role, or the role will remain vacant.

**Approved by Reading SU Trustee Board: 2<sup>nd</sup> August 2022**

READING STUDENTS' UNION

## BYELAWS

# BYELAW 7: ELECTIONS

### 7.1. GENERAL PROVISION

The Elections Committee has responsibility to oversee all Elections to ensure that they are run in accordance with the Elections rules and regulations.

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

- a. Full-Time Officers
- b. NUS Conference Delegates Open Positions
- c. Environment & Ethics Officer
- d. Student Voice Open Positions
- e. Student Trustees

The following posts shall be elected by specific groups of members:

- a. All Part-Time Officer positions (except Environment & Ethics Officer)
- b. Senior Representatives
- c. Course Representatives
- d. Student Activities Committee Members

### 7.2. BY-ELECTIONS

If a Full-Time Officer position becomes vacant before the end of the first term of the academic year then the Trustee Board will decide the most appropriate course of action.

If a Full-Time Officer position becomes vacant after the first term of the academic year then the post will remain vacant until the next scheduled elections.

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### BYELAWS

A by-election may be held to fill any other vacant post following an election although the Elections Committee may opt to forgo a by-election for a position and instead co-opt a student into the role. If the role remains vacant after these options have been exhausted, Elections Committee may choose to leave the role vacant.

### **7.3. ELIGIBILITY TO STAND FOR ELECTION**

#### **7.3.1. FULL-TIME OFFICERS**

All Full Members, as defined in Byelaw 1, are eligible to stand for any Full-time Officer position unless this contravenes the Education Act 1994 and so long as they meet the following criteria.

You must be a current student at the time of the election.

Final year undergraduate students are eligible as they will take up the role after completion of their studies. Taught post-graduate students due to complete a one-year programme by September are eligible as Reading SU will make reasonable adjustments to ensure you can complete your programme whilst undertaking the role on a part-time basis over the summer months and then increasing to full-time once you have submitted your dissertation.

All other students are eligible as they have the option to take a one-year sabbatical from their studies to take up the role and then return to complete studies at the end of their term in office.

International students subject to UK immigration are eligible but should seek immigration advice to ensure they continue to comply with UK immigration rules.

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You must only stand for one of the Full-time Officer positions and you must not intend to stand for any of the part-time positions in the same election.

All candidates must confirm that they are not disqualified from acting as a charity trustee under the Charities Act 2011 by signing a Charity Trustee Declaration Form before the close of nominations.

#### **7.3.2. PART-TIME OFFICERS**

All Full Members, as defined in Byelaw 1, are eligible to stand for any Part-time Officer position, so long as they meet the following criteria.

You must be a current student at the time of the election and intend to continue their enrolment at the University of Reading for the following academic year. Except in the case of the Postgraduate Taught Students' Officer role, where, you must be a current student at the time of the election and intend to continue your enrolment at the University of Reading for the remainder of the same academic year.

You must only stand for one of the Part-time Officer positions and you must not intend to stand for any of the Full-time Officer positions in the same election.

In addition, you will also need to self-define within the student group that role will be representing. The following definitions apply to Part-Time Officer elections:

##### **7.3.2.1. WOMEN'S OFFICER**

Anyone who self-defines as a woman, including (if they wish) those with gender identities which include 'woman', and those who experience oppression as a woman.

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#### **7.3.2.2. DISABLED STUDENTS' OFFICER**

Anyone who self-defines as disabled; they may be affected by a condition, which has a substantial long-term impact on their ability to carry out day-to-day activities. This definition encompasses hidden and physical impairments, and mental health issues.

#### **7.3.2.3. BLACK STUDENTS' OFFICER**

Anyone who self-defines as Black including, but not limited to, African or Caribbean populations and people of African or Caribbean descent. This can also include students with a Black/mixed ethnic background.

#### **7.3.2.4. MINORITY ETHNIC STUDENTS' OFFICER**

Anyone who self-defines as South-Asian, East-Asian or any other minority ethnic group. This can also include, but is not limited to, students of Middle Eastern or Asian descent; and/or descended from the indigenous populations of the Americas and/or the South Pacific. This can also include students with a mixed ethnic background.

#### **7.3.2.5. LGBTQ+ STUDENTS' OFFICER**

Anyone who self-defines or identifies as lesbian, gay, bisexual, queer or questioning or within any other sexual minority or gender identity.

#### **7.3.2.6. INTERNATIONAL STUDENTS' OFFICER**

Anyone who self-defines as having an international background, whether that means anyone who comes to the UK to study or who have lived in two or more cultural environments. This includes students from both within and outside the European Union (EU) and those who pay both home and international fees.

#### **7.3.2.7. MATURE STUDENTS' OFFICER**



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Anyone who was aged 21 or over on the date they started their undergraduate course and anyone who was aged 25 or over on the date they started their postgraduate course.

This includes undergraduate students who self-define as having been financially independent for three years prior to the start date of their undergraduate course, students with care-giving responsibilities and student who are care leavers, as mature students.

#### **7.3.2.8. POSTGRADUATE TAUGHT STUDENTS' OFFICER**

A student on a postgraduate taught mode of study.

#### **7.3.2.9. POSTGRADUATE RESEARCH STUDENTS' OFFICER**

A student on a postgraduate research mode of study or who is in the writing up stage of their postgraduate research.

#### **7.3.2.10. TRANS STUDENTS' OFFICER**

Anyone who identifies as a different gender to the one they were assigned at birth.

### **7.4. NOMINATIONS**

All nominations shall be submitted via an accessible process agreed by the Elections Committee.

Any nomination must include the name and student number of the candidate. Certain elections require candidates to self-define in one of the categories above to be eligible to stand in that Election.

### **7.5. VOTING**

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### BYELAWS

Each Full Member shall have one vote. No Full Member shall have more than one vote per Election of Referendum.

Voting shall be by secret ballot using the Single Transferable Vote (STV) system as described by the Electoral Reform Society and shall include Re-Open Nominations (RON) as a candidate, however, the Elections Committee can decide to remove RON as a candidate from Course Rep Elections.

Should RON be elected in a Full-Time Officer Elections then the post in question shall remain vacant until a By-election is held.

Should RON be elected in any other Election then the surplus of votes will be transferred to the next eligible candidate.

If the result of voting in an Election is a tie, then the decision will be made based on a single coin toss.

#### **7.6. RIGHTS OF FULL MEMBERS**

All Full Members are eligible to act as part of a candidate's campaign team except for current Full-Time Officers. All Full Members have the right to vote by secret ballot.

#### **7.7. NUS CONFERENCE DELEGATES**

The President is, ex officio, one of the NUS Conference Delegates. These elections are subject to NUS Election Rules.

#### **7.8. APPOINTMENT OF THE RETURNING OFFICER**

## READING STUDENTS' UNION

### BYELAWS

The Trustee Board shall appoint a Returning Officer for Full-Time Officer and NUS Conference Delegate Elections.

The Chief Executive, or as deputised, will act as the Deputy Returning Officer for Full-Time Officer and NUS Conference Delegate Elections.

The Chief Executive, or as deputised, will act as the Returning Officer for all other Union elections.

They shall be responsible for the good conduct and administration of the elections and shall have sole interpretation of relevant Byelaws and rules.

#### **7.9. POWERS OF THE RETURNING OFFICER**

The Returning Officer may appoint a Deputy Returning Officer to ensure the good administration and promotion of the Election.

The Returning Officer may seek legal advice if they believe that statements made, or the contents of publicity could leave the Union and/or the University open to legal action.

The Returning Officer can rule out of order any statement or the contents of any publicity which in their view is in breach of the Articles, Byelaws, Elections Rules or all other Union policies.

#### **7.10. DEALING WITH COMPLAINTS**

All complaints must be reported to the Elections Committee before the close of voting. In determining a complaint, the Returning Officer may decide to:

- a. not uphold the complaint,

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- b. halt elections for the specified posts,
- c. issue a written warning,
- d. disqualify candidates.

The count will not be commenced until all complaints have been investigated and determined.

A Full Member may appeal to the Trustee Board against a ruling of the Returning Officer, the President will communicate the outcome of the appeal.

**Approved by Reading SU Trustee Board: 2<sup>nd</sup> August 2022**

READING STUDENTS' UNION

## **BYELAWS**

# **BYELAW 8: REFERENDA**

### **8.1. DEFINITION OF A REFERENDUM**

A Referendum is a ballot in which all Student Members of the Union are entitled to cast a vote.

### **8.2. CALLING A REFERENDUM**

The President shall be responsible for organising a Referendum when instructed by:

- a. A resolution of the Trustees,
- b. A majority vote of the Student Fora,
- c. By a Secure Petition signed by at least four hundred Student Members.

### **8.3. CONDUCT OF THE REFERENDUM**

All Student Members shall be eligible to vote. A resolution may only be passed by Referendum if at least one thousand Full Members cast a vote in the Referendum and a simple majority of the votes cast are in favour of the resolution.

The Union is not obliged to act upon a vote that has a turnout of fewer than one thousand members eligible to vote. However, the vote may be taken into account when formulating policies.

### **8.4. NOTICE AND TIMING OF REFERENDA**

The Returning Officer or their deputy will publicise that a referendum has been called and details of the reason why within ten working days of receipt of notice.

The Referendum shall be arranged in accordance with the following timetable, the exact dates of which to be determined by the Returning Officer or their deputy:

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- a. Publish the proposal, dates for the Referendum and date of a meeting, open to all Student Members, to explain and debate the issues, which shall be held no later than the commencement of polling,
- b. Each side may be given a publicity allowance paid for by the Union of an equal amount, to be determined by the Elections Committee.
- c. Begin accepting alternative proposals to a published deadline. Any alternative proposal shall be directly related to the original proposal.
- d. Cease accepting alternative proposals. The final decision as to whether to accept any alternative proposals shall lie with those who called the Referendum.
- e. If the issue is to be contested the meeting shall nominate two agents who will be responsible for running the “Yes” vote campaign and the “No” vote campaign.
- f. Publish the proposal/alternative proposal if there is one and the question to be asked and further advertise dates of polling

The Election rules found in Byelaw 7 will apply.

#### **8.5. VOTING**

Polling will normally be electronic on the Union website. The Returning Officer or their deputy shall publicise the times and duration of polling.

#### **8.6. RESULTS**

The Returning Officer or their deputy shall be responsible for declaring the result of the Referendum once they are satisfied that the Referendum has been appropriately conducted.

The result of a Referendum will take precedence over any existing policy on the same issue.



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#### **8.7. OVERRIDING A REFERENDUM**

The Board of Trustees may override any decision or policy decided by Full Members in a Referendum in accordance with the Articles of Association, as per Article 31.3.

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# **BYELAW 9: STUDENT FORA**

## **9.1. 'HAVE YOUR SAY' IDEAS PLATFORM**

Reading SU has an online platform that enables all full members to put forward ideas for change. The focus for each idea should be for the benefit students. The student member who put forward the idea (the idea submitter), will be asked to explain how their idea will benefit students.

Ideas may form the basis of a project (such as a campaign, event or student policy), that would ideally be led by the idea submitter themselves, or where this may not be possible, be led by one of Reading SU Officers.

The platform also provides opportunities for full members to comment on ideas and take part in opinion polls. All full members can take part in opinion polls and the outcome of these polls are shared with Student Council to help inform them of the student opinion on each idea.

This platform will also link through to referendum ballots when a referendum is being held.

### **9.1.1. FEASIBILITY CHECKS**

Ideas submitted on the platform will be checked by a staff member from the Student Voice team.

Staff will check the clarity of each idea and make any necessary amendments to ensure the main aims and reasoning behind the idea is clear and easy to understand.



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Where possible, staff will also check the feasibility of each idea in order to minimise the risk (but not remove the possibility) of the Trustee Board overriding a decision made by Student Council or overriding the outcome of a Referendum.

Staff will review each idea with a focus on the following:

- Are there any significant financial implications (for example, the idea would require funding that has not been set aside for student-led projects in that financial year)?
- Is the idea in breach of, contrary to, or otherwise inconsistent with charity law or any other legal requirements?
- Is the idea not, or could be perceived to not be, in the best interests of Reading SU, or all or any of its charitable objects?
- Will the idea otherwise affect the discharge of any or all of the responsibilities of the organisation referred to in Article 28.2?

If the answer is yes to any of the above, the idea will be shared with Reading SU President (Chair of Trustee Board), Head of Student Voice & Engagement and the Chief Executive Officer, for advice on how to proceed.

#### **9.1.2. OUTCOME OF FEASIBILITY CHECKS**

The staff member will determine the next steps for each idea, inform each idea submitter of the next steps and produce a report for distribution to Student Council so Student Councillors are made aware of each idea. The potential next steps are:

##### **9.1.2.1. Action to Student**

Ideas that can be led by the idea submitter, the student who submitted the idea, which require minimal Reading SU staff support and finances (less than £100), can bypass

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consideration by Student Council and be submitted as a project brief for sign off by a member of the Senior Leadership team.

#### **9.1.2.2. Action to Officer**

When an idea has been submitted that is already been worked on by an elected Officer. Staff will inform the idea submitter and put them in contact with the relevant Officer who is already working on the idea so they can get involved.

#### **9.1.2.3. Action to Research**

When an idea requires further information/research before Student Council would be able to make an informed decision, staff will refer the idea back to the ideas submitter and request for more information. This may also involve supporting the idea submitter to gather the required information. If the idea submitter doesn't respond, the idea will not progress.

#### **9.1.2.4. Complete**

An idea will be designated as complete if it has already been achieved. Staff will inform the idea submitter who completed the idea and when it was completed. Idea submitter would be invited to attend Have Your Say to question relevant Officer on their work.

#### **9.1.2.5. Referendum**

Staff member will liaise with Reading SU President (Chair of Trustee Board) in relation to ideas that may require a referendum to be held, to engage the wider student voice than that of Student Council.

A referendum is a ballot in which all full members of the Students' Union are entitled to cast a vote. A decision to hold a referendum on an idea can be taken in accordance with the

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Articles of Association and Bye-law 8. A referendum may be called on ideas that are submitted to the online platform whereby it is deemed necessary to seek wider student voice on an issue.

A referendum may be called by;

- A resolution of the Trustees
- A majority vote of the Student Council
- By a Secure Petition signed or agreed to by at least 4% of Student Members  
(subject to Articles 24.1 and 26.2.1 of the Articles of Association)

#### **9.1.2.6. Reject**

Any decision taken to reject an idea will be ratified by the Reading SU President (acting as Chair of Trustee Board). An idea will be rejected in the following circumstances;

- It has been voted against by Student Council in the preceding 6 months.
- It contravenes Reading SU Policy or Charity Law.
- It seeks an amendment to Reading SU's constitution or to Byelaw 1, 2, 3 or 4.
- It has an unacceptable risk to Reading SU's financial stability and/or reputation; or has an unacceptable legal implication.

#### **9.1.2.7. Campaign or Policy**

Ideas submitted that require funding of £100 or more, and/or ideas that may require the support of an Officer to be achieved; including any ideas where the ideas submitter doesn't want to take an active role in leading on the idea, will be published on the Have your Say platform and after polling has taken place, will progress to Student Council for consideration as either a campaign or policy.

- 'Campaign' ideas are those that require an element of campaigning activity which affects 'students as students', and/or ideas that will require campaign resources

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(including financial support). Ideas that could not be actioned within a defined or 'reasonable' period of time. This category will include ideas which Reading SU cannot implement change alone.

- 'Policy' ideas are those which include an 'official' position on any issue which can include issues that Reading SU cannot campaign on, such as issues which do not affect 'students as students'. These ideas may provide instruction on how Reading SU operates. These ideas cannot include any element of campaigning. Policy ideas are uploaded to the website for student input, vote and discussion then sent to debate at the Student Council whereby a final vote takes place.

#### **9.2. 'HAVE YOUR SAY' OPINION POLL**

Full members will have a five-day period to share their opinion on each campaign and policy idea; add comments and suggestions. Full members will be able to vote an idea up or down, allowing other members to see the current standing in real time.

During the five-day period, the idea submitter will be encouraged to help with the promotion of the poll and spread awareness and gain support for their idea.

There is no limit to the number of campaign or policy ideas that can be put forward to an opinion poll.

##### **9.2.1. OUTCOME OF OPINION POLLS**

The opinion polls will be indicative rather than binding. The outcome of opinion polls will be used as an indication of the student voice to inform Student Council.

It is the responsibility of Student Council to determine the final outcome of campaign and policy ideas.

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#### 9.3. STUDENT COUNCIL

##### 9.3.1. PURPOSE

The purpose of Student Council is;

- To debate ideas which have been submitted by students via the online platform;
- To take part in voting to determine which ideas should be taken forward for action and allocated the necessary Reading SU resources to be achieved;
- To receive updates and discuss progress on campaigns/projects and the implementation of student policy;
- To receive a written report and verbal updates on any progress made by the 5 Officer Trustees; and;  
To hold the 5 Officer Trustees to account and vote on their reports.

##### 9.3.2. DUTIES OF STUDENT COUNCIL

In accordance with the Reading SU Articles of Association, the duties of Student Council (and the duties of Student Councillors thereof) shall be to:

- Represent the voice of the students;
- Determine which ideas should be actioned on a termly basis (within maximum limit agreed by Reading SU Leadership Group).
- Set the Student Policy of the Union and refer Policy to Referenda of the Members (in accordance with the Bye-Laws);
- Propose recommendations to the Trustee Board to repeal and amend the Bye-Laws 5,6,7,8,9;
- Receive a regular report from the Officer Trustees and hold them to account;
- Receive an annual report from the Trustee Board; and
- Recommend honorary members to the Board in accordance with Articles of Association and Bye-Laws.

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#### **9.3.3. MEMBERSHIP**

The members of Student Council shall be made up of 5 Officer Trustees and 50 full members of Reading SU.

Student Councillors can be elected into the role, or if a full member already holds a position within the Students' Union, they can be appointed into the role.

Elections are held in the Autumn term and appointments take place prior to the first Student Council of the academic year. Appointments are made by the Officer Trustees and the Senior Student Engagement Coordinator (Democracy) or another member of the Student Voice team.

Where ever possible, Student Council will be made up of the 5 Officer Trustees, 15 elected open places and 35 appointed places taken by full members who hold representative positions within the Students' Union, ideally from each of the Education, Welfare, Activities & Opportunities and Inclusion & Communities areas.

Where appointed places cannot be filled, any vacant seats on Student Council can be offered to full members who were initially unsuccessful in the autumn term elections.

Student Councillors are in post for one academic year but can stand for re-election or be appointed multiple times.

#### **9.3.4. COUNCIL CHAIR**

Council Chair is appointed annually by the Reading SU Appointments Committee. This will usually take place in the summer term.

The key responsibilities of the Chair are to agree the format and timings of Student Council

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and Have your Say Meetings; ensure that the agenda and processes are followed and to ensure that each meeting is able to discuss and debate each agenda items within the agreed timeframe.

Prior to the publication of information on the Reading SU website the Chair will agree the minutes of the previous meeting and set the agenda for the next meeting.

The Chair must remain impartial throughout and ensure Student Councillors and other students in attendance are informed of the format and the business taking place. They will advise on and oversee any voting processes, and set any Chair's actions either during the meeting or directly after.

In the absence of the Chair, Student Councillors may appoint one of their number to be the Chair of that meeting and undertake the duties and responsibilities assigned to the Chair with support from Student Voice team.

#### **9.3.5. PROCEEDINGS**

##### **9.3.5.1. Frequency of Meetings**

Student Council shall meet twice every term.

- The first termly meeting (Student Council) is to;
  - Debate and vote on ideas which have been submitted by students via the online platform; and to;
  - Receive progress updates on actions, campaigns and policy (previously passed by Student Council).
  - Discussion and feedback on matters arising that affect students (where item has been added to agenda)
- The second termly meeting (Have Your Say) is to;

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- Receive a written report and verbal updates on any progress made by the 5 Officer Trustees; and to;
- Scrutinize the work of the 5 Officer Trustees; hold them to account and vote on their reports; and to;
- Give Student Council the opportunity to contribute and shape the direction of the work of Officer Trustees.

A schedule will be shared at the first meeting of the academic year and this will also be published on the Reading SU website.

Additional, or emergency, meetings shall be convened on the written request of:

- The Reading SU Trustee Board;
- The Reading SU Leadership Team;
- The majority of the Student Council membership.

#### **9.3.5.2. Distribution of papers**

- *Student Council*

The Secretary will distribute the following documentation to Student Council via email, 3 days prior to Student Council:

- Agenda
- Minutes from the last meeting
- Ideas Report including numbers of votes cast and student comments relating to each idea (gathered from online polling platform)
- Progress Update Report on campaigns and policy implementation (where applicable)

- *Have Your Say*



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The Secretary will distribute the following documentation to Student Council via email, 3 days prior to Have Your Say Event:

- Agenda
- Minutes from the last meeting (including Student Council vote)
- Officer Trustee Reports

#### 9.3.5.3. Quorum

- *Student Council*

Quorum for Student Council shall be 28 Student Councillors.

For a Student Council to commence there must be at least 28 Student Councillors (not including Chair) present within fifteen minutes of the start time stated on the agenda. Where it is possible to do so, Student Councillors can join the meeting virtually.

If Student Council loses quorum and/or quorate number of Student Councillors are not present within fifteen minutes of Student Council, Chair shall close the meeting and any remaining business will be referred to the Reading SU Leadership Team for action.

- *Have Your Say*

There is no quorum for Have Your Say Events.

#### 9.3.5.4. Voting by Proxy

If a Student Councillor is unable to attend a meeting, they can choose to vote by proxy. To do this, a Student Councillor delegates their voting powers to another Student Councillor. This second Student Councillor will then be their 'proxy' and will receive two ballots.

Any Student Councillor can only act as proxy for one other member at any meeting.

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#### 9.3.5.5. Voting and Speaking Rights

- *Student Council*
  - Any full member of Reading SU may attend and speak on agenda items during Student Council Meetings.
  - Only Student Councillors can vote during the Ideas Section of Student Council.
  - Reading SU staff have no speaking or voting rights (not including student staff).
  
- *Have Your Say*
  - Any full member of Reading SU may attend and speak on agenda items during Have Your Say Events.
  - Any full member of Reading SU can vote on Officer Trustee Reports.
  - Officer Trustees can vote on all Officer Trustee Reports, except their own. Reading SU staff have no speaking or voting rights (not including student staff).

#### 9.4. VOTING PROCESS

##### 9.4.1. VOTING AT STUDENT COUNCIL

Each Student Councillor shall have one vote, except in cases where they are also acting as a proxy; in this instance, they hold an additional vote.

##### 9.4.1.1. Voting on Amendments

Amendments should be submitted ahead of the meeting. The decision to accept amendments is at the discretion of Chair.

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When voting on an amendment to an idea, at least 28 of the Student Councillors present must cast their vote to either *pass*, *reject* or *abstain*. When a Student Councillor votes to *abstain*, this is not included as one of the 28 votes.

Voting by Student Council will take place by a show of hands or using an electronic voting system.

When the minimum threshold of 28 valid votes is met, a simple majority to either *pass* or *reject* an amendment will be carried, for example, when 25 Student Councillors vote to *pass* the amendment and 23 vote to *reject*, the amendment will be carried.

Where the number of *pass* or *reject* votes cast falls below the minimum threshold or is tied, the vote will not be valid and Chair will take the decision to either call for a second vote, reject the amendment or treat the matter as unresolved business and pass to the Reading SU Leadership Team for a decision.

#### **9.4.1.2. Voting on Ideas**

When voting on an idea, at least 28 Student Councillors must take part in the vote for it to meet the minimum threshold.

Voting will take place via a closed ballot, either at Student Council by paper ballot or using an electronic voting system, or in the 36 hours after Student Council, by an online voting system. Student Council will be informed by Chair of the voting process to be used during each meeting.

- *Using Simple Majority Voting System*

Chair will opt to use this voting system when voting on policy ideas.

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Chair may also opt to use this voting system when voting on campaign ideas if there are less campaign ideas up for consideration than can be taken forward in that term. In this instance, Chair can opt to use the *pass*, *reject*, *abstain* system of voting. In this instance, if a Student Councillor votes to *abstain*, this is not included as one of the 28 votes.

When the minimum threshold of 28 valid votes is met, a simple majority to either *pass* or *reject* an idea will be carried, for example, when 25 Councillors vote to *pass* the idea and 23 vote to *reject*, the idea will be carried.

Where the number of *pass* or *reject* votes cast falls below the minimum threshold or is tied, the vote will not be valid and Chair will take the decision to either call for a second vote, reject the idea or treat the matter as unresolved business and pass to the Reading SU Leadership Team for a decision.

- *Using Single Transferable Voting (STV) system*

When there is a limit to the number of campaign ideas that can be passed by Student Council in any given term, for example, dependent on the resources available to Reading SU, the Leadership Group will place a limit on the number of ideas that can be passed to become Reading SU campaigns.

When there is a limit to the number of ideas that can be passed by Student Council, Chair may take decision to request that Student Councillors cast their vote using the single transferable voting (STV) system. This will allow Student Councillors to vote for ideas in order of their preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and so on). Student Councillors will be able to vote for as many or as few ideas as they want.

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For example, if the limit to the number of ideas that can be passed is two and there are five ideas, and a Student Councillor is supportive of four of the ideas but not in support of the fifth idea, the Student Councillor can vote for the four ideas they are in support of, in order of preference and not vote for the fifth idea.

Using the STV system allows Student Councillors to indicate which ideas they would prefer to pass over others. For an idea to pass, it must meet a 'quota' or proportion of the total vote. The quota is determined by the number of votes cast and the number of ideas that can be passed that term.

When voting has closed, surplus votes can be transferred to another idea (according to each Student Councillors' order of preference). If their first choice idea has been eliminated during the count because it didn't receive enough votes to pass the threshold, or because it received more votes than it required to pass the threshold; the votes for their 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> preferences will then be taken into account.

This voting system will usually take place online.

#### **9.4.1.3. Winning ideas**

When a campaign idea is passed, the idea submitter can apply for resources to help them achieve their aims.

Where an Officer is mandated to work on a winning campaign idea, they will work to achieve the idea for up to one year or until the idea has been achieved, whichever is the soonest.

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When a policy idea is passed, the idea submitter will be invited to work with Officer Trustees to develop the policy.

#### **9.4.1.4. Resubmission of Ideas**

Where the minimum threshold has been met but an idea has not been passed by Student Council. The idea cannot be resubmitted for 6 months.

#### **9.4.2. VOTING AT HAVE YOUR SAY EVENTS**

Each full member shall have one vote, except in cases where a Student Councillor is also acting as a proxy; in this instance, they hold an additional vote.

##### **9.4.2.1. Voting on Officer Trustee Reports**

Officer Trustee scrutiny will take place during Have Your Say Events. It will be scheduled to take place three times during the academic year.

Each Officer Trustee will provide a report for Student Council and will be available to respond to any questions or scrutiny by full members.

All full members (including Student Councillors present) will be asked to vote to either pass or reject an Officer Trustee's report. They also have the option to abstain from the vote. Abstaining shall not be classed as a vote.

A simple majority (of full members taking part in the vote) to either pass or reject will be carried.

A majority *pass* vote of those in attendance will mean no further action is taken at this time.

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If a report is rejected or there is tie; Officer Trustees can ask for any suggestions for action to enable them to make progress.

#### 9.4.2.2. Request to Commend or Censure an Officer Trustee

- *Request to censure*
  - If an Officer Trustee's Report is rejected, any full member (including Student Councillors) in attendance can request a motion to censure the Officer Trustee. The student requesting a motion to censure an Officer Trustee will be asked to provide their reasoning for this decision.
  - In this instance, Chair will invite all attendees (except the Officer Trustee in question) to vote to *pass* or *reject* the motion to censure.
- *Request to commend*
  - Any full student member (including Student Councillors) in attendance, may also call for a vote to commend an Officer Trustee. To do this, they should request that Chair calls for a vote to commend an Officer Trustee. The student requesting a motion to commend an Officer Trustee will be asked to provide their reasoning for this decision.

#### 9.5. CALLING A REFERENDUM

Student Councillors can vote to call for a referendum to be held on an issue by a majority vote of Student Council. To do this, they must follow guidance outlined in Bye-law 8: Referenda.

For avoidance of doubt this does not include the option to remove an Officer Trustee. An Officer Trustee can only be removed from their role by processes outlined in Part 3, of the Reading SU Articles of Association.



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#### 9.6. REPORTING

The minutes of Student Council will require the approval of Council Chair and published on the Reading SU website. If a Student Councillor does not approve the minutes, they can raise this with Council Chair and seek an amendment to the minutes.

Requests to commend or censure an Officer Trustee will be shared at Trustee Board.

#### 9.7. REVIEW

Under the direction of the Reading SU President, Student Council can review the effectiveness of Student Council and produce recommendations to change the bye-law if required. This review should take place no later than the last meeting of the academic year.

*Approved by: Reading SU Trustee Board*

*Date: November 2022*

*Review: June 2023*



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## **BYELAWS**

# **BYELAW 10: SPORTS & SOCIETIES FEDERATIONS**

### **10.1. PURPOSE**

The purpose of a Federation Committee is to support and assist the organisation to make sound decisions in relation to the approval of new student groups, name changes and allocation of financial contingency funds for sports clubs and societies.

There will be a Sports Federation Committee and a separate Society Federation Committee.

The Federation Committees shall be student-led and are tasked to make collective decisions for benefit of our student members.

### **10.1.1. MEMBERSHIP**

#### **10.1.1.1 Sports Federation Committee**

The Sports Federation Committee shall consist of four named role-holders. The Federation includes the committee members plus a Federation Representative from every Reading SU affiliated Sports Club.

- a. The named role-holders shall hold the following committee positions;
- b. Federation Chair,
- c. Co-Chair (this role shall be taken by the Reading SU Activities and Opportunities Officer),
- d. Federation Secretary,
- e. Federation Treasurer,
- f. A Federation Representative from each Sports Club Committee (the President or their alternate).

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- g. At least one member of the Student Activities team will be invited by the Secretary and shall be in attendance but not entitled to vote. However, if a member of the Student Activities team is not in attendance, the meeting can go ahead.

#### **10.1.1.2. Society Federation Committee**

The Society Federation Committee shall consist of four named role-holders. The Federation includes the committee members plus a Federation Representative from every Reading SU affiliated Society.

- a. The named role-holders shall hold the following committee positions;
- b. Federation Chair,
- c. Co-Chair (this role shall be taken by the Reading SU Activities and Opportunities Officer),
- d. Federation Secretary,
- e. Federation Treasurer,
- f. A Federation Representative from each Society Committee (the President or their alternate).
- g. At least one member of the Student Activities team will be invited by the Secretary and shall be in attendance but not entitled to vote. However, if a member of the Student Activities team is not in attendance, the meeting can go ahead.

#### **10.1.1.3. Sending an alternate**

- a. If a Sports Club or Society President is unable to attend, they must forward the invitation to their alternate. Their alternate can be any member of their Sports Club or Society committee that are registered as committee members on the Reading SU website.
- b. The Sports Club or Society President is the person responsible for forwarding the invitation to the meeting to their alternate. All speaking and voting rights will pass their alternate for that meeting.

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- c. If the Federation Co-Chair cannot attend the meeting, a member of Reading SU staff will act as their alternate. Only speaking rights will pass to their alternate. Reading SU staff will not have voting rights.

#### **10.1.1.4. Non-attendance at a Federation Meeting**

Failure to send a Federation Representative from each Sports Club or Society (the President or their alternate) to a scheduled Sports or Society Federation meeting or provide sufficient evidence proving their inability to attend will result in a fine of £10.00.

#### **10.1.1.5. Failure of Federation Chair, Secretary of Treasurer to attend two Consecutive Federation Meetings**

Failure to of Federation Chair, Federation Secretary or Federation Treasurer, to attend two consecutive Sports or Society Federation meeting without sufficient evidence proving their inability to attend, will result in a warning.

A further failure to attend with or without justification will result in a Vote of No Confidence being held to propose they are removed from their position on the Federation Committee.

#### **10.1.2. APPOINTMENTS**

- a. Only student members of Reading Students' Union (as defined in Byelaw 1) are eligible to apply for the role of Federation Chair, Federation Secretary and Federation Treasurer.
- b. The Reading SU Activities Team has responsibility to oversee all appointments for the position of Federation Chair, Federation Secretary and Federation Treasurer.
- c. The Reading SU Activities & Opportunities Officer, Reading SU Student Activities Manager (or alternate, who will usually be a member of the Reading SU Activities

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Team) and another Officer or Student Trustee, will form a Recruitment Panel to agree, plan and oversee the recruitment process.

- d. The appointments process will usually take place during the summer term of each academic year.
- e. Student members can hold a Federation Committee position for a maximum period of two years.

#### **10.1.2.1. Removal from Federation Committee or the Federation**

- a. If a student were to be removed from the University and therefore cease to be a full member of Reading Students' Union, they will be duly removed from the Federation.
- b. If a Sports Club or Society President (or their alternate) were removed from their Sports Club or Society Committee role by any means outlined in the Reading SU Activities Constitution, they will be duly removed from the Federation.
- c. Federation Chair, Federation Secretary and Federation Treasurer can also be removed by the Federation Committee by a Vote of No Confidence. This process is outlined in Section 10.1.6. of this byelaw.

#### **10.1.2.2. Replacement of Federation Committee members**

- a. The role of Federation Chair will either be re-appointed or the Co-Chair will take over role of Chair for the remainder of the academic year, dependent on the time of year.
- b. Dependent on the time of year, the role of Federation Secretary and Federation Secretary will be either; re-appointed; or a member of the wider Federation will be co-opted into position; or where there are two or more interested Federation Representatives, will be elected into position by the Federation Representatives present at the meeting.

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- c. The role of Federation Co-Chair, the Reading SU Activities & Opportunities Officer, can only be removed from their role by processes outlined in Part 3, of Reading SU Articles of Association.

#### **10.2. REMIT**

The remit of both (the Sports and Society) Federations is as follows;

- a. To consider applications for new sports club or society and either approve or decline application.
- b. To consider applications for additional funding (for unforeseen/unexpected expenditure) and applications for initial funding (for sports club or society setting up after primary funding has been allocated).
- c. To consider applications for name change for existing sports club or society and either approve or decline application.
- d. To consider any motions for a Vote of No Confidence of a Federation Committee Member.

#### **10.3. PROCEEDINGS**

##### **10.3.1. CALLING A FEDERATION MEETING**

Both (Sports and Society) Federation shall meet five times per year; two meetings in the autumn and spring terms, and one meeting in the summer term.

Dates for all Federation meetings shall be agreed by the Chair and Co-Chair and published in the autumn term, ahead of the first meeting.

Whereby it is deemed by the Chair and Co-Chair that a matter of business requires an urgent decision, they can take the decision to call for an emergency Federation meeting. Quorum for an emergency Federation Committee meeting is the same as for scheduled meetings.

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#### **10.3.1.1. Distribution of Agenda & Reports**

Any papers or reports for meetings should be circulated three days' clear days in advance of the meeting by the Secretary. This will include the agenda, place, date and time, including information on how to join the meeting virtually and how to vote.

The Chair and Co-Chair shall review all papers and agree on the agenda before circulation.

#### **10.3.1.2. Quorum of Federation Committee Meetings**

Quorum of each Federation Committee meeting shall be 40% of the total Federation Representatives.

The meeting should also include at least 3 of the core Federation Committee members (or their alternates).

No decisions may be taken on matters of business that sit within the remit of a Federation if the meeting is not quorate.

#### **10.3.1.3. Registration at Federation meetings**

Federation Secretary will oversee registration at the start of each meeting. They will ask each Federation Representative to register their attendance.

Any Federation Representatives who have not registered with the Secretary will be marked as non-attendance.

#### **10.3.1.4. Guests and Reading SU Staff**

At the discretion of the Chair or Co-Chair, guests (including student members who are not Federation Representatives) may be invited to observe or speak at all or part of a Federation meeting. They have no voting rights.

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With the approval of the Chair or Co-Chair, any other member of the Union's staff may be invited to attend and speak at all or part of a Federation meeting. They have no voting rights.

#### **10.3.1.5. Training**

Should training be delivered on the proceedings of and voting at Federation Meetings; business can be processed during the training session so long as quorum has been met.

#### **10.3.2. NEW SOCIETY/SPORTS CLUB APPLICATIONS**

##### **10.3.2.1. New Society/Sports Club Application Process**

An application to start a new Society or Sports Club must be submitted to the Student Activities Team, following the application process published on the Reading SU website.

The Student Activities Team will receive the application. They may refer application back to applicant for amendments where the application is incomplete or inaccurate information has been provided. In this instance, the submitter will be asked to amend the application and resend to Student Activities Team.

Student Activities Team will forward any complete applications to the Federation Committee for an initial assessment.

##### **10.3.2.2. Initial Assessment of Application to set up a new Society or Sports Club**

- a. The Federation Committee will undertake an initial assessment of the application ahead of the Federation meeting. They may perform any of following actions ahead of the Society or Sports Federation meeting;
  - I. Meet with Society/Sports Club committee members where they may have a potential conflict

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- II. Meet with one or more of the student group who submitted the new application
- III. Pass application to the Society or Sports Federation for consideration
- IV. Pass application to the Society or Sports Federation but reject the start-up funding element of the application
- V. Refer application back to submitter for amendments where they feel the application remains incomplete or inaccurate information has been provided. In this instance, the submitter will be asked to amend the application and resend to Student Activities Team
- VI. Reject application on the basis of one or more of the following;
  - Undeniable conflict with or duplication of an existing Society or Sports Club
  - Significant potential of reputational risk or damage to Reading SU
  - Activity is a clear danger to students
  - Clear evidence of an unwillingness to operate within the parameters of Reading SU Activities Constitution and/or Reading SU policies
  - Inability to resource the Society or Sports Club due to lack of required resources, such as, funding available to cover ongoing costs for the remainder of year, access to expertise, access to facilities
- b. The Federation Secretary will produce a written report for the Federation, providing the following information;
  - I. A list of all the new applications they have received and the date of receipt
  - II. Outcome of all initial assessments undertaken with reason for decision

#### **10.3.2.3. Decision by Federation**

The Society or Sports Federation will consider the application and perform one of the following actions;



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- a. Approve application without start-up funding element of application (reject start-up funding)
- b. Approve full application
- c. Decline application

#### **10.3.2.4. Repeat Applications**

- a. Where an application to start a new society or sports club has been refused twice by the Federation, a third application may not be submitted for consideration by Federation for the remainder of academic year.
- b. By exception, a written appeal may be made to the Reading SU Leadership Team, to request they overturn this ruling and request the Federation Committee consider a third application within the same academic year.

#### **10.3.3. ADDITIONAL FUNDING APPLICATIONS**

##### **10.3.3.1. Available Funding**

- a. The total funding pool for each of the Sports Federation and Society Federation is agreed by the Reading SU Finance and Risk Committee on an annual basis. This funding pool is only reviewed on an annual basis and cannot be increased during the financial year.
- b. Fines for non-attendance at Sports and Society Federation meetings will be deposited into the relevant funding pool.
- c. £100 set-up funding approved by Society or Sports Federation for new society or sports clubs are also covered by the relevant funding pool.

##### **10.3.3.2. Funding restrictions**

- a. Society and sports clubs may not request an amount greater than £500.00.
- b. Applications for funding must not span multiple activities.

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- c. Applications for funding for inappropriate use, such as, but not limited to the purchase of alcohol, will be automatically refused by the Federation.

#### **10.3.3.3. Additional Funding Application Process**

An application for additional funding must be submitted to the Student Activities Team.

The application must include the following for consideration by the Federation Committee:

- a. The name of the Sports Club or Society and the names and contact details for the Treasurer and President of the Sports Club or Society.
- b. The amount of additional funding there are applying for.
- c. The purpose they require the additional funding.
- d. The reason why they are unable to cover the costs through existing Sports Club or Society funds.
- e. Any other information that they believe supports their application.

The Student Activities Team will receive the application. They may refer application back to applicant for amendments where the application is incomplete or inaccurate information has been provided. In this instance, the submitter will be asked to amend the application and resend to Student Activities Team.

Student Activities Team will forward any complete applications to the Federation Committee for an initial assessment.

#### **10.3.3.4. Initial Assessment of Application for Additional Funding**

- a. The Federation Committee will undertake an initial assessment of the application ahead of the Federation meeting. They may perform any of following actions ahead of the Society or Sports Federation meeting;
  - I. Meet with Society/Sports Club committee members to discuss application
  - II. Refer application back to submitter for amendments where they feel the application remains incomplete or inaccurate information has been

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provided. In this instance, the submitter will be asked to amend the application and resend to Student Activities Team

- III. Approve funding application (only for values less than £150)
- IV. Pass application with a funding cap to the Society or Sports Federation for consideration
- V. Pass application to the Society or Sports Federation for consideration
- VI. Reject application on the basis of one or more of the following;
  - Lack of feasibility; for example, the amount of funding requested will not cover the costs for the event and there is no evidence to show that any additional funding has been applied for, or granted, to cover the costs.
  - Inappropriate use of Reading SU funds.
  - Clear evidence of an unwillingness to operate within the parameters of Reading SU Activities Constitution and/or Reading SU policies

b. The Federation Secretary will produce a written report for the Federation providing the following information;

- I. A list of all the funding applications they have received and the date of receipt
- II. Outcome of all initial assessments undertaken with reason for decision

#### **10.3.3.5. Decision by Federation**

The Society or Sports Federation will consider the application and perform one of the following actions;

- a. Approve application but with partial funding
- b. Approve full funding application
- c. Decline application

#### **10.3.3.6. Repeat Applications for Additional Funding**

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- a. A Society or Sports Club can resubmit an application for additional funding (following the same process as outlined in 10.1.4.3).
- b. If an application for additional funding has been refused twice by a Federation, a third application may not be submitted for consideration by the Federation for the remainder of that academic year.
- c. This decision by Federation is final and the applicant has no right of appeal.

#### **10.3.4. REQUEST TO CHANGE NAME OF EXISTING SOCIETY OR SPORTS CLUB**

##### **10.3.4.1. Process to request a change of name**

A request to change the name of an existing Society or Sports Club must be put in writing to the Student Activities Team.

The request must include the following for consideration by the relevant Federation:

- a. To ask for the name change request be added to the agenda of the next Federation Meeting
- b. To include the current name of the Sports Club or Society and the names and contact details for the Secretary and President of the Sports Club or Society.
- c. To include the proposed new name of the Sports Club or Society.

The Student Activities Team will receive the request and forward the request to the Federation Secretary.

##### **10.3.4.2. Adding to the Federation Agenda**

The Federation Secretary will add each request to Change a Sports Club or Society Name to the agenda (as a separate agenda item) for consideration at the next Federation meeting.

The Sports Club or Society Federation Representative should be prepared to speak at the Federation meeting and share the following information;

- a. The reason(s) why the Sports Club or Society want to change the name.
- b. Any other information that they believe supports their request.
- c. Respond to any questions

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Federation Representatives from Society or Sports Club who may have a potential conflict should ensure they attend the Federation meeting if they wish to ask any questions and/or have their concerns heard by the Federation ahead of any decisions being made.

#### **10.3.4.3. Decision by Federation**

The Society or Sports Federation will consider the application and perform one of the following actions;

- a. Approve request to change name
- b. Decline request to change name

Federation Representatives can decide to decline the request for various reasons, such as, but not limited to, instances where they feel there is a clear duplication or conflict with an existing Sports Club or Society; they feel the new name is inappropriate; or they do not feel there is enough evidence to warrant name change.

#### **10.3.5. VOTING**

##### **10.3.5.1. Quorum**

There must be a minimum of 40% of the total Federation Representatives (or their alternates) must be in attendance at the meeting for a valid vote to be held.

A simple majority of the Federation members in attendance must be achieved for a vote to be binding.

In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote in addition to any other vote they may have.

In instances where the Chair has been unable to attend the Federation meeting, the Co-Chair of the meeting shall be entitled to a casting vote in addition to any other vote they may have.

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#### **10.3.5.2. Voting Process**

Method of voting will be determined by the Federation Committee and may depend on numbers present, nature of the vote and whether the meeting has been held in-person or virtually. Voting may take place by a show of hands, by ballot box or online.

The Chair will call a vote which asks Federation members whether they are voting in favour, against, or abstaining on a particular item of business.

Some votes may be two-fold; for example, the Chair asks if the Federation is in favour or against an application; and then if Federation is in favour, a further vote may be required to determine, if full (or partial funding) is to be approved.

#### **10.3.5.3. Failure to meet quorum**

Any application or request that does not receive the required votes in favour or against will be brought to vote at the next meeting.

#### **10.3.5.4. Abstentions**

In the event that the vote is not quorate due to the number of abstentions made by Federation members, the vote is not passed and is moved the next meeting. If the same result occurs at the subsequent meeting, the motion is declined.

#### **10.3.5.5. Decision making by Federation Committee**

Federation Committee members will consider initial applications and deliberate, aiming to come to a general consensus. Where they cannot come to a consensus, a vote will take place and a simple majority will determine the outcome.

#### **10.3.5.6. Conflicts of interest**

A Federation Committee member who is also a member of a Society or Sports Club must declare a conflict of interest; and excuse themselves from all voting on matters pertaining that Society or Sports Club.

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A Federation Representative member does not have to excuse themselves if they are a member of a particular of a Society or Sports Club.

#### **10.4. VOTE OF NO CONFIDENCE**

A Federation Committee member can be removed from their named position (Chair, Secretary or Treasurer) by the following process;

- a. 25% of Federation members (including Federation Committee and Representatives) sign a petition calling for a Vote of No Confidence.
- b. On receipt of a valid petition, an online Vote of No Confidence will be set up by the Reading SU Student Activities Team.
- c. Quorum for this vote will be set by the Reading SU Student Activities Team but shall be no less than 50% of the Federation members present at the Federation meeting.
- d. If the vote is quorate and a simple majority of Federation members taking part in the vote, cast their vote in No Confidence, the Federation Committee Member will no longer hold their Federation Committee position. The Chair (or Co-Chair if Vote of No Confidence is in the Chair) has a casting vote.
- e. A Federation Committee member who loses a Vote of No Confidence may not stand again for any Federation Committee positions within that academic year.

#### **10.5. FINES**

Fines for non-attendance will be taken directly from the relevant Society or Sports Club reserve account.

Fines may be appealed through the Student Activities Team by emailing [student.activities@rusu.co.uk](mailto:student.activities@rusu.co.uk) within 5 days of Federation Meeting. Appeals will be considered by Student Activities Team.

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#### **10.6. REPORTING**

The Federation Secretary shall take minutes, to include decisions taken at Federation meetings. Initial Assessment reports illustrating outcomes made by Federation Committee will be attached.

In the event of the Secretary not being present, the minutes will be taken by a member of the Federation Committee.

The minutes, including any key decisions in line with its delegated authority, will be published on the Reading SU website.